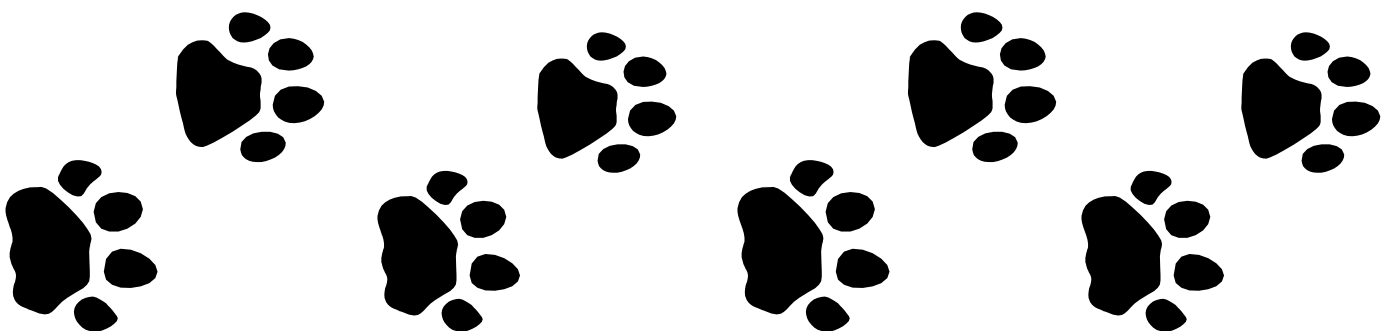




**HUGHES-ELIZABETH LAKES SCHOOL
PARENT- STUDENT HANDBOOK
2010-2011**

HOME OF THE LIONS



**Hughes-Elizabeth Lakes School Handbook
Table of Contents**

Welcome Letter	3
Bell Schedule	4
Staff/Committee Lists	5-6
Administrative and Parent Information:	
HELUS Board of Trustees Meetings	7
Daily Arrival/Pick-up Procedures—Release of Students; Custody Issues	7-8
Visitors—Procedures; Board Policy	8-10
Student Records—Emergency Card Information; Access to	10
Attendance—Tardies; Classification of Absences; Independent Study	10-11
District of Choice—How to attend if you live outside our boundaries	11
Student Health Information—Administration of Medicine; Medical Restrictions; Illness/Injury, Reporting Accidents, Immunizations, Oral Health Assessments	12-13
Communication	13
Volunteers— Volunteers; PTA (Volunteer Form, pg 35)	14
Emergencies/Inclement Weather—Procedures; Disaster Preparedness Plan; School Safety Plan	14-15
Civility	16
Student Expectations and General Information:	
Office Procedures—Use of Telephone; Out-of-Class Procedures	16
Personal Property—Personal Items	17
Academic Information—Student Responsibilities; Homework; Make-up Work	18
Student Dress—Appearance; Dress Code; Gang-Related Apparel	18-19
Student Discipline/Behavior Expectations— Cell phones; lasers/BB guns; Parent Responsibilities; Due Process; Assemblies; Evening Visitors	19-21
Playground Rules	21-22
Cafeteria Information and Rules	22-23
Bus Standards/Forsythe Bus Rules	23-25
Hughes-Elizabeth Lakes School District Policies:	
Sexual Harassment Policy; Student Use of Technology	25-30
Selected California Education Code and Penal Codes	
Pesticide Warnings	33
Handbook Verification - Must be signed and returned to your student's class/hr teacher	34
Volunteer Application - Must be signed and returned to your student's class/hr teacher	35
Video and Picture Permission Form- Must be signed and returned to your student's class/ homeroom teacher	36
School Calendar	37

Hughes-Elizabeth Lakes Union Elementary School District



A California Distinguished School

Board of Trustees

Lola Skelton, President

Zach TJ Mercier, Vice President/Clerk

John Sharp, Member

Mary Wall, Member

Melanie Dohn, Member

Superintendent/Principal

Diane Parkins

Dear Student and Parents,

Greetings and welcome to the 2010-2011 school year at Hughes-Elizabeth Lakes. As always we are eager to see familiar faces and meet our new students and families.

At HELUS, we have high standards and expectations for all of our Lions, both academically and behaviorally. In this handbook, you will find a great deal of important information that will allow our students to be successful and help our school continue to operate smoothly. *Parents, please note: each year the handbook is updated as school policies and regulations as well as state education code is changed and updated. Please make sure you read it carefully!*

Our staff is committed to the success of each student and to the betterment of our campus as a whole. We have an extremely dedicated staff that believes in nurturing and fostering the unique talents and abilities of all students. We want students to be empowered so they have the capability for making excellent decisions. We also believe students operate more effectively when consequences, positive and negative, are well defined and consistently enforced.

If you have not been involved before, now is the time to become involved on our HELUS campus. Parents often participate by joining our outstanding Parent Teacher Association as well as by volunteering in individual classrooms or serving on school committees such as the School Site Council. In this handbook you will find volunteer information, requirements, and an application. Our parents are a vital part of our school community and we hope you will join them in making our campus-community connection even stronger.

Ultimately we know that the communication between home and school is critical to the ongoing success of our students. I encourage all parents to maintain a close contact with your student's teachers. The advent of e-mail has made teacher-parent communication easier than ever before and you can visit our website <http://heluesd.org> to find your child's teacher's e-mail address. Our School Board meetings are held at 6:30 PM on the second Tuesday of each month and we invite the community to attend and participate. School board agendas and minutes are posted online. This year we are also trying a Facebook account to help you remember important meetings and dates. You can find our Facebook page by searching for Hughes Elizabeth Lakes and making us your friend. 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 are looking forward to another successful year!

Diane Parkins
Superintendent/Principal

2010-2011 HELUS BELL SCHEDULE

8:30 AM School Begins for All Grades

Students are not allowed on campus prior to 8:00 AM.
The school grounds are not supervised until this time.

MORNING RECESS

K,1,2,3 10:00 - 10:15
7,8 10:15 - 10:30
4,5,6 10:30 - 10:45

LUNCH SCHEDULE

K, 1, 2 Lunch 11:10 - 11:30
Recess 11:30 - 11:50

3, 4 Lunch 11:35 - 11:55
Recess 11:55 - 12:15

7,8 Lunch 12:00 - 12:20
Recess 12:20 - 12:40

5,6 Lunch 12:25 - 12:45
Recess 12:45 - 1:05

DISMISSAL

Kindergarten - 12:35
School Ends - 2:40
Buses Depart - 2:44

Minimum Day—Kindergarten through Eighth Grades: 8:30 - 1:00

Minimum Days

August 26, 2010 6-8 Back-To-School
August 27, 2010 K-5 Back to School
November 8-10, 2010 Parent Conferences
Dec 16, 2010 Holiday Program @ Oaks
April 1, 2011 Open House
May 11, 12, 2011 Parent Conferences
June 15, 2011 Graduation
June 16, 2011 Last Day of School

Student Holidays

September 6, 2010 Labor Day
November 11, 2010 Veterans Day
Nov. 22-26,2010 Thanksgiving
Dec. 20-Jan. 8 Winter Break
January 17, 2011 Dr. King's Birthday
February 14, 2011 Lincoln's Birthday
February 21, 2011 Presidents Day
Mar 21-25, 2011 Spring Break
May 30, 2011 Memorial Day

**No School—Furlough Days: September 3, 2010; November 12, 2010; November 22,23,24,2010;
April 21,22,25, 2011**

Hughes-Elizabeth Lakes Union School

16633 Elizabeth Lake Road

Lake Hughes, CA 93532

(661) 724-1231

Governing Board

Mrs. Lola Skelton	President
Mr. TJ Zach Mercier	Vice-President/Clerk
Ms. Melanie Dohn	Member
Mr. John Sharp	Member
Mrs. Mary Wall	Member

District Administration

Mrs. Diane Parkins	Superintendent
Mrs. Ruby Thompson	Director of Business and Operations

District Support Staff

Mrs. Linda Sawhill	Accounting Technician
--------------------	-----------------------

The Hughes-Elizabeth Lakes Union Elementary School District Governing Board currently holds their regular meetings on the 2nd Tuesday of each month in the school library at 6:30 PM (closed session is held at 6:00 PM and may resume after open session has concluded). The agenda for each meeting is posted in advance at the school, on our website and at other community locations. Community members are encouraged to attend.

School Administration/Office Staff

Mrs. Diane Parkins	Principal
Mrs. Julie Maple	Asst. Principal/Coordinator of Student Services
Mrs. Penny Munz	School Secretary
Mrs. Michelle Franco	Attendance

Certificated Instructional Staff

Mrs. Susan Ledoux	Kindergarten
Mrs. Theresa Hambro	Kindergarten/First Grade
Miss Kari Christensen	First Grade
Mrs. Linda McCaslin	Second Grade
Mrs. Wendy Perry	Second Grade
Mrs. Glo Gunagan	Second/Third Grade
Mrs. Lisa Gannon-Flum	Third Grade
Mr. Michael Verneti	Fourth Grade
Mrs. Ann Silva	Fifth Grade
Mrs. Linda Lewis	Fifth Grade
Ms. Beth Carr	Sixth Grade
Mr. Steven Martinez	7 th Homeroom/Mid. Sch. Social Studies/Math
Mrs. Susan Smith	8 th Homeroom/Mid. Sch. Language Arts
Mr. Joseph Nosik	8 th Homeroom/Mid. Sch. Science/Math
Mrs. Anya Beswick	Special Education

Classified Instructional Staff

Mrs. Louanne Grier	Library Aide
Mrs. Terry Izquierdo	Instructional Aide
Mrs. Gloria Lopez	Instructional Aide
Mrs. Donna Payne	Instructional Aide
Mrs. Marilyn Lupica	Instructional Aide
Mrs. Celina Haerle	Instructional Aide
Mrs. Kathy Kruger	Instructional Aide
Mrs. Lucie Marley	Instructional/Playground Aide
Mrs. Mercy Zopelis	Playground Aide
Mrs. Tammy Adams	Playground Aide
Mrs. MaryAnne Miller	Playground Aide

Classified Support Staff

Mr. Doug Larsen	Maintenance and Operations—Lead
Mrs. Debi Cowan	Maintenance and Operations
Mr. Matt Mitchell	Maintenance and Operations

School Site Council

Diane Parkins	Superintendent/Principal
Linda Lewis	President/Teacher
Liberty Longmore	Vice President/Parent
Steve Martinez	Teacher/Secretary
Theresa Hambro	Teacher
Debi Cowan	Classified
Laura Lockwood	Parent
Amy White	Parent
Kathy Messineo	Parent
Denise Sebra	Parent

Parent Teacher Association Executive Board

Mrs. Wendy Williams	President
Mrs. MaryAnne Miller	Parliamentarian
Mrs. Denise Sebra	Vice President of Membership
Mrs. Laura Lockwood	Vice President of Fundraising
Mrs. Donna Carroll	Secretary
Mrs. Liberty Longmore	Treasurer
Mrs. Michelle Erickson	Auditor
Mrs. Amy White	Historian
Mrs. Michelle Franco	Communication Coordinator
Mrs. Judy Clapp	Volunteer Coordinator
Mrs. Jenny Rhodes	Hospitality
Mrs. Shelli Benavides	Middle School Activity Coordinators
Mrs. Mary Anne Miller	Middle School Activity Coordinators
TBA	ICL & Assemblies

Hughes-Elizabeth Lakes School

Administrative and Parent Information

School Board Meetings

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

DAILY 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.**

Dismissal

Students are dismissed at 2:40 p.m. Students are to proceed to the buses as soon as they are dismissed and buses will leave promptly at 2:44 p.m. Students without a parent note stating that they are not to ride the bus will be sent home on the bus. ***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 that students are to be dropped off and picked up at the island. 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. **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 making sure that our parking lot is safe. To that end, please observe the following:

- Students must exit the vehicle on the right side only—do not allow your children to exit on the left and dart in front of other vehicles
- Do not drop off students behind the brick buildings. You may park and escort your students in the cross walk to their classrooms, but do not allow students to cross by themselves as there is no crossing guard and vehicles use that drive 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 can and will be enforced 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, the Sheriff's office will be called and intervention will be requested. Parents are asked to make every attempt not to involve the school in custody matters.

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 request 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.

VISITOR INFORMATION

Tobacco Free School Policy

Hughes-Elizabeth Lakes Union School is a tobacco free school. Smoking or chewing tobacco is not allowed anywhere, by anyone, at any time, on the campus. HSC 104420, 104495

Closed Campus

In accordance with Hughes-Elizabeth Lakes 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

The Hughes-Elizabeth Lakes District Policy states that the Board of Trustees and staff of the school district welcomes and strongly encourages members of the community, as well as other interested persons to visit our schools (Policy 1250). ***Parents are encouraged to visit school at any time. However, visits with teachers or other school staff members must be by appointment. For the safety and protection of all students, visitors must check in at the office and receive a visitor badge before entering any area on campus.*** Per Civil Code 3-2.10, persons without specific written authority or permission to occupy premises, excluding playground areas, are considered trespassers. ***All visitors must register in the school office prior to proceeding on to campus.***

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, the Superintendent/Principal or designee may design a visible means of identification for visitors while on school premises.

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, 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 or school security officer 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 that 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](#))

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.

ATTENDANCE

Attendance

Hughes-Elizabeth Lakes School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that 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 which plan vacations around traditional holiday periods, and thereby minimize 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. Consistent attendance enables the student to benefit from the teachers' direct instruction in addition to printed materials. 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 (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.

Tardiness

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 a one-day absence from school.**

Law in California prohibits tardiness. Education Code Section 48260 states that 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 and/or SARB. Tardies that are excused include those for illness, medical appointments, and/or a death in the immediate family. Truancies will be referred to the local Deputy Sheriff. Truants face fines 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).

Independent Study

Independent Study may be used if a student is going to be absent for **five or more** days. Short-term independent study is permitted at the discretion of the administrator.

Independent study contract request forms are available in the office. 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. Students who do not receive full credit for independent study will not be approved for future independent study requests.

Long-term independent study and/or home school options are available at HELUS. For more information, please contact the school office, 724-1231.

District of Choice

The Hughes Elizabeth Lakes Union School District is a school district of choice as designated by our School Board. This means that we accept inter district transfers in the Spring of each year by Board resolution. If you are attending our district by your choice, you do not have to fill out an

interdistrict transfer but need to fill out the application for attending our school yearly here in the school office. Once you attend under this Board Policy you only are released if you chose to go to another school.

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 of primary importance. Parents will be notified as soon as possible (emergency cards must be kept up-to-date to enable the school to contact you promptly). 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 person in charge and 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 we know if a student has any special medical restrictions or needs. The parent or legal guardian of any pupil on a continuing medication regimen for a nonepisodic 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 problem, 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, the dosage and the 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 controlled medicine (e.g. Ritalin) 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

California State law requires that all students have proper, up-to-date immunizations. Students with incomplete immunizations will be referred to the school nurse and appropriate referrals to sources of medical care to obtain the immunizations will be made. 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. State law requires the following immunizations before a child may attend school:

- All new students to Hughes-Elizabeth Lakes School District must provide proof of polio, diphtheria, whooping cough, tetanus, measles, mumps and rubella immunizations. All kindergarten and first grade students new to the district must also provide proof of vaccination against hepatitis B.
- All kindergarten students must provide proof of vaccination against chicken pox
- All seventh grade students must provide proof of a hepatitis B series and a second measles, mumps, and rubella vaccination.
- A tuberculosis skin test (Mantoux) is required for all students entering kindergarten and entering the district from outside the United States.

For information about a permanent medical exemption or personal beliefs exemption from immunizations for your student, please call the school office.

Oral Health Assessment Requirement

A new 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 31st 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.

School Communication

Please check your child's backpack, pockets and binders for information sent home from school. For 5th through 8th 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 home. This is your primary source of school information. *The Lion's Roar* can also be accessed on the school website at www.heluesd.org. Please read it weekly!

If you are a Facebook user accept "Hughes Elizabeth Lakes" to your friends list and you will be connected to the official school site. This Facebook account will be updated for meetings and important information.

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. An automated sex offender check will be conducted for all volunteers through local law enforcement.

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 and all are welcome. 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.

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 may make the decision to close school, for students and staff.

We will notify you using our automatic phone system in the event of school closure. Please make sure the school office has your current phone number. Therefore, 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, www.heluesd.org, or listen to a local radio station (KAVL 610 AM, KLKX 93.5 FM, KAVS 97.7FM, KOSS 105.5 FM, KUTY 1470 AM (Spanish), KMIX 106.3 FM, KTPI 103.1 FM, KHJ 1380 AM) to determine whether or not there will be school. A decision is usually made late at night or early in the morning (before 5 a.m.) as to whether it is safe to run the buses. If the buses don't run, then school is closed. Only announcements made about the Hughes-Elizabeth Lakes School District apply.

Please do not call the school district or the school office as they will probably be closed too. 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 on the bus. We will not hold children in the office after buses have left campus.

In the event of a heavy snow that begins after the buses are en route and it is unsafe to further proceed, the buses will return to the entrance to Lake Elizabeth Ranch Club, and park. Parents will be able to pick up their children from that location by showing proper ID to school staff.

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 up-to-date at all times.**

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 School District Policy 3516 states that 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).
- 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 Code Red drill is also held. When an emergency occurs which necessitates the locking of the entire campus, the words "Code Red" 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/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. Please review our student release procedures on the website, at www.heleusd.org.

LEGAL INFORMATION/CIVILITY

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. 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.

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.

Student Expectations and General Information

OFFICE PROCEDURES

The School Office

The office staff is eager to assist you. Students are reminded that the office is a work place and polite, appropriate behavior is expected. Students: please do not bring friends with you when conducting business in the office and be patient as the office is frequently a very busy place. Mutual respect and speedy service is our goal.

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 staff will do their best to deliver transportation messages that come in before 11:00 a.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 or planner. Students may not enter into the office without a pass 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, MP3 players, iPods, CD players, cameras, rubber bands, balloons, water guns, electronic games, permanent markers, trading cards, skates, skateboards, scooters, large sums of money, etc. Cell phones are permitted, with limitations (see page 19 for more information). **We will not accept responsibility for the care and safety of items brought to school.**

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 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 students' 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 the 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 things 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.

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 School District Policy (Policy 5132) states that 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 that 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.
- 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 mid-thigh are prohibited. No spaghetti strap shirts or pajama bottoms will be allowed.
- Gym shorts may not be worn in classes other than physical education.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

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 teachers to teach and students to learn. 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 who are involved in physical altercations (fights) and students who harass other students will be dealt with in a severe manner.

Students instigating 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 if a student “hits back”, he/she will receive the same consequences as if he/she started the fight. **Students need to report problems to an adult on campus.**

Students will be expected to follow these standards:

- **Be respectful and polite of other students and adults:** Teasing, bullying, hazing, behavior that is racist or sexist, and profanity and vulgarity, will not be tolerated. Students may not fight, wrestle, engage in horseplay, or throw any objects at each other. Students may not engage in any behavior that is unsafe, disruptive or disrespectful.
- **Correctly use restrooms and all school equipment:** no running or playing in outdoor hallways, hanging out/playing in restrooms, or unsafe play on any school equipment or structures (water fountains, playground equipment, trees, etc.).
- **Bring to school only items that need to be at school and monitor your own property:** Guns, knives, matches, lasers, or any other potentially dangerous items are not allowed on campus at any time. Leave electronic devices (e.g. music players of all types, video games, cameras), toys of all kinds (including skateboards) at home. The exception to this is for primary students on “share” day only. Students may not sell any items at school.
- **Gum is not allowed on campus.**
- **Follow the directions of all adults and treat them with respect at all times.**

Students may receive referrals, demerits (6th – 8th grades only), benching, campus cleanup or suspension as a result of violating school rules.

Students will be held responsible for their actions before, during, and after school, and at all school-related functions. They are to conduct themselves in keeping with their level of maturity,

showing regard for established authority, and the rights and welfare of others. According to the California State Education Code, teachers have the right to suspend a student from class.

Cell Phones

Students may have cell phones at school as long as they are not on during class time, 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.

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.

- 1st violation: The teacher/staff will take phone away until end of day.
- 2nd violation: The phone will be sent to the office for student to pick up at the end of the day.
- 3rd 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.
- 4th violation: Phone will be held until the end of the semester and student will be 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.

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. 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).

Assemblies

Assemblies are planned for the enjoyment of all students. Good conduct on the part of all students is required. Excessive talking, noise making, moving around, inappropriate laughing, and other disturbances will not be tolerated. The only acceptable way to show your appreciation is by applause. Violators will be removed from the assembly and risk suspension.

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 will result in administrative action, including but not limited to the following:

- Office referral

- Demerits (middle school only)
- Benching/recess detention
- Parent contacted by school: by written communication or telephone
- Progress report
- Student Contract
- Student Study Team Meetings
- Campus clean-up (trash pick-up, cleaning walls, scraping gum, etc.)
- 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 handicapped 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 local school. Uniform Complaint Procedures (Title 5 CCR) are available upon request from the Department of Student Services Director. (E.C. 56329, 53680, 56506, PL94-142, PL 101-476)

Evening Events and Visitors

Board Policy 5020 states that 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, the Talent Show, PTA Meetings and Graduation. Parents will be called to pick up students who arrive at school events without a parent.

PLAYGROUND RULES

Playground/Recess Rules

- The upper field and lower basketball courts are designated play areas
- Follow directions of the adults on duty
- 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 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, however, if they need more time, it will be provided.

Students are responsible for bringing their own money (for a day, a week or a month) in the exact amount, in a sealed envelope or a plastic baggie, with the student's name, grade level and name of teacher (homeroom teacher for middle school students), clearly marked. Checks can be made out to the Antelope Valley Union High School District (AVUHSD). **Money will not be loaned from the office.**

HELUS participates in the free and reduced-price national lunch program. This program is designed to provide nutritious meals at school for pupils in receipt of public assistance. An application is sent home with this handbook and additional forms can be picked up from the school office.

Prices

Lunch	\$ 2.00
Milk	.50

There is a website: www.mylunchmoney.com so you can prepay for lunches if you choose using a bankcard. This is an easy and secure way to prepay for lunches for your family.

If you are a family purchasing for more than one child, please indicate on your payment the exact amount to be credited to each child, e.g. a \$76.00 check from the Smith family should indicate, "\$38.00 for June Smith, \$38.00 for Jane Smith," so that those accounts are credited properly.

Meals are not given on credit—students who do not bring money or pre-pay, must bring a sack lunch.

Free or reduced-price lunches are available to families in need, even on a short-term basis. Applications are given to all students at the beginning of the year and are available throughout the year in the school office. Continuing participants in the free and reduced-price lunch program must reapply; however, the child's lunch program will continue for 30 days until the new application is processed.

Standards of Behavior in the Cafeteria

Expectations in the cafeteria will be the same as in the classroom. Students are expected to:

- Use polite manners and common courtesy
- Use quiet speaking voices
- Stay seated while eating and cleans up their own trash before leaving an eating area (students failing to do so will be assigned campus clean up detail)
- Raise hands if they need an adult and wait to be dismissed by the adults on duty
- Finish food in the cafeteria or on the patio—food and drinks should not be taken onto the playground.
- TREAT ALL ADULTS WITH RESPECT

As part of our wellness policy, students are discouraged from bringing sodas and candy to school. Gum is not to be brought to school at any time.

Parents may bring food to school for their own children only. (Pre-arranged celebrations with teacher approval is the only exception to this guideline.)

BUS INFORMATION

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.

Forsythe Transportation Bus Rules

Forsythe Transportation provides bus services for our school. You can contact the general manger for our area at 724-2000. If the bus is late or parents have any concerns/questions about transportation, they are encouraged to call Forsythe. In the event of an emergency, if you are unable to reach Forsythe, please call the school office.

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 Forsythe. The bus driver is responsible for enforcing these rules and will issue warnings and/or walking tickets to those students who choose to misbehave. Repeated violations may lead to suspension of transportation privileges not only for travel to and from school but also on field trips. The Hughes-Elizabeth Lakes School District will support Forsythe Transportation with enforcing the rules, which include, but are not limited to, the following:

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.**
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 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 driver's instructions concerning seating location and unloading procedure.
4. Be seated promptly. Be willing to share seat with fellow bus riders.
5. Always sit facing front of the bus. Remain seated when bus is in motion. Remain seated until the door is opened. Do not change seats without permission of driver. Do not “save seats” for others.
6. Keep head, hands and arms inside bus at ALL times. Do not talk or yell across the aisles or out of windows to others outside of 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 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 excepted (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 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 student's possession while on a bus MUST be left in backpack at all times.

Guidelines for Student Bus Discipline

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

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

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

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 Student. 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

Hughes-Elizabeth Lakes 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 or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Instruction/Information

The Superintendent/Principal or designee shall ensure that 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 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 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

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

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 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) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.3 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, including, but not limited to, bullying committed by means of an electronic act, as define in subdivisions (f) and (g) of section 32261, directed specifically toward a pupil or school personnel.
- (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.

Pesticide Warnings

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:

<u>Pesticide Warnings (EC 17612)</u>		
<u>NAME</u>	<u>MANUFACTURER</u>	<u>TYPE</u>
<u>Genie Fogger</u> Active Ingredients – Cyclohexene, Dimethyl, Cyclopropanecarboxylate	Lane Labs	Insecticide
<u>Hot Shot Spider Killer Plus</u> 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	Spectrum Group	Insecticide
<u>797-A</u> Active Ingredients – Pyrethrins, Piperonyl Butoxide, Amorphous silica gel, Petroleum Distillate	State Chemical	Insecticide
<u>Misty Wasp and Hornet Killer IIb</u> Active Ingredients – Tetramethrin, Permethrin, Piperonyl Butoxide	Amrep	Insecticide
<u>Bug B Gone</u> Active Ingredients – Esfenvalerate	Ortho	Insecticide
<u>Gopher Getter</u> Active Ingredients – Strychnine Alkaloid	Wilco	Pesticide
<u>Ground Squirrel Bait</u> Active Ingredients – Diphacinone	Wilco	Pesticide
<u>Permith</u> Active Ingredients - Permethrin	Sungro	Pesticide

Volunteer Application
Hughes-Elizabeth Lakes Union School
2010-2011 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.

_____ 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.

Signature

Date

Video and Picture Permission Form
Hughes-Elizabeth Lakes Union School
2010-2011 School Year

I hereby grant permission to the Hughes-Elizabeth Lakes School District to use pictures and/or videos that are taken of my child while he/she is engaged in school-related activities in television and/or newspaper coverage of school activities.

Student's Name _____
(please print)

Grade Level/Homeroom Teacher _____

Parent/Guardian Name _____
(please print)

Parent/Guardian Signature _____

Date _____ Relationship to Child _____