

<p style="text-align: center;">ANNUAL NOTICE TO PARENT OR GUARDIAN REGARDING YOUR RIGHTS</p>

2011-2012 School Year

Dear Parent or Guardian:

As the parent of a student enrolled in our district, it is important to remain apprised of your rights and responsibilities. Please take the time to carefully review the Annual Notice to Parent or Guardian Regarding Your Rights information packet. You may access your Parent or Guardian Rights Packet on the Acton-Agua Dulce Unified School District's website by going to www.aadusd.k12.ca.us. Please fill out the attached signature forms and have your child return the completed forms to his/her homeroom teacher. If you do not have a computer to access your Parent or Guardian Rights Packet, you may obtain a hard copy of the packet from your school site.

If you have any questions regarding this information, please contact your site principal or the district office. The school and district numbers are given below:

Agua Dulce School, Janet Simons, Principal	268-1660
Meadowlark School, Meghan Freedman, Principal	269-8140
High Desert School, Stephanie Najjar, Principal	269-0310
Vasquez High School, Dr. Ruben Zepeda, Principal	269-0451
Acton-Agua Dulce District Office	269-0750

Sincerely,

Dr. Brent Woodard
Superintendent

TABLE OF CONTENTS

SCHOOL RULES	4
Right to Review School Rules	4
ATTENDANCE.....	4
General Absences	4
Absence for Religious Purposes.....	4
Absence for Justifiable Personal Reasons.....	4
Alternative Schools	4
Intradistrict Attendance Options	5
Interdistrict Attendance Options.....	5
Attendance in School District in Which Parent/Guardian is Employed	5
Attendance Where Caregiver Resides	6
Individualized Instruction.....	6
Students in Hospitals Outside of School District	6
High School Students Leaving School at Lunch Time	6
Minimum Days and Pupil Free Days	7
DISCIPLINE	7
Student Discipline Rules.....	7
Release of Student to Peace Officer.....	7
Parent Responsibility	7
Student Search	7
Dress Code or Uniforms	7
Hazing Prohibited	7
Duty Concerning Conduct of Pupil.....	8
Duties of Students	8
STUDENT SERVICES.....	8
Services to Disabled Pupils.....	8
Sexual Harassment.....	8
Student Lunch Program.....	9
HEALTH SERVICES	9
Kindergarten and First Grade Physical Examination	9
Immunizations.....	9
Assistance with Medication.....	10
Physical Examinations.....	10
Medical and Hospital Services.....	10
Scoliosis Screening (Curvature of the Spine)	10
Vision and Hearing Appraisal	10
Information for Use in Emergencies	10
Confidential Medical Services Without Parental Consent.....	11
SEX / HIV / AIDS EDUCATION	11
Sex Education	11
AIDS Prevention Instruction	11
Instruction in AIDS Prevention.....	12
EXEMPTIONS AND PARENTAL RIGHTS	12
Parental Rights: Education Empowerment Act of 1998	12

Other Parental Rights.....	13
Dissection of Animals.....	13
Excused from Instruction Due to Religious Belief.....	13
Tests on Personal Beliefs	13
SCHOOL RECORDS AND ACHIEVEMENTS	14
Student Records	14
Standardized, Norm-Referenced Achievement Tests	14
Retention.....	14
Parent Request of Professional Qualifications.....	14
School Accountability Report Card	14
High School Exit Exam Requirements.....	14
Release of Directory Information	15
DUE PROCESS PROTECTIONS AND COMPLAINTS.....	15
Complaints Regarding Employees	15
Uniform Complaint Procedures	15
Complaints Regarding Discrimination - Education of Disabled Students:.....	16
MISCELLANEOUS	16
Additional Student Discipline Matters	16
Use of the Internet and /or On-Line Sites.....	17-22
Sex Offender Information, “Megan’s Law”	23
College Entrance Requirements (High School Only)	23
Future College or University.....	23
Management Plan for Asbestos-Containing Material.....	23
Tattooing or Body Piercing	24
School Safety Plans	24
Notification in Other Languages	24
Further Information is Available	24
Pesticide Warnings.....	24

Required forms to be returned with signature of Parent/Guardian

Acknowledge of Receipt and Review.....	28
Annual Pesticide Notification Request.....	30
Network Acceptable Use Agreement.....	32-33

SCHOOL RULES

Right to Review School Rules

You have a right to review the school rules regarding student discipline. Please obtain or review a copy with school site administration.

ATTENDANCE

General Absences

According to law, your child will be excused for absence only in the event of:

- a. Illness.
- b. Quarantine under the direction of a city or county health officer.
- c. Medical, dental, optometrist, or chiropractic services rendered.
- d. Attending the funeral services of a member of your immediate family, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California.
- e. Jury duty in the manner provided by law. [EC § 46010, et seq.]

Absence for Religious Purposes

With written permission, your child may be excused to attend religious services away from school. However, your child will be required to complete a certain number of minutes for that day. Such absences are limited to four days per month. [EC § 46014]

Absence for Justifiable Personal Reasons

Upon written request and approval by the school principal, your child may be excused from school for justifiable personal reasons such as an appearance in court, observation of a religious holiday or ceremony, attendance at religious retreats, or an employment conference. [EC § 48205]

Alternative Schools

The district works in association with the Los Angeles County Office of Education Community Schools Program to provide alternative programs for students on an as-needed basis. California State law authorizes all school districts to provide for alternative education. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, and responsibility.
- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.

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

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

Intradistrict Attendance Options

It is the intent of the Legislature that the governing board of each school district annually review the enrollment options available to the pupils within their districts and that the school districts strive to make available enrollment options that meet the diverse needs, potential, and interests of California's pupils.

The Acton-Agua Dulce Unified School District currently has only one junior high and one high school. There are two elementary schools: Agua Dulce (K-5) and Meadowlark School (K-5). Elementary students who reside within district boundaries may apply for enrollment in any district school. The Superintendent or his designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area. You may contact the Superintendent's office at 269-0750 to request an application to attend a school other than your neighborhood school.

[EC § 35160.5 (AB 1114) and 48980]

Interdistrict Attendance Options

Two or more districts may enter into an agreement for the transfer of one or more students. Applications are available from the school district's office. The district's agreement specifies the terms and conditions under which transfers are permitted. If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. The district is not required to provide transportation to a student who transfers into the district. (EC § 48209, et seq., (AB 19) and 48940)

Attendance in School District in Which Parent/Guardian is Employed

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

The law (EC § 48204(f)) provides that if one or both parents/guardians of an elementary school student are employed in the boundaries of a school district other than the one in which they live, the student may be considered a resident of the school district in which

his/her parents or guardians work. This code section does not require that a school district automatically accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of the EC § 48204(f) include:

- Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if it is determined that there would be a negative impact.
- The district in which the parent/guardian works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student. This limitation might particularly apply to any special needs student that would require extra services from the district for which the district believes the state aid it would receive would not fully pay.
- There are set limits (based on total enrollment) on the total numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent/guardian the specific reasons for denying the transfer.

Attendance Where Caregiver Resides

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

Individualized Instruction

If your child has a temporary disability that prevents him/her from attending regular classes, the district will provide individual instruction in accordance with Board of Education policy when possible. [EC § 48206.3 and 48980(b)]

Students in Hospitals Outside of School District

If your child is, due to a temporary disability, in a hospital or other residential health facility that is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [EC § 48207] If this situation should arise, you should notify both the district where you reside and the district where the hospital is located so that individualized instruction can be provided if possible based on the situation. It is the parent's responsibility to notify the District of the presence of pupils with temporary disabilities in qualifying hospitals. [EC § 48208]

High School Students Leaving School at Lunch Time

The governing board of this school district, pursuant to Education Code Section 44808.5, has decided not to allow pupils enrolled at the high school to leave the school grounds during the lunch period. Exceptions may be made for high school seniors who meet an academic and citizenship standard established by the school. In the event that students are granted permission to leave campus, neither the school district nor any officer or employee shall be liable for the conduct nor safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.

Minimum Days and Pupil Free Days

Each school will, at the beginning of the school year, send home a calendar showing all minimum days, holidays, and “pupil free days.” Please request the calendar from child’s school office if you do not receive a copy.

DISCIPLINE

Student Discipline Rules

The district maintains a student discipline code with a policy and procedures. Copies are available at the school offices.

Release of Student to Peace Officer

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

Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children, which result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents or guardians' liability may be as much as \$10,000 in damages and another maximum of \$10,000 for payment of a reward, if any. [EC § 48904]

The **school district may withhold the grades, diplomas, or transcripts** of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. [EC § 48904, Civil Code § 1714.1]

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, **you may be required to attend a portion of a school day in your child's classroom.** [EC § 48900.1]

Student Search

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

Dress Code or Uniforms

The school district maintains a dress code for all students. Each school maintains a code that meets the guidelines of the district code. Contact the office of your child’s school for a copy of the school’s dress code.

Hazing Prohibited

No student, or other person in attendance, at any public or private educational institution shall conspire to engage in hazing. [EC § 32051]

Duty Concerning Conduct of Students

The district shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. [EC § 44807]

Duties of Students

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. [(5 CCR) 300]

STUDENT SERVICES

Services to Disabled Students

If you have reason to believe that your child (ages 0 through 21 years) has a disability, which requires special services or accommodations, bring this to the attention of the school principal. Your child may be evaluated by the school psychologist to determine whether he/she is eligible for special instruction or services. [EC § 56020, et seq.]

Sexual Harassment

Students may be suspended or expelled for sexual harassment. The Board of Trustees for the Acton-Agua Dulce Unified School District prohibits sexual harassment in the educational environment by any person in any form. Sexual harassment is in violation of federal and state laws, including Title VII of the Civil Rights act of 1964 and Title IX of the Educational Amendments of 1982.

Within the educational environment, sexual harassment is prohibited between students and employees and students. Repeated or unwarranted verbal or physical sexual advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the educational environment which are offensive or objectionable to the student or which cause the student discomfort or humiliation, or which interfere with the student's performance, are prohibited. Action will be taken when necessary to eliminate such practices or remedy their effects.

Any student who engages in the sexual harassment may be subject to disciplinary action up to and including expulsion [E.C.212.5; 230; 48900.2]. The principal or designee shall discuss the district's sexual harassment policy with his/her students and employees and assure them that they are not required to endure sexual harassment. The principal or designee shall provide staff in-service or student instruction and counseling as needed (Title VIII of the Civil Rights Act of 1964; Title XI of the Education Amendments of 1972). Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students and staff to immediately report incidents of sexual harassment to the principal or designee or to another district or site administrator. Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. If a situation involving sexual harassment can be filed in accordance with Administrative Regulation, one of the following forms should be used:

1312.1 -- Complaints Concerning School Personnel

1312.3 -- Uniform Complaint Procedures

The Principal or designee shall determine which procedure is appropriate.

[EC § 48980, 48900.2, and 212.6]

Student Lunch Program

Your child may be eligible to purchase lunch in the cafeteria at a reduced rate. **Applications are available through each school office.** [EC § 49510-49520]

HEALTH SERVICES

Kindergarten and First Grade Physical Examination

Good health is important to your child's learning and successful academic career. State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. Good health is important to your child's learning and successful academic career. **This school district, therefore, requires that the certificate of physical examination be submitted at the time of kindergarten registration.** You may file with the school district a written objection or waiver stating the reasons if you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver.

Immunizations

Immunizations must be up-to-date before admission to any K-12 school program is granted. To enter or transfer into public elementary and secondary schools (grades kindergarten through 12), children under age 18 must have immunizations.

This law allows (a) parents / guardians to choose exemptions from immunization requirements based on their personal beliefs, and (b) physicians of children to elect medical exemptions. The law does not allow parents / guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). See the back of the blue California School Immunization Record (PM 286) for instructions and the affidavit to be signed by parent/guardians electing the personal beliefs exemption. For children with medical exemptions, the physician's written statement should be stapled to the CSIR.

Documentary proof of immunization is required upon admission. It is the policy of the Acton-Agua Dulce Unified School District that there be no "conditional" admittance to schools; immunizations must be up-to-date before admission to school is granted. This requirement does not apply to any person 18 years of age or older, or if a district-provided waiver form is signed stating that the immunization is contrary to the beliefs of the parent or guardian, or a letter or affidavit from a licensed physician is given stating that the physical condition of the pupil is such that immunization is not considered safe. **If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such time as directed by health officials or district administration.** [Health and Safety Code § 120335]

Assistance with Medication

If your child must take medication during the school day that is prescribed by a physician, designated school personnel may assist your child only if:

- A. The principal of your child's school receives a written statement from the physician detailing the method, amount, and time schedules by which the medication is to be taken; and
- B. Parent submits a written statement indicating his/her desire that the school district assist his/her child in taking the medication; and
- C. Parent signs a release statement on a special form available from the school. [EC § 49423 and 49489]

Forms are available for this purpose in each school's health office.

State law now allows students with doctor authorization to carry and administer auto-injectible epinephrine medication. Students may also carry and use sunscreen without a doctor's note or prescription, and may also wear sun-protective clothing [E.C. section 35183.5].

Physical Examinations

If you want your child to be exempt from physical examinations at school, file an **annual** written statement addressed to the school **principal and district nurse** refusing such an exam.

Medical and Hospital Services

The school district does not provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of his/her attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place such as a school-sponsored activity and while being transported to, from and between such places. **A letter indicating the details of this insurance is sent to parents at the beginning of each school year and is available at anytime through each school office.** [EC § 49472]

Scoliosis Screening (Curvature of the Spine)

If you suspect your child of having curvature of the spine, please notify the school office. If your child is identified at school as having this condition, you will be notified. [EC § 49452.5]

Vision and Hearing Appraisal

Your child's vision will be checked by an authorized person unless you present, each school year, to the principal and district nurse a certificate from a physician or optometrist verifying prior testing. [EC § 49455]

Information for Use in Emergencies

For the protection of your child's health and welfare, we ask that you complete and return an Emergency Card at the beginning of each school year. It is the parent's responsibility to update the card as information changes. [EC § 49408]

Confidential Medical Services Without Parental Consent

According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents or guardian. **It is the practice of this school district, however, not to release students under the age of 18 without parental consent.** [EC § 46010.1]

SEX / HIV / AIDS EDUCATION

Sex Education

Districts shall annually notify parents about instruction in comprehensive sexual health education and HIV / AIDS prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. You will be notified prior to the commencement of any such instruction as to whether the instruction will be taught by district personnel or outside consultants in class or during an assembly. A copy of the law pertaining to such instruction is available upon request from the district. You may request in writing that your child not receive comprehensive sexual health education and/or HIV/AIDS prevention education.

The law also authorizes the district to use anonymous, voluntary and confidential research and evaluation tools to measure a student's health behavior and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes concerning practices related to sex. The district must notify you in writing before any such test, questionnaire, or survey is administered and provide you with an opportunity to review the test and request in writing that your child not participate.

AIDS Prevention Instruction

You have a right to request copies of Education Code Sections 51201.5 and 51553 from the district. Copies of these statutes are on file at district offices. These statutes permit parents, or guardians, to excuse children from AIDS prevention instruction. Any time an outside organization or guest speaker is scheduled to deliver AIDS prevention instruction, or any time an assembly is held to deliver AIDS prevention instruction, the parents will be notified. The notice must be mailed at least 15 days before the instruction is delivered. The notice will include the date of the instruction, the name of the organization or affiliation of each guest speaker and information about parent's right to receive copies of the statutes relating to AIDS prevention instruction.

A pupil will not be subject to disciplinary action, academic penalty, or other sanction if a parent withholds the pupil from the instruction. During the time of the instruction an alternative educational activity will be made available to pupils whose parents have requested that they not receive instruction.

Instruction in AIDS Prevention

School districts are required by law to ensure that all pupils in grades 7 through 12 receive AIDS prevention instruction from adequately trained instructors in appropriate courses. Each pupil shall receive the instruction at least once in junior high or middle school and once in high school. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use are the most effective means for AIDS prevention. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision making skills to avoid high-risk activities. The instructional materials related to this instruction are available for your inspection. If you do not want your child to receive this instruction, you may submit that request in writing to the school principal. [EC § 51201.5] Also, see the Sexual Health and HIV/AIDS Prevention Act, especially Education Code section 51938.

EXEMPTIONS AND PARENTAL RIGHTS

Parental Rights: Education Empowerment Act of 1998

The Education Empowerment Act of 1998 establishes various rights for parents, in addition to other rights identified in this Annual Notice. Your rights, as a parent or guardian, include the following:

Volunteer: All volunteers must follow Board Policy 1240, Volunteer Assistance. Volunteers must be fingerprinted by the district office (Human Resources) and must have a current tuberculosis test (TB) taken within the last four years. TB must be updated every four years.

Inspection of Instructional Materials: All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, tapes, and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the governing board of the school district.

Observation of School Activities: You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. The governing board of this school district shall consider reasonable accommodation of parents and guardians. Upon written request by you, school officials shall arrange for your observation of the requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the governing board of this school district.

Consent for Evaluations: Your child may not be tested for a behavioral, mental, or emotional evaluation without your informed written consent.

Affirmation or Disavowal of Beliefs: A pupil may not be compelled to affirm or disavow any particular personally or privately held worldview, religious doctrine, or political opinion. This law does not relieve pupils of any obligation to complete regular classroom assignments.

Health component of Any Program or Class:

Parents may exempt students from the health component of any course or class if that instruction conflicts with a parent or guardian's religious training or beliefs.

Other Parental Rights

The rights of parents and guardians of district pupils include the rights identified below. These rights include your right:

- i. To observe in your child's classroom upon reasonable prior notice.
- ii. To meet with your child's teacher and the school principal upon reasonable notice.
- iii. To volunteer your time and resources at the school.
- iv. To be notified on a timely basis if your child is absent from school without permission.
- v. To be notified concerning your child's classroom and standardized testing performance.
- vi. To have a safe learning environment for your child.
- vii. To examine curriculum materials of your child's class.
- viii. To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
- ix. To access student records for your child.
- x. To receive information concerning expectations for student learning.
- xi. To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.
- xii. To receive information about any psychological testing of your child and the right to deny permission for such testing.
- xiii. To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.
- xiv. To question, and receive an answer regarding, items in your child's record that appear inaccurate, misleading, or that invade privacy.

Dissection of Animals

If your child chooses not to participate in the dissection of animals, then the teacher may work with him/her to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [EC § 32255]

Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction upon your written request. [EC § 51240]

Tests on Personal Beliefs

Unless you give written permission, your child will not be given any test, questionnaire, survey, or examination containing any questions about your child's, or his/her parents' or guardians' personal beliefs or practices in sex, family life, morality, or religion. [EC § 51513, 60614]

SCHOOL RECORDS AND ACHIEVEMENTS

Student Records

You have a right to inspect and review your child's school records; to challenge their contents; to have an administrator assist you in interpreting the records; request amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights; to have a district-level hearing to appeal the decision not to change records; and to file a complaint with the state and/or U.S. Department of Education if the district fails to comply with state and federal law with regard to your child's records. Except for certain exceptions, pupil records are confidential and will not be disclosed without your consent. Please be aware, however, that when your child enrolls or intends to enroll in another district, we will send his or her records to that district. Your child's records may be shared with school officials and employees, and other persons connected with the school who have a legitimate educational interest and who may need them to execute his/her job duties. For example, pupil records may be used to identify and verify eligibility for certain services under the federal No Child Left Behind Act. For further information or assistance contact the principal or your child's school, the Superintendent of Schools or Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605. [EC § 49063 and 49070; Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99]

Standardized, Norm-Referenced Achievement Tests

Students in grades 2 - 11 will take the California STAR examination, which is administered statewide. Parents will be given the results of this test. [EC § 60722] Contact the principal of your child's school if you wish further information. [SB 376; Chapter 828] (Refer to Administrative Regulation 6162.51(b) of Board Policy)

Retention

The Acton-Agua Dulce Unified School District will notify parents and guardians as early in the school year as practicable if their child is at risk of retention and of their right to consult with school personnel, and to appeal a decision to retain or promote their child. [E.C. 51191(a)(16)].

Parent Request of Professional Qualifications

Parents have the right to request and receive timely information regarding the professional qualifications of their children's classroom teachers. [P.L. 107-279, Title IV, 404(d)(1), 116 Stat. 1985]

School Accountability Report Card

The School Accountability Report Card for your child's school is available on request. This contains information about the school and district regarding the quality of the district's programs and its progress toward achieving stated goals. [EC § 35256 and 33126]

High School Exit Exam Requirements

California high school sophomores are required to take and pass the California High School Exit Examination. Those who do not pass one or both parts of the exam in the spring of their tenth grade year will have five opportunities to retake the exam. Students retake only the parts of the exam not previously passed. School district are required by law to provide additional instruction to assist students who do not pass the exam.

Release of Directory Information

The law allows schools to release directory information to certain persons or organizations. Directory information may include a student's name, address, telephone information, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. **If you wish that the district withhold any of this information, notify the school principal in writing annually.** [EC § 49061(c), 49070]

School districts receiving No Child Left Behind (NCLB) funds shall provide, on a request made by military recruiters or an institution of higher education, access to high school students' names, address and telephone listings. School districts are required to provide parents with notice of the option to request that the students' name, address and telephone number not be released without prior written parental consent. [20 U.S. Code Service 7908].

DUE PROCESS PROTECTIONS AND COMPLAINTS

Complaints Regarding Employees

The governing board has an adopted complaint procedure. Complaint forms and procedures are available from the district office located at 32248 Crown Valley Road, Acton, CA.

Uniform Complaint Procedures

The district has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. [EC § 35160.5, 5 CCR 4610, 4622]

It is unlawful to discriminate on the basis of gender, ethnic group identification, race, ancestry, national origin, religion, age, actual or perceived sex, sexual orientation, color, or physical or mental disability.

Complaints made under this procedure shall be directed to the Superintendent of Schools at 32248 Crown Valley Road, Acton. Telephone number: (661) 269-0750. You may contact the district office receptionist at 32248 Crown Valley Road, Acton (telephone number (661) 269-0750) to obtain a copy of the district's complaint procedures.

The district complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the parties have agreed in writing to an extension of the timeline.

An unlawful discrimination complaint must be filed no later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

The complainant has a right to appeal the district's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the district's decision. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision. The complainant has a right to take some complaints directly to the CDE or to pursue remedies before civil courts or other public agencies.

CIVIL LAW REMEDIES

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. You may wish to contact the following low-cost or free legal services:

Legal Aide Foundation of Los Angeles
Education Law Unit
1550 West 8th Street
Los Angeles, CA 90017
(213) 487-3320

Complaints Regarding Discrimination - Education of Disabled Students:

The Acton-Agua Dulce Unified School District is committed to equal opportunity for all individuals in education. Our district programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The district shall promote programs that ensure that these discriminatory practices are eliminated in all district activities. [EC § 56501]

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA, formerly known as EHA). The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. [EC § 260, et seq., above cited federal statutes] If you wish further details in this regard, or wish to file a complaint, please contact the superintendent or other appropriate agency.

MISCELLANEOUS

Additional Student Discipline Matters

- a. Selling or offering to sell the prescription drug Soma is now prohibited.
- b. The prohibition against damaging school property has been extended to cover electronic files and databases.
- c. The prohibition against harassing fellow students has been extended to protect school personnel.

A comprehensive discussion of the rules and offenses related to student discipline can be obtained from the district office [E.C. section 48915].

Use of the Internet and /or On-Line Sites

Board Policy 6163.4 was adopted in September of 1997 and is designed to guide teacher and student use of Internet and On-Line services. Please refer to Appendix A for the Administrative Regulations related to the implementation of the Board Policy.

Student Use of Technology – The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every effort shall be made to provide equal access to technology throughout the district's schools and classes:

On-Line Services – To discourage access to adult content on on-line electronic services and preclude other misuses of the system, the Superintendent or designee shall establish age/grade-level qualifications and shall ensure that students receive training in user obligations and responsibilities.

Before using on-line services, the student and parent/guardian shall sign the district's user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities.

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

The Superintendent or designee shall establish administrative regulations governing use of the district's on-line services. He/she shall ensure that users have no expectation of privacy and understand that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

BOARD POLICY
Acton-Agua Dulce Unified School District
Instruction

Student Use of Technology

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

(cf. 0440 - District Technology Plan)
(cf. 6010 - Goals and Objectives)
(cf. 6163.1 - Library Media Centers)

On-Line Services

To discourage access to adult content on on-line electronic services and preclude other misuses of the system, the Superintendent or designee shall establish age/grade-level qualifications and shall ensure that students receive training in user obligations and responsibilities.

Before using on-line services, the student and parent/guardian shall sign the district's user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities.

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

The Superintendent or designee shall establish administrative regulations governing use of the district's on-line services. He/she shall ensure that users have no expectation of privacy and understand that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5145.12 - Search and Seizure)
(cf. 6162.6 - Use of Copyrighted Materials)

ADOPTED: September 11, 1997

ADMINISTRATIVE REGULATION

Acton-Agua Dulce Unified School District

Instruction

Student Use of Technology

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper use as well as copies of related district policies and regulations.

On-Line Services: User Obligations and Responsibilities

Students are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below.

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The system shall be used only for purposes related to education. Commercial, political and/or personal use of the district's system is strictly prohibited. The district reserves the right to monitor any on-line communications for improper use.
3. Users 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 district policy.
4. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
6. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
7. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
8. Users are expected to keep messages brief and use appropriate language.
9. Users shall report any security problem or misuse of the network to the teacher or principal.

ADOPTED: September 11, 1997

Acton-Agua Dulce Unified School District

Network Acceptable Use Agreement

Please read this document carefully before signing.

A Local Area Network and Internet access is available to students and teachers in the Acton-Agua Dulce Unified School District.

We are very pleased to bring this access to Acton-Agua Dulce Unified School District and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- 1) Electronic mail (email) communication with people all over the world.
- 2) Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- 3) Public domain software and graphics of all types for school use.
- 4) Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics.
- 5) Access to many University Library Catalogs, the Library of Congress, and to a large collection of relevant information for educators and students.
- 6) Graphical access to the World Wide Web, the newest and most exciting access tool on the Internet.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Acton-Agua Dulce Unified School District has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We (Acton-Agua Dulce Unified School District) firmly believe that the valuable information and interaction available on this worldwide network far out weighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict policies. These policies are provided here so that you are aware of the responsibilities you are about to acquire. These policies apply to both the local area network and the Internet. In general, this requires efficient, ethical and legal utilization of the network resources. If an Acton-Agua Dulce Unified School District user violates any of the provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Acton-Agua Dulce Unified School District

Network Acceptable Use Agreement

Network -- Terms and Conditions of Use

- 1) Acceptable Use of Technology
One of the adopted goals of the Acton-Agua Dulce Unified School District is to assist in advancing the use of technology to enhance student learning. Access to the Acton-Agua Dulce Unified School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All Acton-Agua Dulce Unified School District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The Acton-Agua Dulce Unified School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

- 2) Privileges
The use of the Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student or teacher who receives an account will be part of a discussion with an Acton-Agua Dulce Unified School District staff member pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Acton-Agua Dulce Unified School District may request the system administrator to deny, revoke, or suspend specific user accounts.

- 3) Network Etiquette
You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a) Be polite.
 - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - c) Illegal activities are strictly forbidden.
 - d) Do not reveal your personal address or phone numbers of students or colleagues.
 - e) Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
 - f) Do not use the network in such a way that you would disrupt the use of the network by other users.
 - g) All communications are to be considered private. You do not have the right to read someone else's mail.
 - h) Information accessible via the network should be assumed to be private property and protected by copyright.
 - i) All school rules of conduct apply to electronic communications.

Acton-Agua Dulce Unified School District

Network Acceptable Use Agreement

- 4) Warranties
Acton-Agua Dulce Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Acton-Agua Dulce Unified School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Network is at your own risk. Acton-Agua Unified School District especially denies any responsibility for the accuracy or quality of information obtained through its services.
- 5) Security
Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network, you must notify a system administrator or your Acton-Agua Dulce Unified School District Network Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account. Never share your password. Attempts to logon to the Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Network.
- 6) Vandalism
Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Network, or any of the above listed agencies or other networks that are connected to any of the Network backbones. This includes, but not limited to, the uploading or creation of computer viruses.

Sex Offender Information, “Megan’s Law”

The Sex Offender Identification Line is a telephone service for use by the public and organizations to identify serious sex offenders. The District does not disseminate this information; however, anyone at least 18 years of age may call (900) 463-0400. You will need the following information on the person you are checking on: Name and ONE of the following: address, birth date, Drivers’ License or Social Security number. You will be charged a flat rate for information on up to two individuals. You may also receive information from your local law enforcement agency or view the Attorney General’s Home Page: <http://www.caag.state.ca.us>

College Entrance Requirements (High School Only)

In addition to the rights described in Education Code sections 51100-51102, students and parents have the right to be informed of college entrance requirements. It is critically important to know how to assist those students who choose to pursue a college education.

Students and parents need to know the series of college preparatory classes to take in high school. The minimum requirements vary, depending on the selected college or university. The a-g requirements noted below are submitted by the Regents of the University of California, and are, generally, the most rigorous:

- a. An English class every semester of every year for four years.
- b. A mathematics class every semester of every year for three years, including algebra and geometry. Four years are recommended.
- c. Two years of a laboratory science beyond the ninth grade. An additional year is recommended.
- d. Two years of history-social science beyond the ninth grade. An additional year is recommended.
- e. Two years of history-social science, which are to include U.S. government, world history, culture, and geography.
- f. Two years of college preparatory electives in addition to those required in “a-e” above.
- g. One year of visual and performing arts, effective for the entering class of 2003.

To gain admission to college, students must also take and submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Your child’s high school counseling office can provide the testing dates and locations.

Future College or University

Because of rising costs, it is important for you to invest early for the future college or university education of your child. You may wish to consider appropriate investment options including, but not limited to, U. S. Savings Bonds. [EC § 48980(c)]

Management Plan for Asbestos-Containing Material

The district’s management plan for asbestos-containing material is available for inspection by contacting the district offices at (661) 269-0750. [Code of Federal Regulations: 40 CFR 763.93]

Tattooing or Body Piercing

It is a misdemeanor to tattoo or offer to tattoo a person under the age of 18. It is an infraction of the law to perform or offer to perform body piercing on a person under the age of 18, except in the presence of, or as directed by a notarized writing signed by, the parent or guardian. This does *not* include ear piercing. [Penal Code §§ 19.8, 652, 653]

School Safety Plans

Each school site has established a Safety Plan. Notice of the Plan details is available to the public on request, and copies are provided to local law enforcement.

Notification in Other Languages

Districts may wish to give, or may be required to give, this notification and attachments (e.g., Uniform Complaint Procedure, Sexual Harassment Policy, etc.) in other languages. Section 48985 of Education Code Provides:

“When 15 percent or more of pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 through 12 speak a single primary language other than English, as determined from the census data submitted to the Department of Education pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in such primary language, and may be responded to either in English or in the primary language.”

Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office at 32248 Crown Valley Road or from the individual school offices. [EC § 48209.13, FERPA, 34 CFR § 99.7(b)]

Pesticide Warnings

The district has implemented an integrated pest management (PM) 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 threshold.

Pursuant to the Healthy Schools Act of 2000, the district is required to post the name of all pesticide products expected to be applied at the school facility each year. The Acton-Agua Dulce Unified School District uses “Bug Off II” for insect abatement. The active ingredients in this product are piperonyl butoxide, permethrin, propane, isobutate, and pyrethrum. If you wish to receive notification of individual pesticide applications at the school facility, please complete the registration form below and turn it in to your school site. Those who complete notification requests and return them to the school site will be notified at least 72 hours prior to the application of pesticides at the school site. Information regarding pesticide information may be obtained at the web site for the California Department of Pesticide Regulation at www.cdpr.ca.gov.

**The following pages are
acknowledgement of
Procedures and Guidelines.
Please sign and return to school.**

Required Return Signature

ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT

**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW
2011-2012**

Dear Parent/Guardian:

The Acton-Agua Dulce Unified School District is required to annually notify parents and guardians of rights and responsibilities in accordance with Education Code 48980.

If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact your school administrator. He or she will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Please complete the "Acknowledge of Receipt and Review" form below, and return it to your student's school.

Acknowledgement of Receipt and Review

Pursuant to Education Code 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

Student Name: _____

Parent/Guardian: _____

Name: _____

Address: _____

City: _____ Zip Code: _____

Telephone No: _____ Grade: _____

School: _____

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)

Required Return Signature

ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT

Pesticide Notification Request
(Applicable Only For The Current School Year)
2011-2012

Parents: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL PRINCIPAL.

Parents/Guardians can register with the school district to receive notification of individual pesticide applications. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

Parents/Guardians seeking access to information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code 13184, can do so by accessing the Department's web-site at www.cdpr.ca.gov.

School Site _____

I understand that, upon written request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application

Student Name: _____ Date of Birth: _____
Address: _____
City _____ Zip Code: _____
Telephone No.: _____ Grade: _____
School: _____

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)

Required Return Signature

Acton-Agua Dulce Unified School District

Network Acceptable Use Agreement

STUDENT/USER

I understand and will abide by the attached Network Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. I understand that I must display my district issued account card verifying my access rights anytime I am on-line. Access will be denied if I do not have this card.

User's Full Name

User Signature

Date

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Network Use Agreement. I understand that this access is designed for educational purposes. Acton-Agua Dulce Unified School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print)

Parent or Guardian's Signature

Acton-Agua Dulce Unified School District

Network Acceptable Use Agreement

SPONSORING TEACHER

(Must be signed if the applicant is a student)

I have read the Network Use Agreement and agree to promote THIS agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette. To ensure that the user has signed this agreement and been issued an active account, I will require all students to display their school-issued access card. No student may be on-line without proof of an active account.

Teacher's Name (please print)

Teacher's Signature

(cf. 4040 - Employee Use of Technology)
(cf. 6163.4 - Student Use of Technology)