

# HELUS

Hughes Elizabeth Lakes Union Elementary School District

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## PARENT- STUDENT HANDBOOK 2024-2025

***HOME OF THE MOUNTAIN LIONS***

{Sign and return all pages 63-67}

# Hughes-Elizabeth Lakes School Handbook

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# HUGHES-ELIZABETH LAKES UNION ELEMENTARY SCHOOL DISTRICT

## BOARD OF TRUSTEES

JIM WALL, PRESIDENT  
STEPHANIE LEWIS, VICE PRESIDENT  
LOLA SKELTON, CLERK  
RAELYN MARSHALL, MEMBER  
VACANT, MEMBER

SUPERINTENDENT / PRINCIPAL SUSAN DENTON

August 2024

Dear Students and Families,

Welcome back to school! We are so pleased to have our campus and classroom filled with students and ready for the new school year.

I am honored to continue at Hughes-Elizabeth Lakes Union Elementary School as your Superintendent-Principal during the 2024-2025 school year. This will be the start of my 28th year in education, having taught Pre-K, 2nd, 3rd, 4th, and 6th grades followed by 18 years in school administration. I attended Bakersfield College, The University of Arizona, University of LaVerne and Fresno Pacific University. I hold a Bachelor's of Fine Arts in Media Arts and a Masters in Educational Administration Services. Hughes-Elizabeth Lakes is an outstanding school, and I am beyond proud to be a part of our learning community.

Our staff has high academic and behavior expectations for all our Mountain Lions. We are committed to the success and progress of each child and to the betterment of our school. Our staff is dedicated to fostering and nurturing the academic and social-emotional development of all our students. We clearly define and teach our students there are logical consequences to their actions, and we will consistently enforce these consequences in order to provide a safe and positive learning environment for all our students. We also value taking time to celebrate and recognize students for their hard work and achievements. Ultimately, we strive to empower our students to make positive choices and equip our students with 21st century skills they will use beyond the classroom. We are developing a college and career minded school through the nationally recognized AVID program.

Our Back to School Night is Thursday, August 22nd from 5-7pm. Please join us in the cafeteria for an important parent meeting prior to the classroom sessions.

I'd like to invite you to attend our Board meets on the second Tuesday of each month at 6:30 p.m. in room 8 or virtually through the link posted on our website under Board/Board Agenda. Finally, please make sure the school office has current phone numbers as we use our phone calling system to inform you of school closures, special activities and events. We encourage all parents to sign up for the ParentSquare App to stay updated on school communications.

I encourage all parents, guardians, and grandparents to keep an open line of communication with your child's teacher via phone, e-mail or in person. Communication between home and school is critical to the ongoing success of all students.

We're happy you're here and look forward to a wonderful and successful year!

Sincerely,

*Susan Denton*

Superintendent-Principal

# 2024-2025 HELUS

## REGULAR BELL SCHEDULE

### ARRIVAL

8:00-8:30 AM

Cafeteria Open 8:00-8:25am

8:30 Class Starts

2024-25 HELUS BELL SCHEDULE				
REGULAR DAY	GRADES	A.M. RECESS	CAFETERIA	LUNCH RECESS
	TK,K, 1, 2	10:00-10:15	11:25-11:45	11:45-12:05
	3,4,5	10:15-10:30	12:10-12:30	12:30-12:50
	6,7,8	10:30-10:45	12:35-12:55	12:55-1:15
DISMISSAL	2:40 PM			
MINIMUM DAY	GRADES	A.M. RECESS	CAFETERIA	LUNCH RECESS
	TK,K, 1, 2	10:00-10:15	11:25-11:45	11:45-12:05
	3,4,5	10:15-10:30	11:45-12:05	12:05-12:25
	6,7,8	10:30-10:45	12:05-12:25	12:25-12:45
DISMISSAL MINIMUM DAY	1:00 PM			
INCLEMENT WEATHER SCHEDULE	GRADES	A.M. RECESS	CAFETERIA	*Do not send students with electronic devices for inclement weather. Other activities will be planned for students these days. Teachers escort students to cafeteria, aides will escort students back to class. Aides will not leave students unattended.
	TK,K, 1, 2	10:00-10:15	11:15-11:55	
	3,4,5	10:15-10:30	11:55-12:35	
	6,7,8	10:30-10:45	12:35-1:15	
IN CAFETERIA				

## 2023-2024 HELUS

### INCLEMENT WEATHER SCHEDULE

**\*\*Please DO NOT send students with electronic devices for inclement weather.  
Other activities will be planned for students on these days.\*\***

#### MORNING RECESS

All teachers will escort their students to the cafeteria on inclement weather days at their regular recess time. A noon-duty aide will escort the students back to class at the end of the recess.

#### LUNCH SCHEDULE

All teachers will escort their students to the cafeteria on "inclement weather" days. At the end of the half-hour lunch period, a noon-duty aide will escort students back to their classroom and turn them over to the classroom teacher. An aide cannot leave a group of students unattended, so teachers need to be sure they get back to their classrooms on time.

**Hughes-Elizabeth Lakes Union School**  
16633 Elizabeth Lake Road  
Lake Hughes, CA 93532  
(661) 724-1231 Fax (661) 724-1485

**Governing Board**

Mr. Jim Wall	President
Mrs. Stephanie Lewis	Vice-President
Mrs. Lola Skelton	Clerk
Mrs. Raelyn Marshall	Member
Vacant	Member

**District Administration**

Mrs. Susan Denton	Superintendent/Principal
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**Business Department**

Ms. Jean Cummings	Business Services Manager
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**School Administration/Office Staff**

Mrs. Susan Denton	Superintendent/Principal
Mrs. Samantha Banks	Office Coordinator
Mrs. Aida Kofahl	Administrative Clerk

**Certificated Instructional Staff**

Mrs. Theresa Hambro	Transitional K/Kindergarten
Miss Kari Christensen	Kindergarten/1st Grade
Mr. Huberth Morales	1st/2nd Grade
Mrs. Kimberly O'Hara	3rd Grade
Ms. Stephanie Hall	4th Grade
Mr. Paul Scott	5th Grade
Mr. Tim Crawford	6th Grade / Middle School
Ms. Nicole Sinclair	7th Grade / Middle School
Mrs. Terra Lafayette	8th Grade / Middle School
Mrs. Stephanie Holmes	RSP-Special Education

**Classified Instructional Staff**

Mrs. Lisa Chavez	Instructional Aide
Mrs. Danielle Babcock	Instructional Aide
Miss Rhianna Fisher	Instructional Aide
Mrs. Rosalyn Skelton	Instructional Aide
Mrs. Kat Velderrain	Instructional Aide
Ms. Vicki Prera	Instructional Aide
Ms. Heidi Lanier	Instructional Aide

**Classified Support Staff**

Mrs. Joanne Fisher	Cafeteria/ Playground Aide
Mrs. Amy White	Cafeteria/ Playground Aide
Mrs. Desiree Mullen	Cafeteria/ Playground Aide
Mrs. Dawn Windsor	Cafeteria/ Playground Aide
Miss Summer Fisher	Cafeteria/Playground aIDE
Mr. John Lewis	Custodian/Maintenance
Mr. Richard Lara	Custodian
Mr. Albert Miramontes	Custodian
Mr. Dezz Bell	Computer Network Technician
Mrs. Tammy Adams	Special Education Van Driver
Mr. David Oliver	Bus Driver
*vacant*	Bus Driver

# Hughes-Elizabeth Lakes Union School Administrative and Parent Information

## **School Board Meetings**

The Hughes-Elizabeth Lakes Union Elementary School District Board of Trustees holds its regular Board meetings on the second Tuesday of each month in room 8 at 6:30 p.m. Agendas for each meeting are posted at least 72 hours prior to the meeting at the District and School offices, on our website <https://www.helus.org>, as well as at local businesses. Special Board meetings are sometimes called and agendas are always posted at least 24 hours prior to the meeting.

## **ACADEMIC INFORMATION**

### **Student Responsibilities**

Students have duties and responsibilities as defined by the State of California Education Code, by state law, and by the rules and regulations of the Hughes-Elizabeth Lakes Union Elementary School District Board of Education.

### **Homework Policy**

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences a student's ability to meet the district's academic standards. The Board expects students, parents/guardians, and staff to view homework as a routine and important part of students' daily lives.

Although it is the student's responsibility to do most homework assignments independently, the Board expects teachers at all grade levels to use parents/guardians as a contributing resource. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher.

### **Makeup Work**

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time, which is generally equivalent to the number of days missed. (Education Code [48205](#))

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

At HELUS, homework is an essential part of the student's learning program. Homework will be assigned for the following reasons:

- independent practice of skills and content learned in class
- preparation for the next day's lesson
- extension of learned skills
- the development of creative skills

If there are any questions concerning the quality or quantity of homework assigned, parents should contact the teacher before it develops into a problem affecting the student's grade.

## **AFTER SCHOOL EXPANDED LEARNING**

Information & Registration: [bit.ly/HELUSELOP](https://bit.ly/HELUSELOP)

# ARRIVAL/PICK-UP PROCEDURES

## Morning Arrival

Classes begin promptly at 8:30 a.m. School supervision begins at 8:00 a.m. For safety reasons, it is imperative that all students arrive **no earlier than 8:00 a.m.** because there is no supervision.

## Dismissal

Students are dismissed at 2:40 p.m. Buses will leave promptly at 2:45 p.m. A note from the parent is required if a student is not to ride the bus home. A note from the parent is required if a student is to get off the bus at a different bus stop. ***Students who do not board the bus and are not picked up when the last bus departs, will wait for their parents/guardians in the school office.***

## Drop-off/Pick-up

If your child does not ride the bus, please remember students are to be dropped off and picked up at the island by the basketball courts. Please do not block the crosswalk or sit at the stop sign waiting for a space to open up, as this creates both a danger to our students and a driving hazard when cars back up onto Elizabeth Lake Road. If no space is available, please use the drive to circle the campus and return to the island or park in designated areas only. **Students are not allowed to walk or ride bicycles to school.**

Primary students use the sidewalk to and from their classrooms. No parking is allowed adjacent to the north curb. We understand that our parking space is limited; however, we ask your help in ensuring our parking lot is safe. Please observe the following:

- ***Students must exit the vehicle on the right side only***—do not allow your children to exit on the left where other vehicles drive.
- Do not drop off students behind the brick buildings. You may park in a designated space and escort your students in the crosswalk to their classrooms, but do not allow students to cross by themselves as there is no crossing guard and vehicles use the driveway to exit campus.
- If you cannot park or find a space at the island, circle the campus again until a space becomes available.

**Remember: all California driving laws are in effect on campus.**

Please help us ensure the safety of all our students!

## Release of Students During School Hours

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

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

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

1. Phone the school and identify him/herself by repeating to the office personnel the information on the emergency card.
2. Give the name and description of the person to pick up the child. The person must show proper identification.
3. Whenever possible, send a written request with the person who is picking up the child, signed by the requesting parent.

4. Non-custodial parents may not pick students up at school unless the emergency card so stipulates or the custodial parent gives permission within the guidelines above.

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

### **Custody Issues**

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the Superintendent/Principal or designee. Should any situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene.

Parents are asked to make every attempt not to involve the school in custody matters.

The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

## **ASSEMBLIES**

### **Student Recognition**

Students will be recognized for their hard work, excellent attendance, and grade point average each semester. Teachers will recognize students who have demonstrated academic growth and achievements each quarter. Excellent attendance awards will be based on 95% attendance based on each quarter, celebrated at the semester break. Students in grades 4 - 8 earning grade point averages (GPA) of 3.0 and higher (with A's and B's) will be recognized. Parents and families will be notified each semester if their student is receiving an award so they can attend the assembly.

## **ATTENDANCE**

### **Attendance**

Hughes-Elizabeth Lakes Union Elementary School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so a student misses one or only a small portion of the school day. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families who plan vacations around traditional holiday periods, thereby minimizing student absences. In a small school such as ours, regular attendance of each student is vital to the financial viability of our school as well as the educational progress of each student.

Research shows good attendance supports academic achievement. Parents may contact the school office to discuss an ongoing situation or concern that may affect a student's attendance.

***Pupils are expected to attend school every day school is in session. Any pupil with five (5) or more absences in a quarter will begin the School Attendance Review Team (SART) process, and any pupil who is absent more than seven (7) days in a semester may be placed on probation and may be referred to the School Attendance Review Board (SARB) for further evaluation. Any pupil who accumulates absences in excess of thirty (30) days will be considered for retention.*** (These attendance guidelines do not pertain to pupils who are in Independent Study programs or who are served by a home/hospital teacher.)

**California State law requires that students attend school regularly and punctually.** A minor between the ages of 6 and 18 is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

If circumstances prevent a student from attending school, **parents must notify the office by phone (661-724-1231) before 9:00 a.m.** OR, upon the student's return to school, the student must bring a note from the parents explaining the absence. The note must include the student's first and last name, date(s) of absence, reason for absence and the parent/guardian signature. The note must be presented to the class/homeroom teacher for proper clearance.

**Excellent Attendance Awards**—In order for a student to qualify for excellent attendance awards for the semester or the school year the following standards must be met:

- Students must be in attendance in the classroom each day for a minimum of 3 hours (TK-3rd) 4 hours (4th-8th) of the 6 hour school day to have attendance credit for that day.
- 3 tardies will equal an absence unless the tardy is cleared through a doctor's/dentist's note presented at the time of tardy.
- Students more than 30 minutes late are considered truant tardy.
- Students may not receive excellent attendance awards if they leave school early on a habitual basis.
- Students on short-term independent study will not be counted as excellent attendance (they are not at school even though they are completing work).
- Special days such as "take your child to work day" must be approved by the principal at least 1 week ahead and will be counted as excellent attendance if an assignment is completed and turned in to the office within the timelines.
- Students must attend 95% + of school days each quarter to receive this award.

### **Tardiness**

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. Students are considered to be tardy if they are not at their designated classroom at 8:30 a.m. If a student is late, he/she must report to the office before going to the classroom. **Three tardies over 30 minutes to school, will compute as truant** unless the tardy is cleared through a doctor's/dentist's note presented at the time of tardy.

Education Law in California prohibits tardiness. Education Code Section 48260 states any student who is tardy to school in excess of 30 minutes on each of more than three days is considered truant. As with absences, excessive tardies may result in referral to SART (Student Attendance Review Team) and/or SARB (School Attendance Review Board). Excused tardies include those for illness, medical appointments, and/or a death in the immediate family. Truancies will be referred to the local Deputy Sheriff. Parents of truant students can face fines can be of more than \$350.

### **Classification of Absences (Education Code 48205)**

- **Excused Absence:** Illness, accident, death in the immediate family, medical/dental appointments, and other emergencies authorized by the school, court appearances, observance of a holiday or ceremony of his/her religion, attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization. A student in grades 7-12 may be excused to obtain confidential medical services, per Education Code 46010.1
- **Unexcused Absence:** Out-of-town, needed at home, family vacation or leaving school without proper clearance.
- **Truancy:** Absent without the knowledge or consent of parent or guardian. **Any absence not reported or verified by a parent or guardian will be classified as a truancy.** Any student with truancies and/or a chronic attendance problem may be

referred to the School Attendance Review Team and/or School Attendance Review Board.

When a student is absent for one of the above excused reasons, he/she shall be allowed to make up all assignments and tests missed during the absence, if they can be reasonably provided, or a like alternative, and if completed within a reasonable period of time, shall be given full credit (see page 22 for more info).

#### **Short Term Independent Study**

Independent Study may be requested if a student is going to be absent for a minimum of three school days and a maximum of 15 school days. Independent study is permitted at the discretion of the Superintendent/Principal.

Independent Study contract request forms are available in the office and **must be requested at least 5 school days prior to the absence**. Students with poor attendance and/or poor grades may be denied Independent Study. The Independent Study contract requires the signature of the parent/guardian, student, teacher, and the administrator before the absence.

**All independent study work is to be turned in to the homeroom teacher on the day the student returns to school.** Students must complete the work at a satisfactory level to receive full credit for both assignments and attendance. Students who do not receive full credit for Independent Study will not be approved for future Independent Study requests.

## **CIVILITY - LEGAL INFORMATION**

### **Civility**

In accordance with Board Policy 1311, members of the school staff will always treat parents/guardians and other members of the public with respect and they expect the same in return. The district is committed to maintaining orderly educational and administrative processes by keeping the school and administrative office free from disruptions and by preventing unauthorized persons from entering school/district grounds and classrooms.

Any individual who disrupts or threatens to disrupt school/office operations, threatens health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the Superintendent/Principal or designee. If anyone uses obscenities, is loud, insulting or demeaning and does not correct the behavior when redirected, the offending person will be asked to leave campus.

When an individual is directed to leave under such circumstances the Superintendent/Principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with Education Code 44811 and Penal code 415.5 and 525.7 if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending the school. If an individual refuses to leave upon request or returns before the applicable period of time is over, the Superintendent/Principal or designee may notify law enforcement officials.

## **COMMUNICATION**

Please check your child's backpack, pockets and binders for information sent home from school. **For 3<sup>rd</sup> through 8<sup>th</sup> grade students, please ask to see their Student Planner** every day and talk to your child daily about his learning experience.

Every Friday, the **Lion's Roar** is sent out electronically through Parent Square to parent emails on file, the district webpage and through social media. This is your primary source of up-to-date school information and upcoming events. Additionally, we encourage all parents/guardians to

download the PARENTSQUARE app onto their cell phones to receive direct information from the school.

## **INCLEMENT WEATHER & EMERGENCY INFORMATION**

### **Inclement Weather/Emergency Procedures**

Living at this altitude and in our rural location, we may at times be forced to close the school due to inclement weather, fire or another type of emergency. If it is unsafe to transport students or to maintain them on campus, the Superintendent/Principal may make the decision to reduce school or close school for students and staff. There are three levels of safety plans listed below for inclement weather.

**Plan A: School starts on time.** Buses that are not able to access hard to reach bus stops may identify an alternative location for pick up or drop off. In addition, buses may run at a time different from the scheduled time. Parents of students affected will be notified via phone call of the alternative location and/or the time adjustment.

**Plan B: School is delayed for 30 minutes up to two hours.** The delayed start time of school will depend on the severity of the weather. Students will be allowed on campus at the announced start time. Staff shall be on campus at the announced start time. Staff unable to safely make it to campus by the start time shall call, report his/her absence and request a substitute. Staff may be on campus prior to the start time if they can safely do so.

**Plan C: School is closed for the day.** No students or staff are to be on campus if the school is closed. We will notify you if you are impacted using our automatic phone system in the event that Plan A, Plan B or Plan C are needed. . Please make sure the school office has your current phone number. If you wake up to snow or ice on the ground or think it might snow and have not received a call from the school, please check our website <https://heluesd-k12-pt.schoolloop.com/> A decision is usually made late at night or early in the morning (around 6:00 a.m.) as to whether it is safe to run the buses.. Only announcements made about the Hughes Elizabeth Lakes School District apply.

If you arrive at school and the gates are locked, do not drop your child off as it is likely school is closed. If students are at school when it begins to snow heavily, students will be sent home. If the buses can run, bus riders will go home on the bus and parents of students normally picked up will be notified to come pick up your child. In the event of a heavy snow that begins after the buses have left campus and it is unsafe to continue the route, the buses will return to the entrance of the Lake Hughes Community Center and park. Parents will be able to pick up their children from that location by showing proper ID.

Please make a plan with your children so they know what to do if they are sent home early. This is particularly important for families in which both parents may work out of the area. **It is critical that emergency contact information is current in the school office.**

For the health and safety of students, inclement weather schedules will be implemented at the school for indoor activity when temperatures are in excess of 100 degrees, below freezing, or during conditions of extreme wind or smoke.

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

### **Predicated or Attained Stage 1 Smog Episode**

- Strenuous physical activities for all students shall be discontinued
- Students shall be allowed to remain indoors

- Home athletic events shall be canceled or relocated

**Predicated or Attained Stage 2 or Stage 3 Smog Episode**

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

**Emergencies and Disaster Preparedness Plan**

Hughes-Elizabeth Lakes Union Elementary School District Policy 3516 states the school district must be prepared to respond immediately and responsibly to events that may be threatening or disastrous. A plan must be written to facilitate an immediate and appropriate response. The plan should be reviewed and updated annually. The disaster plan shall include, but not be limited to:

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

Hughes-Elizabeth Lakes routinely conducts drills to prepare for emergencies. Teachers and staff members are assigned specific responsibilities to ensure student safety.

When the alarm sounds or the shaking stops, students are to exit in a quiet, orderly line from their classroom according to the posted evacuation map. Attendance will be taken at the classroom evacuation site.

In the event of a disaster, a parent or someone designated on the student's disaster release card will sign that student's disaster release card enabling them to remove the student from the school grounds. Check-out is critical to prevent school staff members from entering dangerous buildings to search for students who are safe at home.

In addition to the above mentioned drills, a lock down drill is also held. When an emergency occurs which necessitates the locking of the entire campus, the words "Lock Down" will be announced over the PA system. If students are at lunch, they are to return to their classes/homeroom immediately. If students are away from class, they are to go into the nearest classroom. All teachers will lock their doors. Other staff members will lock the remainder of the campus' doors and gates. At the end of the emergency, an "all clear" announcement will be made.

**No students are to leave campus without a parent/guardian/designee.** Students are not allowed to go home alone to situations that may be worse, especially in the case of an earthquake when there may be live electrical wires or leaking gas lines.

# GENERAL SCHOOL INFORMATION

## OFFICE PROCEDURES

### The School Office

The office will take messages for students only in case of emergencies (forgotten lunches, lunch money, homework, books, and jackets are not considered emergencies). Students should stop by the front office if something was requested from home (lunch, money, homework, etc.). ***The office must receive changes in transportation messages no later than 1:00 p.m.***

### Use of School Telephones

Students are to use the office phones only in emergency cases unless otherwise authorized by a staff member. Transportation arrangements must be made before arriving at school; the office phone is not available for student use to make transportation arrangements at the end of the school day.

### Student Out-Of-Class Procedure / Hall Passes

Students must have received permission in the form of a hall pass when they are out of class. Students out of class during any regular class period will be asked to produce their signed pass. Students should have a pass upon entering the office, except in an emergency situation. Students who leave their classroom or supervised class area without the appropriate permission will be considered truant and subject to both teacher and administrative disciplinary action.

## PERSONAL PROPERTY

### Personal Items

Students may carry backpacks for their books and supplies. ***Personal items not required for school use will NOT be permitted on campus.*** This includes, but is not limited to, radios, digital media players, electronic tablets, cameras, rubber bands, balloons, water guns, electronic games, permanent markers, trading cards, skates, skateboards, scooters, large sums of money, toys, etc. School issued iPads for use during the day are acceptable. Cell phones are permitted, with limitations (see page 20 for more information). *The school does not accept responsibility for the care and safety of items brought to school.*

## STUDENT DRESS

### Student Appearance

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

Hughes-Elizabeth Lakes Union Elementary School District Policy (Policy 5132) states the Board expects, "...students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process." Those students who persist in violating the district's standards may be suspended or expelled in accordance with legal provisions.

### Dress Code

The standard of dress at Hughes-Elizabeth Lakes School emphasizes we are concerned with the education and safety of our students. We expect students to dress appropriately for the learning environment. In addition, the following guidelines shall apply to all regular school activities:

- Students may wear sun-protective clothing, including, but not limited to, hats for outdoor use during the school day. (Education Code [35183.5](#))
- Shoes must be worn at all times. Toes must be covered and sandals must have heel straps. Flip-flops or backless shoes or sandals are not acceptable. Rollerblades or roller shoes are not permitted for safety reasons. Slippers are not acceptable footwear at school.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- **Hats, caps and other head coverings shall not be worn indoors, including the cafeteria.**
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than 4 inches are prohibited. No spaghetti strap shirts or pajama bottoms will be allowed.
- Tank tops with at least 1" straps and sleeveless tops that cover the bra may be worn. Bra straps may not show with any top.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet ~~or dyed an unnatural color~~ (revised 9/10/2024), such as green, pink, fluorescent, blue or purple.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

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

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

### **Gang-Related Apparel**

The school community, including the Principal, staff and parents/guardians develop the school safety plan which includes a definition of "gang-related apparel." That definition shall be limited to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code [32282](#))

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

## **STUDENT DISCIPLINE/BEHAVIOR EXPECTATIONS**

### **Discipline**

All students have a personal responsibility to behave in a manner which allows students to learn and teachers to teach. Students are expected to treat staff and each other with dignity and respect. At Hughes-Elizabeth Lakes, we teach students what behaviors are expected, reward appropriate behaviors, and consistently enforce consequences for students who fail to act in an appropriate manner.

Fighting, disrespect, profanity, stealing, and vandalism are unacceptable behaviors while at school, as well as on the way to and from school. Students will receive logical, natural consequences to unacceptable behaviors.

Students instigating and participating in fights will be held accountable for their actions. PARENTS please work with us and remember that school rules may differ from home rules. School rules dictate that hitting back is fighting and not self-defense. Self-defense is attempting to leave the situation. **Students need to report problems to a staff member on campus.**

### **PBIS - Positive Behavior Intervention System**

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. Positive Behavioral Interventions and Supports (PBIS) *is an evidence-based*, tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, *PBIS improves* social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.

Behavior expectations for students are taught, practiced, reinforced, and recognized in the locations they occur. The chart on the next page defines our expectations at HELUS. Our PAWS program is defined as:

P = Positive Expectations  
A = Always Be Responsible  
W = Work and Play Safely  
S = Show Respect

# HUGHES-ELIZABETH LAKES UNION ELEMENTARY SCHOOL



## POSITIVE BEHAVIOR INTERVENTION SYSTEMS (PBIS)



PAWS	CLASSROOM	PLAYGROUND	RESTROOMS	WALKWAYS	CAFETERIA	BUS	OFFICE
<b>P</b> POSITIVE EXPECTATIONS	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Ready to learn</li> <li>Do your best</li> </ul>	<ul style="list-style-type: none"> <li>Include others who want to play</li> <li>Encourage others</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Use during recess/lunch</li> <li>Be patient</li> <li>Return to class when done</li> </ul>	<ul style="list-style-type: none"> <li>Be friendly and courteous</li> <li>Smile</li> </ul>	<ul style="list-style-type: none"> <li>Positive talk</li> <li>Be kind</li> <li>Help keep area clean</li> <li>Wait patiently in line</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Quiet voices</li> <li>Leave food &amp; drinks in backpacks</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Quiet voices</li> <li>Follow adult directions</li> </ul>
<b>A</b> ALWAYS BE RESPONSIBLE	<ul style="list-style-type: none"> <li>Use equipment properly</li> <li>Stay on task</li> <li>Keep trying</li> <li>Complete work</li> </ul>	<ul style="list-style-type: none"> <li>Primary Sandbox (K-3)</li> <li>Intermediate Wood chips (4-8)</li> <li>Freeze, wait for whistle, line up</li> <li>Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Use restroom properly</li> <li>Flush-wash-trash-exit</li> <li>Keep restroom clean</li> <li>Report problems</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated until dismissed</li> <li>Throw away ALL trash</li> <li>Raise your hand to ask for help</li> </ul>	<ul style="list-style-type: none"> <li>Keep your PAWS to yourself</li> <li>Take care of your items</li> </ul>	<ul style="list-style-type: none"> <li>Keep your PAWS to yourself</li> <li>Take care of your own items</li> </ul>
<b>W</b> WORK & PLAY SAFELY	<ul style="list-style-type: none"> <li>Walk</li> <li>Keep your PAWS to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Run in only designated areas</li> <li>Agree to play by the rules</li> <li>Feet-first slide</li> <li>One-way directions</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Keep your PAWS to yourself</li> <li>Keep water in sink</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Keep your PAWS to yourself</li> <li>Stop &amp; walk at crosswalks</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Keep your PAWS to yourself</li> <li>Only eat at tables</li> <li>Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the bus driver</li> <li>Follow driver directions</li> <li>Report problems</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the office staff</li> <li>Follow adult directions</li> <li>Report problems</li> </ul>
<b>S</b> SHOW RESPECT	<ul style="list-style-type: none"> <li>Listen to others</li> <li>Use appropriate voice level</li> <li>Say: please, excuse me &amp; thank you</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Be considerate</li> <li>Say: please, excuse me &amp; thank you</li> <li>Follow adult directions</li> <li>Positive talk</li> <li>Keep playground clean</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Give privacy</li> <li>Use appropriate voices</li> <li>Knock before opening doors</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Remain quiet when walking</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voices</li> <li>Say: please, excuse me, &amp; thank you</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated once on the bus</li> <li>Wear seatbelts at all times</li> <li>Keep your PAWS to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Enter quietly</li> <li>Use appropriate voice level and language</li> </ul>

### **Cell Phones**

Students may have cell phones at school as long as they are **TURNED OFF DURING ALL SCHOOL HOURS**, or any other time that is not authorized. Students may use their phones before and after school. **The phones are to be “OFF”, not silent, during all other times.** Violations of the policy may include the following: phone going off in class or on campus during unauthorized times, phone out and visible, any use of camera devices attached to the phone, or any other disruptive occurrence involving the cell phone or other electronic communication devices as defined by Board Policy 5131. Middle school teachers may allow students to use their phones as a planner or calculator at their discretion.

The following consequences will be followed for violations of Board Policy 5131 dealing with electronic communication devices (Cell Phones). In addition to these consequences the teacher or Principal/designee may utilize detention as well. **Middle school demerits will be issued for each violation.**

- 1<sup>st</sup> violation: The teacher/staff will take the phone away until the end of day.
- 2<sup>nd</sup> violation: The phone will be sent to the office for student to pick up at the end of the day.
- 3<sup>rd</sup> violation: Phone will be sent to the office where the parent/guardian will have to pick up the phone. A conference will take place with parent/guardian.
- 4<sup>th</sup> violation: Phone will be held until a parent/guardian can pick it up. The student will be in-school suspended for one day. Parent/guardian will be required to accompany the student when the device is picked up.

***Reminder! While the device is under the control of the student, damage or loss of the device is the student’s responsibility, not the school’s responsibility.***

### **Dangerous Objects on campus: Laser Pointers/BB guns**

Penal Code 417.27 prohibits the possession of a laser pointer by any student on any elementary or secondary school premise, unless possession is for valid instruction. It further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place (Penal Code 12550, 12556).

### **Standards of Student Conduct**

The staff at Hughes-Elizabeth Lakes strives to provide and maintain quality programs, curriculum, and an appropriate learning environment in the classroom and on campus and we believe that good citizenship is the cornerstone of a successful learning environment. Thus the faculty and staff fully expect HELUS students to practice good citizenship and to exert an effort to benefit from the academic program. An education program can succeed only if a quality learning environment exists. Students are expected to conform to all Hughes-Elizabeth Lakes rules and regulations and the rules of their grade level and their teachers. Violation of such rules and regulations may result in administrative action, including but not limited to the following:

- Office referral
- Demerits (middle school)
- Time out from activities
- Parent contacted by school: by written communication or telephone
- Progress report
- Student Contract
- Student Study Team Meetings
- Campus beautification/clean-up
- Parent conference
- Loss of bus privileges
- Loss of extra-curricular activities (dances, field trips, etc.)
- Loss of cafeteria privileges
- Modified day

- Alternative Education placement
- Suspension
- Recommendation for expulsion

**Duties of Pupils:** All students are required to conform to school regulations; obey all directions; be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane and vulgar language. (CA Code of Regulations, Title 5, Set 300)

**Duty Concerning Conduct of Pupil:** Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. (E.C. 44807)

**Right to Due Process:** Federal law requires that a free and appropriate education in the least restrictive environment be offered to all students. A parent and a pupil may initiate procedural due process to any decision regarding the pupil's identification as an individual with exceptional needs; the pupil's assessment and implementation of the individualized educational program; and the denial, placement, transfer, or termination of the pupil in a special education and related services program, and the child's placement. Further information is available at the school. Uniform Complaint Procedures (Title 5 CCR) are available upon request from the school office. (E.C. 56329, 53680, 56506, PL94-142, PL 101-476)

#### **Evening Events and Visitors**

Board Policy 5020 states children must be accompanied by a parent, or another designated responsible adult, at all times while on campus outside of normal hours. The only exception to this rule is when students are at a scheduled school dance. This applies to all school age students and siblings, regardless of their age or school of attendance. This policy specifically applies to evening events such as Back-to-School Night, evening performances, Open House, Talent Show, PTA Meetings and Promotion. Parents will be called to pick up students who arrive at school events without a parent.

### **PLAYGROUND RULES**

Students are expected to be **Responsible, Respectful, and Safe**

This means:

#### **Playground/Recess Rules**

- The upper field and lower basketball courts are designated play areas
- Follow directions from *all staff*
- Do not play around classrooms or in or around restrooms
- Obtain permission from a playground aide before leaving the playground before the bell rings if it is an emergency or you need to go the office for any reason
- Stop playing as soon as the whistle blows and walk directly to your line area
- Keep your hands/feet to yourself, no grabbing, chasing, wrestling or other forms of horseplay. No tackle football or any games that involve students knocking on or climbing on each other
- Do not climb on fences or trees—get an adult if you need a ball outside the fence
- Do not throw sand, dirt, grass or rocks at any time
- Leave all eating utensils and food in the cafeteria
- Athletic equipment should be used in organized games with adult supervision. **HARD BALLS OR REGULATION BASEBALLS ARE NOT TO BE BROUGHT TO SCHOOL**
- No games are allowed that involve throwing a ball at another student or another student's ball unless under teacher supervision
- Do not disrupt other students' play nor exclude students from play or games. It's not okay to say, "You can't play."
- One child on the slide at a time
- Report all injuries to the adult on duty, even if you don't think they are serious

### **Restricted Areas**

Students may not be

- behind classrooms or buildings
- in, around, or behind the maintenance shed
- on the perimeters of the playgrounds (because of snakes)
- in the parking lot or entrance gate areas

## **NUTRITION AND CAFETERIA INFORMATION**

### **Cafeteria Information**

All students are expected to eat at lunch, either a school meal or one brought from home, unless there is a health problem and special arrangements have been made. Students are given 20 minutes to eat lunch; however, *additional time is provided when needed*.

**We ask ALL parents to complete the Home Income Survey which is similar to the previous free and reduced lunch application, and supports appropriate school funding from the state and federal government.** Meals are free of charge for all students. If you need assistance, please contact the school office. The form can be accessed at <https://family.titank12.com/income-form/new?identifier=3JD2ZE>

## **BUS INFORMATION**

### **Bus Fees**

There are no planned bus fees for the 2024-2025 school year. Bus service is dependent upon drivers, weather, and may be suspended for those reasons. We apologize for any inconvenience on days without bus service. Parents are still required to bring their students to school on days without bus service.

### **Bus Standards**

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

**All kindergartners must have a designated adult meet them at their bus stops. If no designated adult is present, the child will be returned to school.**

If you need to send your child home with another student, the school office must be notified in advance, in writing, of the request and an official bus pass will be issued. **Do not call the school office during the day and make a verbal request.** It is the student's responsibility to turn in the note during morning classroom procedures to the office so that the pass may be processed.

Students on the bus must follow specific rules and are subject to consequences issued by Storer. The bus driver is responsible for enforcing these rules and will issue warnings and/or walking tickets to those students who choose to misbehave. Repeated violations may lead to suspension of transportation privileges not only for travel to and from school but also on field trips.

**Students are expected to make PAWS-itive choices while riding the bus**

**This means:**

1. The bus driver is in charge of the bus. Follow the directions of the bus driver the first time they are given and cooperate with the driver. Face masks covering the mouth and nose are required while riding the bus.

2. Arrive at the bus stop not more than 5 minutes before the scheduled bus departure time. While going to and from the bus stop and waiting for the bus, keep out of the street and off private property. Noisy, rowdy behavior and property damage at a bus stop could cause that stop to be moved to a less convenient location. Students must use the designated stop closest to his or her home both A.M. and P.M. Any student having to use another stop in an "emergency only" situation must have a note pre-approved by the school and parent receiving the child at the stop.
3. Board and leave the bus in an orderly manner. Do not push other students. Follow the driver's instructions concerning seating location and unloading procedure.
4. Be seated promptly. Be willing to share a seat with fellow bus riders.
5. Always sit facing the front of the bus. Remain seated when the bus is in motion. Remain seated until the door is opened. Do not change seats without permission of the driver. Do not "save seats" for others.
6. Keep head, hands and arms inside the bus at ALL times. Do not talk or yell across the aisles or out of windows to others outside of the bus or throw things out of the bus windows.
7. No physical contact of ANY kind is allowed. Keep hands and feet off other people and their possessions. No pushing or fighting.
8. Avoid loud talking, loud laughter, or unnecessary confusion. (It may divert the driver's attention and could result in an accident.)
9. Do not use obscene, profane or abusive language towards anyone.
10. Keep the bus clean and free of litter. Do not deface or destroy bus equipment. Damage to seats, windows and other parts of the bus is unnecessary and costly. The student responsible will pay for any damage.
11. Students are not to eat, drink, or chew gum on the bus. Students using tobacco or lighting matches will be suspended from school. Hazardous materials, liquid, solid or gas are not permitted on the bus. No open cosmetics or aerosol cans are permitted.
12. The bus aisle and emergency exits must be kept clear at all times.
13. Students must wear shoes and shirts at all times while on the bus.
14. Students will be held responsible for their individual behavior.
15. Animals, insects and reptiles are not permitted on the bus. Guide dogs and signal dogs are excepted with proper credentials (54.2 Civil Code).
16. Personal items must be kept in backpacks at all times. Large bulky items that cannot safely be carried on a child's lap are prohibited. Toys, glass containers, skateboards, large musical instruments, radios, MP3 players, Ipods, and other electronic devices cannot be brought on the bus. (Pupils should arrange for parents to transport such items when required.) Special arrangements must be made for the transportation of athletic equipment. Cleats and/or spikes must be removed before entering the bus.
17. The driver will escort all K-8 students across the street.
18. Students are not allowed to use cell phones while on the bus. Cell phones in a student's possession while on a bus MUST be left in backpack at all times.

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### **Guidelines for Student Bus Discipline**

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

1 <sup>st</sup> Ticket	Will result in written notice to parents and school administrators.
2 <sup>nd</sup> Ticket	Will result in loss of bus privileges for 1 to 3 school days. The parent will be responsible for transporting the student.
3 <sup>rd</sup> Ticket	Will result in loss of bus riding privileges for 5 school days. The parent will be responsible for transporting the student.
4 <sup>th</sup> Ticket	Will result in loss of bus riding privileges for 10 school days. The parent will be responsible for transporting the student.

5<sup>th</sup> Ticket            Will result in loss of bus riding privileges per Title V, Section 14103 #B for the remainder of the current school year.

We have the right to adjust the number of days the bus riding privileges can be denied. This could be anywhere from a Written Warning to 1-3 days loss of bus riding privileges.

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

The severe clause may be invoked **WITHOUT A WRITTEN WARNING** having been previously issued whenever the offense is of such serious nature to warrant it. **SOME** examples of these offenses are:

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

#### **Bus Danger Zone**

The “danger zone” is the space around the school bus out to a distance of twelve feet where the driver cannot see children. Please remind children of these rules:

- Do not cross between two or more parked buses
- Never try to retrieve something dropped around or under the bus without telling the driver or teacher first
- Do not stand behind buses

## **SCHOOL DISTRICT POLICIES**

### **Sexual Harassment Policy**

Education Code 212.6 and 48989 require each educational institution to have a written policy of sexual harassment that includes information on how to report a case. Below is Hughes-Elizabeth Lakes School District’s written policy on Sexual Harassment (Policy 5145.7):

### **Student’s Sexual Harassment**

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored/school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

### **Instruction/Information**

The Superintendent/Principal or designee shall ensure all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

### **Complaint Process**

Any student who feels that he/she is being, or has been subjected to, sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the Superintendent/Principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the Superintendent/Principal or designee, whether or not the victim files a complaint.

The Superintendent/Principal or designee shall immediately investigate the complaint in accordance with administrative regulation. Where the Superintendent/Principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The Superintendent/Principal or designee shall also advise the victim of any other remedies that may be available. The Superintendent/Principal or designee shall refer the matter to law enforcement authorities, where required.

### **Disciplinary Measures**

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-8, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

### **Record-Keeping**

The Superintendent/Principal or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in the school.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

### **The rules and regulations section of this policy further states:**

Prohibited sexual harassment includes but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender in the educational setting, when

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic or employment decisions affecting the individual

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

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

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, stories, drawings, pictures, or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposefully cornering or blocking of normal movements.
10. Displaying sexually suggestive objects.

**Notifications**

A copy of the District's Sexual Harassment Policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures and standards of conduct are posted
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session
4. Appear in any school or District publication that sets forth the school or District's comprehensive rules, regulations, procedures and standards of conduct.
5. Be provided to employees and employee organizations

**Investigation of Complaints**

1. The Superintendent/Principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
  - a. The student who is complaining
  - b. The person accused of harassment
  - c. Anyone who witnessed the conduct complained of
  - d. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.
3. The Superintendent/Principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the Superintendent/Principal or other designee also may discuss the complaint with the following persons:
  - a. The parent/guardian of the student who complained
  - b. If the alleged harasser is a student, his/her parent/guardian
  - c. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
  - d. Child protective agencies responsible for investigating child abuse reports
  - e. Legal counsel for the district
4. When the student who complained and the alleged harasser so agree, the Superintendent/Principal or designee may arrange for them to resolve the complaint

- informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.
5. In reaching a decision about the complaint, the Superintendent/Principal or designee may take into account:
    - a. Statements made by the persons identified above
    - b. The details and consistency of each person's account
    - c. Evidence of how the complaining student reacted to the incident
    - d. Evidence of any past instances of harassment by the alleged harasser
    - e. Evidence of any past harassment complaints that were found to be untrue
  6. To judge the severity of the harassment, the Superintendent/Principal or designee may take into consideration:
    - a. How the misconduct affected one or more students' education
    - b. The type, frequency and duration of the misconduct
    - c. The number of persons involved
    - d. The age and gender of the person accused of harassment
    - e. The subject(s) of harassment
    - f. The place and situation where the incident occurred
    - g. Other incidents at the school, including incidents of harassment that were not related to gender
  7. The Superintendent/Principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.
  8. If the Superintendent/Principal or designee verifies that sexual harassment occurred, this report shall describe the actions taken to end the harassment, address the effects of the harassment on the student harassed, and prevent retaliation or further harassment.
  9. Within two weeks after receiving the complaint, the Superintendent/Principal or designee shall determine whether or not the student who complained has been further harassed. The Superintendent/Principal or designee shall keep a record of this information and shall continue this follow-up.

#### **Enforcement**

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

1. Removing vulgar or offending graffiti
2. Providing staff in-service and student instruction or counseling
3. Notifying parents/guardians of the actions taken
4. Notifying child protective services
5. Taking appropriate disciplinary action. In addition, the Superintendent/Principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true

## **STUDENT USE OF TECHNOLOGY**

One of the adopted goals of Hughes Elizabeth Lakes Union Elementary School District is to assist in advancing the use of technology to enhance student learning. **Access to Hughes Elizabeth Lakes Union Elementary School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology.** All Hughes Elizabeth Lakes Union Elementary School District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The Hughes Elizabeth Lakes Union Elementary School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this

policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

#### **Student Use of Technology BP 6163.4**

The Governing Board intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent/Principal or designee shall notify students and parents/guardians about authorized uses of district computers and consequences for unauthorized use and/or unlawful activities.

#### **On-Line Services/Internet Access**

The Superintendent/Principal or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (P.L. 107-110, Section 2441, 47 USC 254)

The Board desires to protect students from access to harmful matter on the Internet or other on-line services. The Superintendent/Principal or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communication.

Disclosure, use and dissemination of personal identification information regarding students is prohibited.

Staff shall supervise students while they are using on-line services and may ask teacher aides and student aides to assist in this supervision.

Before using the district's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that Agreement, the student and his/her parent/guardian shall agree to not hold the district responsible and shall agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent/Principal or designee shall regularly review this policy, the accompanying administrative regulation, and other procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

#### **Student Use of Technology AR 6163.4**

The Superintendent or Principal shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He or she shall ensure that all students using these resources receive training in their proper and appropriate use.

At the beginning of each school year, parents/guardians shall receive a copy of the district's policy and administrative regulation regarding access by students to the Internet and on-line sites. (Education Code 48980)

#### **On-Line/Internet Services: User Obligations and Responsibilities**

Students are authorized to use district equipment to access the Internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with

### **Governing Board policy and the district's Acceptable Use Agreement.**

1. The student in whose name an on-line services account is issued, is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. Students shall use the district's system responsibly and primarily for educational purposes.
3. Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.  
Harmful matter includes matter taken as a whole which, to the average person, applying contemporary statewide standards appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)
4. Students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
5. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
6. Copyrighted material shall not be placed on the system without the author's permission. Students may  
Download copyrighted material for their own use only.
7. Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
8. Students shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
9. Students shall report any security problem or misuse of the services to the teacher or Supt/Principal. The  
district reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials to ensure proper use of the system. The Superintendent/Principal shall make all decisions regarding whether or not a student has violated Board policy or the district's Acceptable Use Agreement. The decision of the Superintendent/Principal shall be final. Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Board policy.

### **CALIFORNIA EDUCATION CODE AND PENAL CODES**

#### **Suspensions, Expulsions and Willful Misconduct** (E.C. 48900/48915/48909)

Recent legislation stipulates that the principal of each school inform students about changes in the law dealing with reasons for suspensions and expulsion. All records of the offenses set forth in EC 48900 (listed below) will be properly identified in all pupil records.

Listed below are the sections of Education Code 48900 and 48915, which pertain to students:

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a) (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or 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 any 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) Stole 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 known 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) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.  
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12 inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.3 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. (Amended by Stas. 1996, Ch. 915, Sec. 1)
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the

following meanings:

- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
  - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
  - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
  - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
  - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
  - (i) A message, text, sound, or image.
  - (ii) A post on a social network Internet Web site, including, but not limited to:
    - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
    - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1).
- (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1).
- (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, \*the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in

which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) *A superintendent of the school district or principal may use his or her 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.*
- (w) It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

**Sexual Harassment (E.C. 48900.2)**

A pupil may be suspended from school or recommended for expulsion if the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5

**Hate Violence (E.C. 48900.3)**

A pupil of any grades 4 to 12 may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.

**Harassment, Threats or Intimidation (E.C. 48900.4)**

A pupil enrolled in any of grades 4 to 12 may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

**Limitations on Imposing Suspension (E.C. 48900.5)**

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

**Terroristic Threats (E.C. 48900.7)**

A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property or both.

Terroristic threat shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property for the person threatened or his or her immediate family.

**Circumstances for Recommending Expulsion (EC 48915)**

- (a) Except as provided in subdivisions (c) and (e) the principal or the superintendent of schools shall recommend the expulsion for 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 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 or other dangerous object of no reasonable use to the pupil.
  - (3) Unlawful possession of any controlled substance, except for the first offense for the possession of not more than 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.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
  - (2) Brandishing a knife at another person.
  - (3) Unlawfully selling a controlled substance.
  - (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 4899.
  - (5) Possession of an explosive.

## **PESTICIDES**

The district has implemented an integrated pest management (IPM) program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds.

Pursuant to the Healthy Schools Act of 2000, the district is required to notify staff, parents or guardians of the name of all pesticide products expected to be applied at the school facility during the upcoming year. Those products are as follows:

### **Pesticide Warnings (EC 17612)**

<b>NAME</b>	<b>MANUFACTURER</b>	<b>TYPE</b>
<b><u>Genie Fogger</u></b>	Lane Labs	Insecticide
Active Ingredients – Cyclohexene, Dimethyl, Cyclopropanecarboxylate		
<b><u>Hot Shot Spider Killer Plus</u></b>	Sprectrum Group	Insecticide
Active Ingredients – Tralomethrin		
(1R,3S)3(1'RS)(1',2',2',2'-tetrabromoethyl)-2,2-dimethylcyclopropanecarboxylic acid9S0-alpha-cyano-3-phenoxybenzyl ester d-trans Allethrin		
<b><u>797-A</u></b>	State Chemical	Insecticide
Active Ingredients – Pyrethrins, Piperonyl Butoxide, Amorphous silica gel, Petroleum Distillate		
<b><u>Misty Wasp and Hornet Killer IIb</u></b>	Amrep	Insecticide
Active Ingredients – Tetramethrin, Permethrin, Piperonyl Butoxide		
<b><u>Bug B Gone</u></b>	Ortho	Insecticide
Active Ingredients – Esfenvalerate		
<b><u>Gopher Getter</u></b>	Wilco	Pesticide
Active Ingredients – Strychnine Alkaloid		
<b><u>Ground Squirrel Bait</u></b>	Wilco	Pesticide
Active Ingredients – Diphacinone		
<b><u>Permith</u></b>	Sungro	Pesticide
Active Ingredients – Permethrin		

# ANNUAL NOTIFICATION OF PARENTAL RIGHTS

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

## **Asbestos Management Plan – 40 CFR 763.93**

The Hughes-Elizabeth Lakes Union Elementary School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the school office.

## **Attendance Options/Permits – EC 48980(h)**

Residency – EC 48200 and 48204

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

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a care-giving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order.

## **Interdistrict Attendance – EC 46600 et seq.**

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

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer.

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

## **Availability of Prospectus – EC 49063 and 49091.14**

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact the Hughes-Elizabeth Lakes Union Elementary School District for a copy of the prospectus.

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

The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary

to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

Parents or legal guardians have the right to:

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

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

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

#### **Child Find System – EC 56301**

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

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

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

**Confidential Medical Services – EC 46010.1**

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

**Directory Information – EC 49073**

“Directory Information” includes one or more of the following items: student’s name, address, telephone number, email address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. No information may be released to private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil’s directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

**Educational Liaison for Foster Children –EC 48204, 48853, 48853.5, 51215.1, 51225.2, WIC 317 and 16010**

The district has designated an employee as the liaison to work with students experiencing foster care and their parents/guardians to ensure their educational rights regarding enrollment, proper educational placement, and transfer between schools or districts. For more information about available resources or questions, contact the homeless/foster youth liaison in the school office or visit the website <http://www.cde.ca.gov/ls/pf/fy/contacts.asp> for foster children\_educational rights.

**Education of Homeless Youth– 42 US 11432, EC 48853, 49069, 51225.1, 51225.2**

The district has designated an employee as the liaison to ensure that parents of students experiencing homelessness are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights. For more information contact the homeless liaison in the school office or visit the California Department of Education website at <https://www.cde.ca.gov/sp/hs/>

**Emergency Treatment for Anaphylaxis – EC 49414**

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

**English Learners Identification Notice - EC 313.2**

Parents are notified by the school if their child is a “Long-term English Learner” or is an “English learner at-risk of becoming a Long-term English Learner”. Parent are notified of their child English proficiency through the mail. The results from the California English Language Proficiency Assessments (ELPAC) which includes the child’s English status is mailed each fall.

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

State law requires that the parent or legal guardian of each pupil provide the school within 90 days after entrance to first grade documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available through the local health department.

**Excused Absences – EC 46014 and 48205**

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

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

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

(1) Due to his or her illness.

(2) Due to quarantine under the direction of a county or city health officer.

(3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.

(4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

(5) For the purpose of jury duty in the manner provided for by law.

(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

(7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

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

The school offers healthy meals every school day because children need healthy meals to learn. While all school lunches are now provided at no cost, information for state and federal programs to provide these meals is determined based on annual household income, and the completed required application form. Pupils participating in the program will not be identified, and the information on the application will be kept confidential. Application forms may be obtained from the school office or at [www.food.avhsd.org/](http://www.food.avhsd.org/)

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

The Hughes Elizabeth Lakes Union School District in partnership with Antelope Valley Union High School Food Service Department has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge policy may be viewed at [www.food.avhsd.org/](http://www.food.avhsd.org/) or for a copy of the policy, please contact the AVUSH Food Service Department at (661) 575-1050 .

**Harm or Destruction of Animals – EC 32255 et seq.**

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

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

**Immunizations – EC 49403 and 48216; HSC 120325, 120335, 120365, 120370, 120375**

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

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

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

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

State law requires the following immunizations before a child may attend school:

- (a) All new students, in transitional kindergarten through grade 8, to the Hughes Elizabeth Lakes Union Elementary School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and varicella immunizations.
- (b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
- (c) All seventh grade students must also provide proof of a second measles-containing vaccine, and a pertussis booster vaccine.

Free- or low-cost immunizations for children are available at the local health department.

Information about a medical exemption or personal beliefs exemption from immunizations for your student is available at <https://www.cde.ca.gov/ls/he/hn/immunization.asp>.

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

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact the school office for more information.

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

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

**Medical or Hospital Service – EC 49472**

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

**Medication Regimen – EC 49423, 49480**

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

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

Hughes Elizabeth Lakes Union Elementary School District does observe minimum days for parent teacher conferencing and a pupil-free staff development day as indicated on the school calendar. The school calendar can be found on the district website at <https://heluesd-k12-pt.schoolloop.com>. If minimum or pupil-free staff development days are scheduled after the start of the school year, the school will notify parents and guardians of affected pupils as early as possible, but not later than one month prior to the scheduled day.

**Administration of Prescribed Medication for Pupils – EC 49423, 49423.1**

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

**A. General Policy on Medications – E.C. 49423**

1. No pupil shall be given medications during school hours except upon the written request from licensed physician/surgeon who has the responsibility for the medical management of the pupil. All such requests must be signed by the parent or guardian.

2. *No medications may be brought to school by pupils.*

3. Medication includes both OTC (over the counter) and prescribed items, and shall be stored in a locked cabinet in the school health office.

**B. Responsibility of the Parent Or Guardian for Medications**

Parents and guardians shall be encouraged to cooperate with the physician to develop a schedule so that the necessity for taking medications at school will be minimized or eliminated.

2. Parents and guardians will assume full responsibility for the supplying of all medications.

3. Parents and guardians shall deliver or cause to be delivered by an adult or an authorized employee of a

pharmaceutical supplier any medication to be administered under the provisions of this policy.

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

### **C. Responsibility of The Physician for Medications**

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

### **D. Responsibility of School Personnel for Medications**

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

### **Oral Health Assessment – EC 49452.8**

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

### **Physical Examination – Physical Examination – EC 49451, EC 49452, EC 49452.5; 20 USC 1232h**

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists. Physical examinations that schools are required to conduct include sight and hearing testing under EC 49452 and scoliosis screening under EC 49452.5.

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

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

### **Nondiscrimination Statement - EC 200 *et seq***

The Hughes Elizabeth Lakes Union School District is committed to providing a safe school environment where all individuals in education are afforded equal access and

opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact the school office.

**Notice of Alternative Schools, “Notice of Alternative Schools”– EC 58501**

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

(a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

(b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.

(d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.

(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

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

**Pesticide Products – EC 17612 and 48980.3**

To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact the Hughes-Elizabeth Lakes Union Elementary School District. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application and an internet address on pesticide use and reduction.

**Pupil Protections Relating to Immigration and Citizenship Status - ED 234.7- 234.7**

Hughes-Elizabeth Lakes Union Elementary School District school officials and employees shall not collect information or documents regarding citizenship or immigration status of pupils or their family members regardless of immigration status or religious beliefs.

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

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

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

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

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

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

**School Bus Safety – EC 39831.5**

All pupils in pre-kindergarten, kindergarten and grades 1 to 6, shall receive written information on school bus safety (*i.e.*, a list of school bus stops near each pupil's home, general rules of conduct at School bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

**Sexual Harassment – EC 231.5 and 48980(g)**

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

**Surveys – EC 51513, 51514**

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

**Title IX – EC 221.61**

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact: Dr. Slaven, Superintendent/Principal, 16633 Elizabeth Lake Rd., Lake Hughes, CA 93532, [slaven@heluesd.org](mailto:slaven@heluesd.org), 661-724-1231, and/or visit <https://heluesd-k12-pt.schoolloop.com/>.

**Uniform Complaint Policy and Procedure – 5 CCR 4622, EC 234.1, 32289, 49013**

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; 5) unlawful imposition of pupil fees for participation in educational activities in public schools; and 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Title IX Officer who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the

conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available.

Contact the Hughes-Elizabeth Lakes Union Elementary School District Office for additional information or assistance.

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

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

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

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

Hughes-Elizabeth Lakes Union Elementary School does not have a safe bike or walking path to school; therefore, students are not allowed to ride a bike or walk to school.

#### **Williams Complaint Policy & Procedure – EC 35186**

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

### **RIGHTS OF PARENTS AND GUARDIANS TO INFORMATION** **California Education Code 51101 (*in part*)**

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

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

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

### **SUSPENSION AND EXPULSION LAWS** **California Education Codes (EC) 48900 et seq.**

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#### **EC 48900. Grounds for Suspension and Expulsion**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit **the** use or possession by a pupil of his or her own prescription products.

- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - (i) A message, text, sound, video, or image.
    - (ii) A post on a social network Internet Web site, including, but not limited to:
      - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
      - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (iii) An act of cyber sexual bullying.
- (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
- (II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to 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.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

#### **EC 48900.2. Sexual Harassment**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

**EC 48900.3. Hate Violence**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

**EC 48900.4. Harassment, Threats or Intimidation**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

**EC 48900.5. Limitations on Imposing Suspension**

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

**EC 48900.7. Terroristic Threats**

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

**EC 48915. Circumstances for Recommending Expulsion**

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

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

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.  
(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

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

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

(D) Robbery or extortion.

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

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

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

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

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

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

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

(2) Brandishing a knife at another person.

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

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

(5) Possession of an explosive.

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

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

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

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

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

(l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

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

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

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

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

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

# **MIDDLE SCHOOL INSTRUCTION**

In middle school (grades 6, 7, 8), students begin the process of becoming independent learners. The transition from the elementary grades to middle school can be challenging for parents and students alike. Although we want students to become independent, middle school students still require support at home as they learn to take more responsibility for their own learning.

Students must write assignments in their planners each day and we ask parents to review those planners each evening to support students with their homework and studies.

We believe our students are capable of high academic and behavior standards. Students are responsible for being active listeners and participants, completing assignments and tasks.

## **Electives**

6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students will have the opportunity to participate in electives during the school year.

## **Assignments/Homework**

Homework is important for the learning process, so students must complete all homework assignments when they are due.

Assignment and grade status may be checked online at Aeries at the following web address:

<https://heluesd.asp.aeries.net/student/>

Additional information about Aeries will be sent home during the first weeks of school. Make it a habit to regularly check grades and assignments on a weekly basis.

Parents please note: Grades are updated as often as possible, however, there may be lag time between papers turned in and grades entered on the computer. Please work with your child to ensure that all work is turned in on time. If you have questions about a particular grade or assignment, please call or email the classroom teacher.

## **Academic Probation**

Students who are not earning a “C” or better in each core subject (English-Language Arts, math, science, and social studies) will be placed on academic probation beginning at the end of the first quarter. We want 6<sup>th</sup> and 7<sup>th</sup> grade students to prepare for the promotion requirements in 8<sup>th</sup> grade. **If 8<sup>th</sup> grade students do not maintain the minimum grades required by Board Policy, they are ineligible for end-of-the-year activities, including promotion exercises.**

**Board Policy (BP/AR5127) set the proficiency levels for students in 7<sup>th</sup> and 8<sup>th</sup> grades to 2.0.**

### **Student Awards**

Students are recognized by teachers for achievement each semester. We will recognize student's academic and attendance performances as well as students who have maintained 100 merits.

## **MIDDLE SCHOOL STUDENT DISCIPLINE**

*Please carefully read all information in the general school handbook that pertains to student conduct.* Additionally, middle school students participate in a merit program which will determine their overall citizenship grade for the year as well as eligibility for all extra-curricular activities.

### **Determining School Citizenship Grades—The Merit System**

Middle school citizenship grades will be determined by a Merit System whereby each student begins each quarter with 100 merits. Violations of state law, district policy, school, grade level or classroom rules may result in demerits, which, in turn, lowers the citizenship grade. When demerits are issued, a copy of the demerit goes home for a parent signature and is then to be returned to the teacher.

When a student's citizenship grade drops to the "N" or "U" level, the report will be sent to the parents of the drop in the citizenship grade. A conference between the parents and the school staff may be arranged when it is deemed necessary.

At the end of each quarter, grades for report card purposes will be based on the merits each student has according to the following scale:

Outstanding	O	=	100 - 95	merits
Satisfactory	S	=	94 - 85	merits
Needs Improvement	N	=	84 - 75	merits
Unsatisfactory	U	=	74 - 0	merits

Students begin each quarter with 100 merits. **Students who have dropped to a "N" in citizenship are ineligible to attend special school activities (dances, assemblies, field trips, etc.) occurring during the grading period in which the "N" was earned.** Eligibility will be determined by the last grading period. Ineligible students will become eligible for participation in school activities once they have received a "S" or better in citizenship on their next 6 week progress report.

The following demerit form is used to notify parents of any demerits that have been issued to a student. Students are issued a copy of the demerit slip for the purpose of obtaining a parent signature. Students are to return the signed form to their homeroom teacher the next school day, or additional demerits may apply.

## Hughes-Elizabeth Lakes School Demerit Form

Homeroom Teacher _____		Date _____	
Student _____		Time _____	
Grade <input type="checkbox"/> 6 <sup>th</sup> <input type="checkbox"/> 7 <sup>th</sup> <input type="checkbox"/> 8 <sup>th</sup>		Location of Incident _____	
Demerits    1        2        3        4        5        10        Other _____			
Offense: (Please check and explain if necessary.)			
<input type="checkbox"/> 25-Classroom Rules (1)		<input type="checkbox"/> 33-Defiance or Disrespect (25)	
<input type="checkbox"/> 26-Unprepared (1)		<input type="checkbox"/> 34- Profanity (3)	
<input type="checkbox"/> 27-Tardy (1)		<input type="checkbox"/> 35- Gum/Food (2)	
<input type="checkbox"/> 28-Littering/Graffiti (2)		<input type="checkbox"/> 36- Truancy (5)	
<input type="checkbox"/> 29-Out of assigned area (2)		<input type="checkbox"/> 37-Suspension from class (5)	
<input type="checkbox"/> 30-Unsafe Actions (3)		<input type="checkbox"/> 38-Suspension by Administration (10)	
<input type="checkbox"/> 31-Dress Code Violation (1-3)		<input type="checkbox"/> 39-Other (explain below)	
<input type="checkbox"/> 32-Class Disturbance (2-5)			
Explanation _____			
_____			
_____			
_____			
_____			
_____			
Student Signature _____			
School Staff Signature _____			
Parent's Signature _____			

  

White-Homeroom Teacher	Yellow-Parent Signs and Returns	Pink-Office
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Revised 6/2018

O	=	100	-	95	merits
S	=	94	-	85	merits
N	=	84	-	75	merits
U	=	74	-	0	merits

# Explanation of Demerits

## Demerit Offense Explanation

1. **Classroom Rules (1)**  
Violation of an individual teacher's classroom rules.
2. **Unprepared (1)**  
Not bringing material to class.
3. **Tardy (2)**  
Being tardy to class.
4. **Littering / Graffiti (2)**  
Trashing, writing on anything other than paper.
5. **Out of Assigned Area (2)**  
Any location where the student should not be.
6. **Unsafe Actions (3)**  
Pushing, shoving, scuffling, horseplay: anything jeopardizing the safety of others.
7. **Dress Code Violation (1-3)**  
Violating dress code, including improper shoes, pants, shirt, blouse, etc.
8. **Classroom Disturbance (2-5)**  
Interrupting learning in the classroom. Teacher judgment. More serious than violating a class rule.
9. **Defiance or Disrespect (2-5)**  
Inappropriate behavior or response to an adult.
10. **Profanity (3)**  
Cursing, vulgar words or actions.
11. **Gum / Food (2)**  
Possession and/or eating or chewing candy/gum on campus or in the classroom.
12. **Truancy (5)**  
Unexcused tardy/excessively late to school or to class.
13. **Suspension from Class (5)**  
Removal from class by a teacher due to classroom disturbance/defiance or disrespect/fighting, etc.
14. **Suspension by Administrator (10)**  
A very serious offense as determined by the administration.
15. **Other (1-10)**  
Any other disruption of the educational process or other inappropriate behavior (e.g. includes but not limited to use of cell phones, bringing any personal items (electronic devices, toys, etc.) to school that are not required for school use, public display of affection (PDA), etc.

## Disciplinary Action Chart

Hughes-Elizabeth Lakes School has very high expectations for students. Students are expected to present themselves in a manner that reflects self-discipline, excellent citizenship, common courtesy, and an eagerness to learn. In addition to demerits, violations for any of the following infractions **may** result in parental contact, suspension, recommendation for expulsion and/or referral to law enforcement.

<b>Violation</b>	<b>Demerits</b>	<b>Possible Action</b>
Assault		
School personnel	10	Suspension; expulsion; referral to law enforcement
Students and non-school personnel	10	Suspension; expulsion; referral to law enforcement
Battery	10	Suspension; expulsion; referral to law enforcement
Concerted pupil (gang) activities	10	Suspension; expulsion; referral to law enforcement
Controlled substance (selling/providing) including look-alikes	10	Suspension; expulsion; referral to law enforcement
Disrespect/refusal to obey/defiance/class disruption	2-10	Suspension; alternative discipline & education
Dress Code violation	5-10	Parent Conference; suspension; alternative discipline & education; expulsion
Drug paraphernalia	10	Suspension; expulsion; referral to law enforcement
Dugs/alcohol-possession/under influence	10	Suspension; expulsion; referral to law enforcement
Drugs / look-alikes	10	Suspension; expulsion; referral to law enforcement
Explosives	10	Suspension; expulsion; referral to law enforcement
False fire alarm	10	Suspension; expulsion; referral to law enforcement
Fights	5-10	Suspension; alternative discipline & education; expulsion; referral to law enforcement
Firearm	10	Suspension; expulsion; referral to law enforcement
Firecrackers/poppers/matches/stink bombs - use or possession	10	Suspension; alternative discipline & education; expulsion; referral to law enforcement
Gambling	10	Suspension; alternative discipline & education
Graffiti	10	Suspension; alternative discipline & education; expulsion; referral to law enforcement
Hate violence	10	Suspension; expulsion; referral to law enforcement
Inciting student unrest	10	Suspension; alternative discipline & education; expulsion; referral to law enforcement
Internet-violation of policy	10	Suspension; alternative discipline & education; expulsion; referral to law enforcement
Physical injury	10	Suspension; alternative discipline & education; expulsion; referral to law enforcement
Profanity/vulgarity/obscenity	5-10	Parent conference; suspension; alternative discipline & education; expulsion
Property damage	5-10	Suspension; alternative discipline & education; expulsion; referral to law enforcement
Public display of affection (PDA)	1-10	Parent conference; alternative discipline & education; suspension; expulsion
Sexual harassment	10	Suspension; alternative discipline & education; expulsion; referral to law enforcement
Shooting or throwing any object	5-10	Suspension; alternative discipline & education
Theft/receiving stolen property	10	Suspension; alternative discipline & education; expulsion; referral to law enforcement
Tobacco (possession/use)	10	Suspension; alternative discipline & education; expulsion; referral to law enforcement
Truant	5-10	Parent conference; alternative discipline & education; referral to law enforcement
Unsafe actions	3-10	Parent conference; alternative discipline & education; suspension; expulsion
Weapon/dangerous object/look-alike - possession, sale, furnishing	10	Suspension; expulsion; referral to law enforcement

### **Dress Code**

Our dress code begins to prepare students for the high school district standards for student dress and creates an effective climate for learning on our campus. **We rely on the vigilance of our parents to ensure the safety of our students by adhering to the following standards:**

- ❖ All clothing must be worn in the manner for which it is designed.
- ❖ **All clothing must fit. No sagging, bagging, or dragging clothing. No oversized clothing** (no more than 2 inches in excess of body size.)
- ❖ Girls' clothing (jumpers, skorts or shorts) must fit and shorts, skorts, skirts and dresses must reach the 4 inch standard card length. When placing hands by their side the 4 inch length must meet the edge of the shorts, skorts, skirts or dress. It may not be shorter than the 4 inch card. If it is shorter than fingertips it is only appropriate if tights, that are not see through, are worn underneath the article of clothing.
- ❖ Shirts/blouses may not be transparent, see-through, low cut, strapless, or reveal a bare midriff. **Stomachs must be covered and no cleavage or undergarments may be visible.**
- ❖ No tube tops, crop tops, fishnet, or spaghetti-strap style tops are allowed. Tank tops with at least 1" straps and sleeveless tops that cover the bra may be worn. Bra straps may not show with any top.
- ❖ Appropriate shoes must be worn at all times; no slippers, flip flops, backless sandals or open-toed shoes or heels.
- ❖ Visible pierced jewelry is **limited to the ears only**. Students may not wear jewelry in the nose, eyebrow, lip, tongue, cheek, or other facial area. Belly button jewelry is also prohibited.
- ❖ No articles of clothing, jewelry, paraphernalia or accessories that are a threat to the physical well-being and safety of students will be allowed.
- ❖ No temporary tattoos, stickers, or any writing or drawing visible on the skin are permitted.
- ❖ Wallets that are attached to a chain are not acceptable.
- ❖ Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet ~~or dyed an unnatural color~~ (revised 9/10/2024 )
- ❖ No gang-related attire, including slogans, initials, colors, etc., is acceptable.
- ❖ No pajamas or house shoes are allowed.
- ❖ No garment that promotes illegal activity or has offensive pictures and/or words may be worn (e.g. sexual innuendoes, weapons, drugs, etc.).
- ❖ Caps, hoods and hats may be worn outside to protect from weather, with the bill facing forward; however, they are not to be worn inside buildings or classrooms, including the cafeteria.
- ❖ Anything that distracts from the smooth functioning of the school program, as determined by the administration, is unacceptable.

All school staff members enforce the Hughes-Elizabeth Lakes Dress Code Policy. Students who do not come to school appropriately dressed will be issued demerits and asked to call home for a change of clothing. Students who persist in violating the school's standards may be subject to further discipline.

### **Eligibility Requirements for Extracurricular Activities**

Students must meet the requirements listed below in order to participate in extracurricular activities such as dances, student government and other school activities:

1. A student must maintain at least a "S" grade in citizenship in order to participate in any extracurricular activity.
2. A student must have a "S" citizenship grade and a "B" academic GPA with no grade lower than a "C" to hold a Student Body office.
3. Students who receive a "N" or "N" in citizenship for a semester grade will remain

ineligible for all extracurricular activities (including dances) until the next progress report is issued (6 weeks). A grade of "S" is necessary for the reinstatement of this privilege.

4. Any student who attends or attempts to attend a school dance knowing that he/she is ineligible will lose all dance privileges for the remainder of the school year. No ticket refunds will be given.
5. Students who have been suspended will not be allowed to participate in any activity during the quarter in which the suspension occurred.

### **School Dances**

Students must maintain at least a "S" in citizenship to be eligible for dances and other extracurricular activities. Only 6<sup>th</sup>-8<sup>th</sup> grade HELUS students in good standing may attend dances. The exception is the 8<sup>th</sup> grade promotion dance and students MUST fill out a guest request application and have it approved in advance. Guests must be of middle school age (i.e. in 6<sup>th</sup>-8<sup>th</sup> grade) to attend the 8<sup>th</sup> grade promotion dance.

### **Dance Rules**

No student may attend the dance who:

- is on suspension
- was absent from school on the day of the dance

School dress code standards apply for all dances unless otherwise indicated prior to the dance. Students who are dressed inappropriately will not be allowed to attend.

**Once a student enters the dance, he/she will not be permitted to leave until the end of the dance unless accompanied by a parent. There will be no refunds on dance tickets.**

Students must be picked up when the dance ends. **Any student who has not been picked up within fifteen minutes after the dance ends may not be allowed to attend the next dance.** (Ending time will be announced in the Lion's Roar prior to the dance.) Valuable items, cash or purses should not be brought to the dances.

### **End-of-the-Year Eighth Grade Activities--REQUIREMENTS**

**Students must meet the following standards to participate in the end-of-year activities, including the Promotion Dance, and the Magic Mountain Trip and Promotion Ceremony:**

1. Students must have a minimum of 292 merits remaining for the entire school year (no more than 108 demerits for the year).
2. Students must have achieved a 2.00 cumulative GPA in subjectS (Math, Language Arts, Science, Social Studies, and PE) in both 7<sup>th</sup> and 8<sup>th</sup> grade.
3. Only eligible **currently enrolled and promoting eighth grade HELUS students** are permitted to participate in end-of-year activities.
4. All outstanding fees (textbook, library books, etc.) must be paid prior to attending any end of the year activities. Report cards and promotion certificates will be held until the student's account is cleared.
5. Any student who is suspended from regular school activities is ineligible for any extracurricular activities taking place on that day including end-of-year activities such as Magic Mountain Trip, Promotion Dance, and Promotion Ceremony.
5. Any 6<sup>th</sup> or 7<sup>th</sup> grade student or ineligible 8<sup>th</sup> grade student who attends Magic Mountain Fun Day is in violation of school rules and State law (because he or she is truant). Any 6<sup>th</sup> or 7<sup>th</sup> grade student who attends Magic Mountain Fun Day with or without parental permission will lose this privilege as an 8<sup>th</sup> grade student.

## **Promotion Ceremony**

Board Policy and Administrative Regulation 5127

### **Promotion Ceremonies And Activities**

Middle school promotion ceremonies shall be held to recognize those students who have successfully completed the required course of study as demonstrated by:

1. Being proficient on all Eighth Grade English/Language Arts, Science and History/Social Science Content Standards.
2. Being proficient on all of the K-7th Grades Mathematics Content Standards.
3. Being proficient on fifteen of the twenty-five Eighth Grade Algebra I content Standards
4. **Maintaining a minimum of a 2.0 grade point average in the core courses of English/Language Arts, Mathematics, Science, History-Social Science during the course of their 7<sup>th</sup> and 8<sup>th</sup> grade year.**

Students completing the course of study and meeting the above requirements have thereby earned the right to receive a diploma. The Governing Board believes that these students deserve a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

Students who have not met the above requirements are not to be included in the promotion ceremony and related activities, although these students may be promoted to the ninth grade pursuant to Board Policy 5123. A student may appeal to the Superintendent/Principal to have one or more of the above requirements waived in order to participate in the promotion ceremony and related activities.

Students with a disability and an Individualized Education Program can have one or more of the above requirements waived or modified by an Individualized Education Program Team.

### **Honors and Awards**

To honor superior academic achievement, promotion ceremonies shall include recognition of valedictorian(s) and salutatorian(s). Valedictorian(s) and salutatorian(s) shall be selected based on established criteria and procedures that use multiple measures of academic performance.

The Superintendent or designee shall identify other school-sponsored awards which may be given during promotion exercises. A separate awards program may be held to recognize promoting students receiving other school and non-school awards.

### **Conduct at Promotion Ceremonies**

Any student participating in a promotion ceremony shall comply with district policies and regulations pertaining to student conduct.

### **Disciplinary Considerations**

In order to encourage high standards of student conduct and behavior, the principal may deny the privilege of participating in promotion ceremonies and/or activities in accordance with school rules. Students with eight or more days of suspension during the school year shall be denied the privilege of participating in the promotion ceremony.

### **Absences**

***Students who have more than 25 days absence for any reason may be denied 8th grade participation in promotion ceremonies and activities.*** Habitual truants (10%) shall be denied the privilege of participating in the promotion ceremony.

### **Disciplinary Considerations**

In order to encourage high standards of student conduct and behavior, the principal may deny a

student the privilege of participating in promotion ceremonies and/or activities in accordance with school rules. Prior to denial of the privilege, the student, and where practicable his/her parent/guardian, shall be made aware of the grounds for such denial and shall be given an opportunity to respond. If a privilege is to be denied, the student and parent/guardian shall receive written notice of the denied privilege and the means whereby he/she may appeal the decision.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5144 - Discipline)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

### **Type 2 Diabetes Information**

Pursuant to *California Education Code* Section 49452.7, type 2 diabetes information is required to be provided to parent and guardians of incoming seventh grade students. The next 3 pages included this Type 2 Diabetes information for all our middle school parents.

This type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010.

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

#### **Description**

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

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

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

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.

- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

#### **Risk Factors Associated with Type 2 Diabetes**

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

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

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.

- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

### **Warning Signs and Symptoms Associated with Type 2 Diabetes**

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

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

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

- **Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.
- **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
- **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

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

### **Types of Diabetes Screening Tests That Are Available**

- **Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- **Random (non-fasting) blood sugar test.** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- **Fasting blood sugar test.** A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- **Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

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

### **References**

American Diabetes Association Clinical Journal (Outside Source)

Helping Children with Diabetes Succeed: A Guide for School Personnel (PDF; Outside Source)

KidsHealth (Outside Source)

Mayo Clinic (Outside Source)

National Library of Medicine (NLM) and National Institutes of Health's (NIH) MedLine (Outside Source)

US Centers for Disease Control and Prevention (Outside Source)

## **STUDENT HEALTH INFORMATION**

### **Illness / Injury**

If a student becomes ill during regular school hours the office staff will provide basic care until parents or alternate persons listed on the emergency card can be contacted. In the situation of a student accident, the school will provide basic first aid only. If an injury requires more than basic first aid, the parent will be notified immediately. In the event of a serious injury, paramedics will be called first as the safety of the child is priority. Parents will be notified as soon as possible. (Emergency cards must be kept up-to-date to enable the school to contact you promptly.) The school district may provide, or make available, medical or hospital service, or both, for injuries to pupils of the district arising out of accidents related to school activity or attendance. Pupils are not required to accept such service without the consent of his or her parent or guardian.

### **Reporting Accidents**

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

### **Administration of Medicine**

The school cannot provide medication of any kind, including pain relievers, to any student without a doctor's consent form on file. Once a medical administration form is on file, only parents are allowed to bring the medication, clearly labeled with the student's name, to the School Office. Students are not allowed to bring any type of prescription or over-the-counter medication to school at any time.

It is important that school personnel know if a student has any special medical restrictions or needs. The parent or legal guardian of any pupil on a continuing medication regiment for a non episodic condition must inform the school nurse or an administrator of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

Parents or legal guardians must furnish the school office with a "Request for Medication" form supplied by the school and COMPLETED AND SIGNED BY THE STUDENT'S PHYSICIAN if medication of any kind is to be administered at school. This medication should be brought to the

school office by the parent ONLY. Students will come to the office to take their medication at the prescribed time(s). All medication, whether prescription or over-the-counter, must be administered in the School Office. Under no circumstances are students to possess medication on school grounds, coming to or from school, or at school-related activities. The exception to this, per Education Code 49423 and 49423.1 is for self-administered inhaled-asthma medication or prescription auto-injectible epinephrine if the school receives the appropriate documentation.

Here are some guidelines for families regarding medication at school:

- Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
- **If your child is regularly taking medicine for an ongoing health issue, even if he/she only takes the medication at home, give a written note to the school office at the beginning of the school year.** Please list the name of the medicine, dosage and name of the doctor who prescribed it.
- If your child takes medicine at school, you and your doctor must complete the Request for Medication form and update it as soon as medicines, dosages, instructions or the physician change.
- Parents or another approved adult must supply the school with all medicine to be taken during the school day.
- All prescribed medicine (e.g. Adderall) must be counted and recorded on a medicine log when delivered to the school. The adult who delivers the medicine should verify by signing the log.
- Each medicine your child is given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
- Pick up all discontinued, outdated and/or unused medicine at the end of the school year.

### **Medical Restrictions**

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

### **Immunizations**

As your child approaches school entry or continued enrollment it is important for you to be aware of the new law (SB277) for the 2016-2017 school year and beyond. **California State law requires that all students have proper, up-to-date immunizations completed prior to enrollment in school. Students will not be permitted to begin the school year without up to date immunization records on file.**

### ***Required Immunizations:***

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, or DT) —5 doses (4 doses OK if one was given on or after 4th birthday)
- Polio (OPV or IPV)—4 doses (3 doses OK if one was given on or after 4th birthday)
- Hepatitis B—3 doses
- Measles, Mumps, and Rubella (MMR)—2 doses (Both given on or after 1st birthday)
- Varicella (Chickenpox)—2 dose
- Parents must show their child's Immunization Record as proof of immunization. These immunization requirements also apply to students entering transitional kindergarten.
- **Students Admitted at Ages 7-17 Years Need These Immunizations:**
- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT, Tdap, or Td)—4 doses (3 doses OK if last dose was given on or after the 2<sup>nd</sup> birthday).

- Polio (OPV or IPV)—4 doses (3 doses OK if one was given on or after 2nd birthday).
- Measles, Mumps, and Rubella (MMR)—1 dose (2 doses required at 7th grade)
- Varicella (chickenpox) - Admission at ages 7-12 years need 2 dose; ages 13-17 years need 2 doses.
- Tetanus, Diphtheria, and Pertussis (Tdap) —1 dose at 7th grade or out-of-state transfer admission at 8<sup>th</sup>-12<sup>th</sup> grades (1 dose on or after the 7<sup>th</sup> birthday).

**What you need to do if you do not have or wish to get the immunizations:**

- A parent or guardian must submit a written statement from a licensed physician (M.D. or D.O.) which states:
- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated. The note must also indicate which vaccines are being exempted and whether the medical exemption is permanent or temporary and the expiration date (if the exemption is temporary).

**Should you have any other questions please go to [www.shotsforschool.org](http://www.shotsforschool.org) for more information and frequently asked questions.**

**Oral Health Assessment Requirement**

Education Code 49452.8 mandates that a student, while enrolled in kindergarten in a public school, or while enrolled in first grade if the student was not previously enrolled in kindergarten in a public school, no later than May 31<sup>st</sup> of the school year, present proof of having received an oral health assessment that was performed no earlier than 12 months prior to the date of the initial enrollment of the student.

## STUDENT RECORDS

**Student Emergency Card**

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

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

## VOLUNTEERS

**Volunteers**

The Governing Board encourages parents/guardians and other members of the community to share time and knowledge with our students. Volunteers are expected to act in accordance with district policies, regulations and school rules. Pursuant to Board Policy AR 1240, all volunteers must provide evidence that they are free from active tuberculosis at least every four years. Proof is obtained through a tuberculosis risk assessment signed by you physician or a skin test. An automated sex offender check will be conducted for all volunteers through local law enforcement. A fingerprint clearance is required for all volunteers to keep our students safe. Due to the COVID-19 pandemic, volunteers must be prearranged by a classroom teacher and are limited to presentations or projects.

All field trip chaperones must also be cleared as volunteers. If you would like to be a volunteer, please complete the Volunteer Application on page 35 and return it to the school office.

### **HELUS Parent Teacher Association**

The Hughes-Elizabeth Lakes PTA, consisting of volunteer parents, teachers, and administrators, fosters parent involvement and supports school functions and activity planning. The PTA meets on the third Thursday of every month in the cafeteria at 2:45. Our PTA is extremely active and helps us provide events, assemblies and rewards for our students that we could not otherwise afford. We encourage all parents to join PTA and to be part of our parent-teacher network. If you have any questions about PTA, call the school office and your question will be directed to the appropriate parent representative.

## **VIDEO SURVEILLANCE**

**The campus is being equipped with exterior cameras for school safety.** Notification of video surveillance will be posted in conspicuous places on campus.

## **VISITOR INFORMATION**

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

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

### **Closed Campus**

In accordance with Hughes-Elizabeth Lakes Union Elementary School District Policy, our school has a closed campus: Students must stay on the school grounds from the time they arrive until the end of the school day. Students leaving school during the day must be signed out in the school office by a parent/guardian or designated adult who is listed on the student's emergency card.

### **Visitors**

All visitors must check in the office upon arrival. Classroom visitations must be prearranged with a classroom teacher and are limited to those with a purpose tied to learning, such as class presentation by firefighters and other careers.

### **Hughes-Elizabeth Lakes Board Policy Concerning School Visits**

The Governing Board encourages parents/guardians and interested members of the community to visit the school and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent/Principal or designee shall establish procedures which facilitate visits during regular school days. *Visits during school hours should be first arranged with the teacher and Superintendent/Principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.*

To ensure the safety of students and staff and avoid potential disruptions, *all visitors shall register immediately upon entering any school building or grounds when school is in session.*

For purposes of school safety and security, visitors must wear a visitor's badge as means of identification for visitors while on school premises during school hours.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and Superintendent/Principal's permission. (Education Code [51512](#))

The Superintendent/Principal or designee shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Penal Code [627.6](#))

### **Visitor Registration Procedure**

In order to register, visitors shall report to the school office, upon request, furnish the Superintendent/Principal or designee with the following information: (Penal Code [627.3](#))

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

### **Denial of Registration**

The following provisions of law shall apply to visitors. Visitors do not include students, parents/guardians, district employees, elected public officials, or other persons listed in Penal Code [627.1](#).

1. The Superintendent/Principal or designee may refuse to register any visitor if he/she reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The Superintendent/Principal or designee may revoke any visitor's registration if he/she has a reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities, or would disrupt or is disrupting the school, students or staff. (Penal Code [627.4](#)) (cf. [3515.2](#) - Disruptions)
2. The Superintendent/Principal or designee may request a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When any visitor is directed to leave, the Superintendent/Principal or designee shall inform the visitor that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code [627.7](#))

### **Appeal Procedure**

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent/Principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent/Principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent/Principal shall be held within seven days after receipt of the request. (Penal Code [627.5](#))



**SUPERINTENDENT / PRINCIPAL SUSAN DENTON**

# HUGHES-ELIZABETH LAKES UNION ELEMENTARY SCHOOL DISTRICT 2024-2025 PARENTAL ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

The Hughes-Elizabeth Lakes Union Elementary School District is required by law to annually notify parents and guardians of rights and responsibilities at the beginning of the school year in accordance with Education Code 48980. You may access additional school information, board policies, and education codes on our website <https://helus.org> or obtain copies in the school office. After you have read the Handbook and your rights, please sign and return this form, indicating that you have received and reviewed this information. If you have any questions regarding information in this Handbook, please feel free to contact me at the school office, (661) 724-1231.

Susan Denton, Superintendent/Principal

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Grade

**If you wish to receive notification of individual pesticide applications (Pursuant to Healthy Schools Act 2000) please initial here.** \_\_\_\_\_

**Please initial**

\_\_\_\_\_ I have read and understand the **Inclement/emergency procedures**. My family has made an inclement weather and/or other emergency plan.

\_\_\_\_\_ I have read and understand the **School rules, discipline policy and procedures**

\_\_\_\_\_ I have read the **School transportation rules**

\_\_\_\_\_ I have read and understand the **Cafeteria payment policy**

\_\_\_\_\_ I have read BP/AR 6163.4 and understand the **Acceptable Use of the Internet and I, and my child, understand the rules for using technology at HELUS**

\_\_\_\_\_ I have reviewed the included **Board policies**.

\_\_\_\_\_ I understand that the Hughes-Elizabeth Lakes Union Elementary School District is required to annually notify parents and guardians of rights and responsibilities in accordance with Education Code 48980. **Additional school information, board policies, and education codes not in this handbook are available on the school's website [helus.org](https://helus.org) or in the school office.**

Education Code section 48982 requires parents or guardians to sign and return this acknowledgment. By signing below I am neither giving nor withholding my consent for my child to participate in any program. I am merely indicating that I have received and read the attached notice regarding my rights relating to activities which might affect my child.

\_\_\_\_\_  
Parent Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent

**Volunteer Application**  
**Hughes-Elizabeth Lakes Union School**  
**2024 - 2025 School Year**

Volunteers are limited and must be arranged by the classroom teacher for the  
2024-2025 school year.

**Name of Volunteer** \_\_\_\_\_

**Student Name** \_\_\_\_\_

**Teacher** \_\_\_\_\_

**Please initial**

\_\_\_\_\_ I understand an automated sex offender background check will be conducted for all volunteers. This check will be conducted periodically through the Palmdale Sheriff Station. (Once you have been fingerprinted through HELUS you do not need to get fingerprinted again for HELUS.)

\_\_\_\_\_ I am attaching evidence that I am free from active tuberculosis.

\_\_\_\_\_ I have previously provided proof of tuberculosis clearance (that is still current) and would like to continue as a volunteer.

\_\_\_\_\_ I am attaching evidence of fingerprint clearance through DOJ

**OR**

\_\_\_\_\_ I agree to have the District do a fingerprint clearance before I will be allowed to volunteer with students.

**OR**

\_\_\_\_\_ I was fingerprinted through HELUS during the \_\_\_\_\_ school year

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**District Office Only**

€ TB Clearance                      Date \_\_\_\_\_

€ Fingerprint Clearance              Date \_\_\_\_\_

€ Approved                      Date \_\_\_\_\_

€ Denied                      Reason \_\_\_\_\_ Date \_\_\_\_\_

# Hughes Elizabeth Lakes Union School District

## Photograph & Video Release Form

I hereby grant permission to the rights of my child's image, likeness and sound of my child's voice as recorded on audio or video tape without payment or any other consideration. I understand that my child's image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my child's likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my child's image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the following purposes:

- conference presentations
- student performances
- educational presentations or courses
- informational presentations
- on-line educational courses
- educational videos

By signing this release I understand this permission signifies that photographic or video recordings of my child may be electronically displayed via the Internet or in the public educational setting.

I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of the sessions listed on this document only.

By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational purposes.

Student Full Name \_\_\_\_\_

Street Address/P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Guardian Name Print \_\_\_\_\_

Authorized Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Hughes Elizabeth Lakes Union Elementary School District

## Acceptable Use Policy for Technology

### 2023-2024

#### 1. Purpose

We are pleased to provide network services for student access to educational resources, to present information, and to work collaboratively with peers and experts internationally.

#### 2. Acceptable Use Policy (AUP)

These services are provided as a privilege to the user and this Acceptable Use Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user.

#### 3. Access

There are networked computers (networked meaning the computers that are connected to the Internet, e-mail, personal and shared folders) accessible to students in classrooms and computer labs.

#### 4. User Responsibilities - "Do's and Don'ts"

- Do use the network in accordance with the school's code of conduct.
- Do cite the sources of information properly.
- Do use the network only for legal activity.
- Do handle technology equipment with care. **If you damage equipment, you will be responsible for the cost of repairing or replacing the equipment per district rates.**
- Do be courteous and respectful in your messages to others.
- Do use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not degrade or disrupt equipment or system performance.
- Do not load personal software onto district computers.
- Do not attempt to change computer settings or configurations.
- Do not knowingly place a virus on any computer or in the Internet.

#### 5. Personal Safety

- All Internet access in Hughes Elizabeth Lakes Union School District is filtered for language and content.
- Do not reveal your name, home address or phone numbers, or those of other students. Use school addresses and phone numbers only.
- Do not give your username or password to anyone. If your username and/or password is compromised, report it immediately.
- Do not use any other students' username or password.

#### 6. Inappropriate Use

The student is held responsible for his or her actions and activity on the network. Failure to comply with this Acceptable Use Policy will result in disciplinary action taken by the school administration.

- a. The first offense will result in the student being prohibited from the computer lab and Internet access for a period of 10 school days.
- b. A second offense will result in the student being prohibited from use for 20 school days.
- c. A third offense will result in revocation of access to the computer lab facilities and the Internet for the balance of the school year.

#### Consent

As the parent or legal guardian of a minor student, I grant permission for my son or daughter to use school-networked computers. I have read the above stated rules and accept responsibility for setting and conveying standards for my child to use the Internet.

Please indicate your consent by signing here.

\_\_\_\_\_  
Print Student Name Date

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

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature Date

**Classroom Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

Please return to your child's classroom teacher as soon as possible. Students will not be able to use technology until this form is returned.