



CALAVERAS
UNIFIED
SCHOOL DISTRICT
2014-2015
BACK TO SCHOOL
PACKET

CALAVERAS UNIFIED SCHOOL DISTRICT
2013/2014 Student & Parent Information Packet
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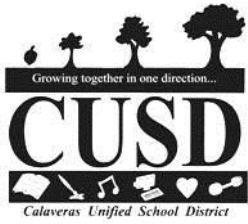
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Key Code: + = Mandatory Form to complete and return to school

= Optional Form, depending on student's needs

A = Mandatory Form if your child is using CUSD school bus transportation

*** = Submit this form only if one is not on file from previous years or new enrollee**



Calaveras Unified School District

3304-C Highway 12
P.O. Box 788
San Andreas, CA 95249
(209) 754-2300
www.calaveras.k12.ca.us

OFFICE OF THE SUPERINTENDENT

July 2014

To Parents and Guardians of the Calaveras Unified School District:

Welcome to CUSD and welcome back to what looks to be an exciting and challenging year for our district!

Our daily mission of providing the strongest educational program and creating consistent opportunities for our students to learn and grow remains our top priority. By reading and reviewing the contents of this Back to School Packet, you will have greater insight and awareness regarding many aspects of our school district's operations. It is important that you get as much information as you need so you can be a stronger part of our team and a meaningful participant in our daily mission.

Thank you for taking the time to become more knowledgeable about our school district. I trust that, if you still have questions and/or seek more information on any topic, you will contact me so I can help you obtain the answers and information you need.

I look forward to working with you and your students on accomplishing our daily mission and helping your students to reach their goals.

Sincerely,

Mark Campbell
Superintendent
Calaveras Unified School District

CUSD – Make Every Moment and Every Day Matter for Every Student



Calaveras Unified School District

3304-B Highway 12
P.O. Box 788
San Andreas, CA 95249
(209) 754-2300
www.calaveras.k12.ca.us

Office of the Superintendent

July 2014

Dear Parents/Guardians:

Each school district is required by Education Code 48980 to annually notify parents and guardians of their rights, responsibilities and obligations regarding the education of their children. Over the years California Legislature has passed many laws requiring parent notification about various aspects of public schools. Those legal mandates are included in this packet as follows:

1. The 2014/2015 Calaveras Unified School District calendar
2. Please take a few minutes to read the Notice to Parents – Rights and Responsibilities then **please sign and return the enclosed Parent Acknowledgement and Consent Form to your student's school** indicating you have received and reviewed the Notice to Parents – Rights and Responsibilities and all other notices in this back to school packet, including information on Search and Seizure policy and the Family Education Rights and Privacy Act (FERPA). If you have specific questions concerning any of the code sections or district policies, please contact your school principal. You may access CUSD's Board Policies on our website at www.calaveras.k12.ca.us.
3. Information is provided about the district's commitment to nondiscrimination and equal opportunity for all students, as well as a letter regarding student dress and grooming (Board Policy 5132, Student Dress and Grooming; and Board Policy/Administrative Regulation 5136 regarding Gangs, are included in the Policies Section of this packet).
4. Various medical forms regarding your student are included in the packet:
 - ***Medication Required During School Hours (Form) – new form needed each year if your child is on medication**
 - ***Parental Rights and Objection Form – return only if you object**
 - **Regional Immunization Data Exchange**
 - ***Medical Statement to Request Special Means and/or Accommodations**
 - **"To Go or Not to Go to School" – when you child is ill (informational only)**
5. Please read **CUSD's Internet Acceptable Use Policy**, have your child read it (as is age appropriate), and review it with your child. **Both parent and student must sign and return the agreement to your school.**
6. Information concerning school attendance alternatives is provided.
7. 2014/2015 Voluntary Student and Athletic Accident Insurance information is included. Insurance coverage is available to purchase through the Student Insurance Company.
8. Information from Calaveras Schools Food Service explaining the food service program offered to students as well as an ***application for free and reduced price meals is included**, and information on meal prepayments online.
9. Information about bus transportation including a bus transportation application with fee information (Note: If you qualify for free or reduced meals, you qualify for free or reduced bus transportation.) **If your student rides the school bus, you need to read, sign and return the Transportation Rules and Agreement Form.**
10. California High School Exit Exam (CAHSEE) information and testing dates
11. Why every day counts for a child's attendance and information on State school accounting practices.
12. Emergency Early Dismissal information is provided and explains procedures the district will follow on severe weather days or in the event of an emergency
13. Information about the district's Preschool and School-Age After School Programs
14. Notification of the name and active ingredients of all pesticide products expected to be used at our schools
15. Notification of our AHERA (Asbestos Hazard Emergency Response Act) compliance/program.

If you have any questions concerning any of the district policies or procedures, please discuss them with your school principal or call the District Office at 754-2300.

Sincerely,

Mark Campbell
Superintendent

CUSD – Make Every Moment and Every Day Matter for Every Student

Items in underlined and in red require signature of parent/guardian and/or student and must be returned to the school

Items with an * and in blue must be returned to your school only if appropriate to your student

CALAVERAS UNIFIED SCHOOL DISTRICT
P. O. Box 788
San Andreas, CA 95249
(209) 754-2300
Fax: (209) 754-2215

PARENTAL ACKNOWLEDGEMENT
2014/15 Parent Information Packet

By signing below, I acknowledge I have received the 2014/15 Back-to-School packet.

Date: _____

Required Signature Parent/Guardian

Print Name of Parent/Guardian

Only one form is necessary if you have more than one student in CUSD.

Name(s) of Student(s):

Address:

1. _____

Physical Address: _____

2. _____

Mailing Address: _____

3. _____

City: _____ Zip Code: _____

4. _____

Home Phone: _____

5. _____

Cell Phone: _____

6. _____

School of Attendance: _____

CALAVERAS UNIFIED SCHOOL DISTRICT 2014-2015 Back to School Information

All CUSD Schools-Classes Begin Tuesday, July 29, 2014

**Calaveras High School
Calaveras Transition-Community Day
Gold Strike High School
Jenny Lind Elementary
Mokelumne Hill Elementary
Rail Road Flat Elementary
San Andreas Elementary
Sierra Hills Education Center
Toyon Middle School
Valley Springs Elementary
West Point Elementary**

**Please visit Calaveras Unified School District's web page
where you will have access to:**

**District Calendars
Announcements
Board Meeting Agendas and Minutes
Board Policies
School Accountability Report Cards
School Site Web Pages
Links to Legislation and the California Department of Education
CUSD Departments
Job Postings
Links to Web Sites for Kids and Parents**

OUR INTERNET ADDRESS IS: <http://www.calaveras.k12.ca.us>

CALAVERAS UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

3304-B Highway 12, P. O. Box 788
San Andreas, CA 95249
Telephone: (209) 754-2300
Fax No.: (209) 754-2215



SHERRI REUSCHE – BOARD TRUSTEE, AREA 1
E-Mail: jsreusche@calaveras.k12.ca.us



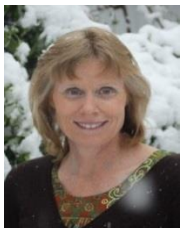
EVAN GARAMENDI – BOARD TRUSTEE, AREA 2
E-Mail: egaramendi@calaveras.k12.ca.us



GREGORY GUSTAFSON – BOARD TRUSTEE, AREA 3
E-Mail: ggustafson@calaveras.k12.ca.us



ZERRALL McDANIEL – BOARD TRUSTEE, AREA 4
E-Mail: zmcdaniel@calaveras.k12.ca.us



KARAN BOWSHER – BOARD TRUSTEE, AREA 5
E-Mail: kbowsher@calaveras.k12.ca.us

Calaveras Unified School District

2014 - 2015

July 24: New Teacher Prep Day
July 25: Teacher Prep Day
July 28: Core Day, Certificated & Classified

Jan. 19: Martin Luther King
Jan. 20: Core Day, Certificated & Classified

Aug 15: Core Day, Certificated & Classified

Feb. 9: Lincoln's Birthday
Feb. 16: Presidents' Day
Feb. 17: Core Day, Certificated Only
Feb 18-19: 6th Grade Visitation TMS (Early Release Toyon Only)
Feb 26: Elem. End of 2nd Trimester

Sept. 1: Labor Day
Sept. 29: Core Day, Certificated & Classified

March 16-27: Spring Break
March 30: Core Day, Certificated & Classified

Oct. 6-17: Fall Break
Oct 22-24: TMS Parent/Teacher Conf. (Early Release Toyon Only)

May 13: Core Day, Certificated Only
May 14-15: Frog Jump
May 25: Memorial Day

Nov 3-7: Elem. Parent/Teacher Conference (Early Release Elementary Only)
Nov 5: Elem. End of 1st Trimester
Nov. 10: Core Day, Certificated Only
Nov. 11: Veterans' Day
Nov. 26: Non-instructional Day
Nov. 27, 28: Thanksgiving Holidays

June 11: Last Day of School
June 11: Elem. End of 3rd Trimester

 No School	 Holiday
 Early release K - 6	 CORE Development Day
 Early release TMS	 Early release 7 - 12
 Non-Instructional Day	

July							[3]
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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27	28	29	30	31			
August							[20]
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24	25	26	27	28	29	30	
31							
September							[20]
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21	22	23	24	25	26	27	
28	29	30					
October							[13]
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19	20	21	22 ^T	23 ^T	24 ^T	25	
26	27	28	29	30	31*		
November							[15]
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January							[13]
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February							[17]
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15	16	17	18 ^T	19 ^T	20	21	
22	23	24	25	26	27*	28	
March							[11]
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29	30	31					
April							[22]
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26	27	28	29	30			
May							[17]
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17	18	19	20	21	22*	23	
24	25	26	27	28	29	30	
31							
June							[9]
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21	22	23	24	25	26	27	
28	29	30					

CALAVERAS UNIFIED SCHOOL DISTRICT

Mark Campbell, Superintendent
JULY 2014

The California Education Code (Section 48980) requires school districts annually to notify parents and guardians of their rights and responsibilities with regard to the following areas:

NOTE:

To look up CUSD Board Policy go to www.calaveras.k12.ca.us, click on Board of Education, then Board Policy. Copies of Board Policy may be requested at any CUSD school site or the District Office.

Ed Code 221.5: Sex Equity in Education Act

Elementary and high schools shall offer classes and courses to pupils without regard to the sex of the student and shall provide counseling in career, vocational or higher education opportunities without regard for the sex of the student counseled, if such counseling or school program guidance is provided. Notification of parents or guardians of the pupil shall be given in advance to encourage their participation in such counseling sessions and decisions.

Ed. Code 231.5: Educational Institutions; Written Policy on Sexual Harassment

The district's policy prohibiting sexual harassment is attached to this notice as if set forth fully herein. (See Board Policy 5145.7)

Ed. Code 262.3 Appeals;

Information re: Availability of Civil Remedies (see Board Policy 5145.7)

Ed. Code Sec 310: Parental Exceptions

Parents or legal guardians of students who are placed in a structured English immersion program may waive the requirements of Ed Code Section 305 with written informed consent.

Ed. Code Sec 32255: Pupils' Rights to Refrain from the Harmful or Destructive Use of Animals

A pupil's moral objection to dissection or otherwise harming or destroying animals must be substantiated by a note from the pupil's parent or guardian. Each teacher whose instruction utilizes live or dead animals must also notify pupils of their right to refrain from such activity.

Ed. Code Sec. 32390: Fingerprinting Program

The governing board of any school district may offer a Fingerprint Program for all children enrolled in Kindergarten or newly enrolled in that District. Each parent or guardian shall be informed of the school fingerprinting program when he or she first enrolls the child in the public schools. At that time, the parent or guardian shall declare, in writing, whether or not he/she consents to the program. If the parent or guardian does consent, he/she shall pay the applicable fee.

Ed. Code Sec 35256: School Accountability Report Card

The governing board shall annually issue a School Accountability Report Card for each school in the district, publicize such reports, post them on the District's website, and provide parents or guardians with a copy upon request.

Ed. Code Sec 35291: District Rules Regarding Student Discipline BP 5144, AR 5144.1

The governing board of each school district maintaining grades one through twelve shall notify the parents or guardians of the availability of rules regarding student discipline.

Ed. Code 39831.5: School Bus Rider Rules & Information

All pupils who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. Upon registration, parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in grades prekindergarten, kindergarten, and grades 1 to 6 inclusive, shall be provided with written information on school bus safety.

Ed. Code Sec. 46010.1/AB 1541:

Absence for Confidential Medical Purposes BP 5113 Requires school districts to notify the parents and/or guardians of all pupils in grades 7 to 12 that these pupils may be excused from school for the purpose of obtaining confidential medical services without the consent of pupil's parent/guardian.

Ed. Code Sec 46014: Absence for Religious Purposes

Pupils, with written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or receive moral or religious instruction for four or fewer days per month, provided the pupil attends school at least the minimum day for his grade.

Ed. Code Sec. 48204(f): Compliance with Residency Requirements; Parent or Guardian Employment

An elementary school pupil has complied with school attendance residency requirements if the pupil attends school in a district in which one or both of the pupil's parents, or guardians, is employed. The number of such interdistrict transfer requests can be limited based on the District's average daily attendance.

Ed. Code Sec. 48205: Absence for Justifiable Personal Reasons

A student shall be excused from school for justifiable personal reasons, including, but not limited to, illness, quarantine, medical appointments, an appearance in court or jury duty, attendance at a funeral service (one day for a service conducted in California and three days if the service is outside California), observance of a holiday or religious ceremony of his/her religion, attendance at religious retreats (up to four hours per semester), or an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or designated representative. A pupil shall also be excused from school when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours. No student may have his or her grade reduced or lose academic credit for absences excused under

Section 48205, when missed assignments and tests can reasonably be provided and are satisfactorily completed within a reasonable period of time. A copy of Education Code 48205 follows.

Ed. Code Sec 48205. (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, opt metrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(b) A pupil absent from school under this section shall be allowed

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

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

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

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

Ed. Code Sec. 48206.3: Pupils with Temporary Disabilities - Individual Instruction
 A pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside.

Ed. Code Sec. 48207 & 48208: Pupils with Temporary Disabilities - Residency Requirements
 A pupil with a temporary disability, who is in a hospital or other health facility, excluding a state hospital, which is outside the school district in which the parent or guardian resides, shall have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent or guardian of the pupil with the temporary disability to notify the school district of the pupil's presence in a qualifying hospital. The pupil shall be provided with

instruction no later than 5 working days after a determination is made that he or she qualifies for individual instruction.

Ed Code 48980(e) and 60850: High School Exit Exam
 Commencing with the 2003-04 school year, and each school year thereafter, parents shall be notified that each pupil completing 12th grade will be required to successfully pass the high school exit examination administered pursuant to Chapter 8 (commencing with Section 60850) of Par 33. Parents shall be notified of the date of the examination, the requirements for passing the examination, and the consequences of not passing the examination and shall also inform parents and guardians that passing the examination is a condition of graduation.

Ed. Code Sec 48980(i): Attendance Options
 Enclosed with this notice is a list of the District's current statutory attendance options and local attendance options available on both an intradistrict and interdistrict basis, together with a description of each option, a description of the application procedure, an application form, and a description of the appeal procedure available, if any. Enclosed is an explanation of the current statutory attendance options prepared by the State Department of Education.

Ed. Code Sec 48901: Smoking or Use of Tobacco or Tobacco or Nicotine Products Prohibited
 Students, employees or visitors shall not be allowed to smoke, chew or possess tobacco or nicotine products, including nicotine delivery devices such as electronic cigarettes on district owned or leased buildings, in district vehicles, at school-sponsored events, held on or off district property. Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground. (Health and Safety Code 104495).

Ed. Code Sec 49063-49070, 49070: Pupil Records; Right to Access Parents of currently enrolled or former pupils have an absolute right to access to any and all pupil records related to their children which are maintained by school districts or private schools. (See Board Policy 5125, Student Records, and Administrative Regulation 5125.3 Challenging Student Records)

Ed. Code Sec 49073: Directory Information
The Superintendent or designee may authorize the release of student directory information to representatives of the news media, prospective employers or non-profit organizations as provided by law. No directory information shall be released regarding any pupil if a parent has notified the school district that the information shall not be released. (BP 5125.1, Release of Directory Information)

Ed. Code Sec 49091.14: The Education Empowerment Act of 1998; Parental Review
The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus an amount not to exceed the cost of duplication.

Ed. Code Sec. 49403, 48216: Immunizations
Ed. Code Sec 48216, 49403: Immunizations
Health and Safety Code Section 120325, etc. Seq. Requires that every child entering a California school be immunized against diphtheria, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, tetanus, hepatitis B, and varicella (chickenpox). In addition, every child entering a California preschool must be immunized against haemophilus influenza type b.

Effective July 1, 2011, all students entering 7th through 12th grades will need proof of a pertussis vaccine booster (Tdap). Effective July 1, 2012 and future school years, all students entering 7th grade will need proof of a pertussis vaccine booster (Tdap).

Effective January 1, 2014, parents who want to exempt their child from one or more required immunization because of their personal beliefs must provide a one page affidavit form developed by the California Department of Public Health. The form must be completed upon entry into preschool, kindergarten and 7th grade.

In the event that the school district should participate in an immunization program for the purposes of prevention and control of communicable diseases, your child will not participate unless you have provided specific written consent.

Any pupil who has failed to obtain the required immunizations shall be excluded from school. The parent/guardian shall be notified that they have two weeks to supply evidence that either the pupil has been properly immunized, or that the pupil is exempt from the immunization requirement pursuant to Section 120365 or 120370 of the Health and Safety Code. The parent/guardian of the pupil shall be referred to the pupil's usual source of medical care to obtain the immunization(s), referred to the county health department, or notified that the immunizations will be administered at a school in the district.

Ed. Code Sec. 49423: Administration of Medication at School
Upon written request from the parent and written instructions from a physician, medication may be administered to a child at school by a designated school employee.

Ed. Code Sec. 49451: Exemption from Physical Examination
Upon receipt of a written request, the parent can exempt a child from all physical examinations. However, the child may be sent home if there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease.

Ed. Code Sec. 49470-49473: Availability or Unavailability of Insurance Plan
Individual pupil policies for accident insurance are available through the school district for injuries to pupils of the district arising out of accidents occurring while in or on buildings and other premises of the district during the time such pupils are required to be therein or thereon by reason of their attendance upon a regular day of school or while being transported by the district to and from school or other place of instruction, or while at any other place as an incident to school-sponsored activities and while being transported to, and from and between such places. Cost of such insurance is to be borne by the parent.

Ed. Code Sec. 49480: Continuing Medication
Parents/guardians of any student on a daily medication is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication its effects, and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effectives, omission, or overdose.

Ed. Code Sec 49510-49520: Duffy - Moscone Family Nutrition Education and Services Act
Eligible students may receive meal supplementation while attending school.

Ed. Code Sec 51201.5: AIDS Prevention Instruction

Requires school districts to provide AIDS prevention instruction at least once in junior high or middle school and once in high school unless the parent/guardian requests in writing that the student not receive this instruction. Parents or guardians shall be provided, upon request, with a copy of Education Code sections 51205.5 and 51553. Parents or guardians shall be notified in advance anytime an outside organization or guest speaker is scheduled to deliver AIDS prevention instruction.

Ed. Code Sec. 51240: Excuse from Instruction on Religious (Moral) Grounds

Whenever any part of the instruction in health, family life education or sex education conflicts with the beliefs of the parent or guardian of any pupil, the pupil, upon written request, shall be excused from the part of the training which conflicts with such religious training and beliefs.

Ed. Code Sec. 51550 & 51820: Sex or Family Life Education

The school may not require pupils to attend any class in which human reproductive organs and their function and processes are described, illustrated or discussed. Whenever such classes are offered, the District must (a) notify parents in advance in writing, (b) provide opportunity prior to the class for the parents to inspect all written or audio-visual materials to be used, and (c) provide opportunity for each person to request in writing that his/her child be excused from the class. Parental rights for notice, materials inspection and opportunity to request pupil non-participation in units of instruction in venereal disease education are essentially the same as for sex education courses. Parents or guardians shall be notified at least 15 days prior to the beginning of instruction. This section does not apply to descriptions or illustrations of human reproductive organs which may appear in any science, hygiene or health textbook.

Special Education

Federal law requires that a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils. (IDEA)

Ed. Code Sec 56040: Special Education for Handicapped Pupils

Any pupil with exceptional needs, who is eligible to receive educational and related services, shall receive such instruction or services, or both, at no cost.

Ed. Code Sec 56301: Child Find System; Policies and Procedures

Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system which addresses the relationships among identification, screening, referral, assessment, planning, implementation, review and the triennial assessment. The policies and procedures shall include, but need not be limited to, written notification of all parents of their rights under this chapter, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs.

Ed. Code Sec 58501: Notice of Alternative Schools

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

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
- (d) Maximize the opportunity

for the students, teachers and parents 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 pupil's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

Ed. Code Sec 60641, 5 CCR 863: Test Results, Purpose and Use

Within 20 working days of receiving results of standardized achievement tests, the District shall report results of tests, test purpose, individual score and intended use.

Calaveras Unified School District Drug Free Policy:

The Calaveras Unified School District Board of Trustees is committed to having drug-free schools and wishes to send a clear message that drug use or trafficking will not be tolerated on or near any school campus.

Calaveras Unified School District will address this problem by:

- 1) Providing and encouraging participation in drug-free activities.
- 2) Providing a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline.
- 3) Supporting intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.
- 4) Training personnel to identify symptoms which may indicate use of alcohol and other drugs.

5) Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

It is the desire of our staff to work in cooperation with students, parents, and community in an effort to keep our school drug and alcohol free.

(Legal Reference: Board Policy and Administrative Regulation 5131.6, Alcohol and Other Drugs)

Calaveras Unified School District Policy - Tobacco-Free Schools

The Calaveras Unified School District Board of Trustees is committed to providing a healthy, safe and productive environment for its employees and students.

Therefore, the Governing Board believes it is in the best interests of students, employees and the general public to prohibit smoking and the use of all tobacco products anywhere, anytime on property that is owned, leased or rented by the district and in district vehicles or private vehicles that are used to transport students. This ban includes all school buildings, school sites, and school vehicles, by all persons, including employees, students, and visitors attending any activities, athletic events or meetings. (Legal Reference: Board Policy 3513.3 - Tobacco Free Schools)

Ed. Code 51870.5, Pupil Internet Access

A school district that provides pupils with access to the Internet and on-line services shall adopt a policy regarding such access and inform parents of "harmful matter" as defined in Penal Code Section 313 subd. (a). Such policy shall be attached to the annual notification required by Ed Code section 48980.

All students shall receive training in the proper use of each school's technological resources and shall receive copies of related district policies and regulations (see Board Policy and Administrative Regulation 6163.4 attached).

Before using on-line services, students will be provided with a Use of Electronic Information Resources Agreement. Each student and

parent/guardian shall sign the user contract indicating that the student understands and agrees to abide by the specified user obligations and responsibilities. Once established, a student user account will remain active at his/her school site unless revoked by district administration or staff.

Section 504 of the Rehabilitation Act of 1973: Handicapped Pupils

No pupil will be discriminated against on the basis of sex, handicap, race, color, national origin, or lack of English skills. Reasonable accommodation is available for handicapped students if necessary. (Board Policy 0410 - Nondiscrimination in District Programs and Activities; Board Policy 6178 -Vocational Education.)

Code of Regulations, Title 5, 4622: Uniform Complaint Procedures

Board Policy contains Uniform Complaint Procedures which apply to all state and federal categorical programs requiring formal complaint procedures regarding alleged acts of discrimination on the basis of ethnic group identification, religion, age, sex, color, and physical or mental disability. (Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures)

Federal Register 40 CFR 763.93: Asbestos Management Plan

An updated management plan for asbestos-containing material in school buildings is available at the District Office.

HSC 324.2-324.3: Child Health and Disabilities Prevention Program

All kindergarten pupils are required to have a physical examination prior to enrollment in first grade. Free health screening may be available through the local health department. Failure to comply with this requirement or sign a waiver may result in up to five days exclusion from first grade.

Ed Code 51550, WIC 18976.5: Child Abuse Prevention Training Program

Parents have the right to refuse to

allow their children to participate in a child abuse primary prevention program.

Ed. Code 48980(c): Minimum Days and Pupil-Free Staff Development Days

Parents / guardians will be informed of the District's schedule of minimum days and pupil-free staff development days. A copy of the District's ensuing school calendar is included. If additional minimum days are scheduled following circulation of this notice, parents/guardians must be notified of those dates no later than one month before the scheduled pupil-free staff development day(s).

Calif. Vehicle Code 21204/21212: Bicycle Helmets

The Governing Board recognizes that bicycle helmets lessen the seriousness of head injuries. The Board expects students who ride bicycles to and from school will consistently wear bicycle helmets, observe safety laws and rules, and display courtesy toward other riders and pedestrians. (Board Policy 5142.3, Student Use of Bicycles)

34 Code of Federal Regulations 106.9: Nondiscrimination on Basis of Sex, Disability, Ethnicity or Lack of English Skills

As required by law, the Superintendent or designee shall notify students and parents/guardians of the district's policy on nondiscrimination on the basis of sex, disability, ethnicity or lack of English skills and related complaint procedures. (Board Policy 0410, Nondiscrimination in District Programs and Activities; BP 1312.3, Uniform Complaint Procedures)

Megan's Law, Section 290.4 of the Penal Code): Availability of Information Regarding Registered Sex Offenders

In accordance with Assembly Concurrent Resolution No. 72, parents/guardians are advised that the Department of Justice provides to local law enforcement agencies a CD-ROM or other electronic medium containing information regarding registered sex offenders, as required by Megan's Law, as

specified. Local law enforcement agencies are required to make the CD-ROM or other electronic medium available for public viewing.

Forwarding Education Records, 34 CFR 99.34

The district forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

Discrimination, 42 USC 6000

No pupil will be discriminated against on the basis of sex, race, color or national origin.

Grant Program for Payment of Advanced Placement Examination Fees, Education Code 52244

The State has established a grant program for the purpose of awarding grants to cover the costs of advanced placement examination fees. This program is administered by the State Department of Education. Any economically disadvantaged pupil who is enrolled in an advanced placement course may apply to the District staff for a grant pursuant to Education Code section 52244.

Pesticide Notification, Education Code 17612

Enclosed with this Notice is a notification of the name and active ingredients of all pesticide products expected to be applied at District schools during the upcoming year. Parents may register with the District if they wish to receive notification of individual pesticide applications at the school facility.

Photographing and Videotaping by the Media

It is often advantageous to illustrate and publicize school activities in newspapers or on television by use of photographs or videotape of students at work, studying, or pursuing recreational interests.

Requests by the media to photograph or videotape students are well screened in advance by school district administration.

Teachers may take pictures of students for School District use for public affairs or for our web site. If you do not wish your student to be photographed or videotaped by the media, please notify the school office in writing.

Parents' Right to Know, No Child Left Behind Act

Parents of *all* children in *all* Title I schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. This applies to all children in the school – whether or not they receive identifiable Title I services – and it applies to all Title I schools, both targeted assistance and school wide.

The following information will be given upon parents request:

1. Whether the teacher has met your state's qualification and licensing criteria for the grade levels and subject matter he or she teaches.
2. The teacher's college major, any graduate certification or degrees the teacher has, the field of discipline of those certificates or degrees.
3. Whether your state has waived its qualification and licensing criteria to permit the teacher to teach on an emergency basis.
4. Whether teachers' aides or similar paraprofessionals provide services to the parent's children and, if they do, their qualifications.

If a child is assigned, or taught by, a teacher who is not highly qualified for four or more consecutive weeks, parents must receive timely notice.

Each Title I school must furnish each individual parent with information on the level of achievement of the parent's child in each of the state academic assessments required under the law.

Parents of limited English Proficient (English Learner) students participating in a language instruction program must be notified, not later than 30 days after the beginning of the school year of: Means of identification, placement and assessment, child's level of proficiency, methods of instruction, how the program will meet the child's strengths and needs, how the program will help their child learn English, and the specific exit requirements for the program.

5 CCR 11523, Notice of Proficiency Exam:

Students in grades 11 and 12 shall be notified, early enough to enable registration for the current California High School Proficiency Examination, provided under Education Code 48412.

5 CCR 11511.5, CELDT Test Results:

For each pupil assessed using the California English Language Development Test, the District shall notify parents or guardians of the pupil's results of testing from the test publisher. Notification shall be given within 30 calendar days of receipt of CELDT test results.

CSIS Participation Notification

This District is participating with the California School Information Services (CSIS) Program in the electronic transfer of student data for state reporting to the California Department of Education and to districts and/or public postsecondary institutions to which the student is transferring or applying for admission. All data maintained by the CSIS Program is in compliance with federal and state privacy and confidentiality requirements. Student information is encoded such that no personally identifiable information is retained by CSIS. The data being transferred is specific to the state reports and records transfer requirements and

no additional data is reported.

The benefits of participation to the student and parent are that student records can be transferred much more promptly, and that information about student assessment and academic placement will be available at the time of transfer. Schools and districts will benefit from the streamlining and reduction of required state reporting.

Ed. Code (35186): Williams Case Notice

Parents and Guardians you are hereby notified that:

1. There should be sufficient textbook and instructional materials. That means each pupil, including English Learners, must have a textbook or instructional materials, or both, to use in the classroom and to take home to complete required homework assignments.
2. School facilities must be clean, safe and maintained in good repair.
3. A complaint form may be obtained at the school office, district office or downloaded from the school website at:

www.calaveras.k12.ca.us.

You may also download a copy of the California Department of Education complaint form from the following Web site:

<http://www/cde/ca/gov/re/cp/uc/index.asp>

To look up CUSD Board Policy, go to www.calaveras.k12.ca.us and click onto School Board Information then Board Policy.

To look up California Education Code go to <http://www.leginfo.ca.gov> click onto California Law and select Education Code.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day any school in the Calaveras Unified School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The Calaveras Unified School District currently discloses student information to the following contractors performing institutional services under contract to the school:

Infinite Campus, Inc., Special Education Information Systems (SEIS)

Directory information only is disclosed to the following contractors: Google Apps for Education, Edtyping.com, MobyMax, Renaissance Learning, Scholastic, Inc., and TurnItIn.com. Specific school sites may disclose directory information related to the production of a school yearbook and will include those services in their disclosures. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

SEARCH AND SEIZURE

BP 5145.12 (a)

Students

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 3515 - Campus Security)
- (cf. 3515.3 - District Police/Security Department)
- (cf. 5131 - Conduct)
- (cf. 5131.7 - Weapons and Dangerous Instruments)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)

The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)

Individual Searches

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

SEARCH AND SEIZURE

BP 5145.12 (b)

Students

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

(cf. 5145.11 - Questioning and Apprehension)

Searches of Multiple Student Lockers/Desks

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Use of Contraband Detection Dogs

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

SEARCH AND SEIZURE

BP 5145.12 (c)

Students

35160 Authority of governing boards

35160.1 Broad authority of school districts

48900-48927 Suspension and expulsion

49050-49051 Searches by school employees

49330-49334 Injurious objects

PENAL CODE

626.9 Firearms

626.10 Dirks, daggers, knives or razor

CALIFORNIA CONSTITUTION

Article I, Section 28(c) Right to Safe Schools

COURT DECISIONS

Redding v. Safford Unified School District, (9th Cir. 2008) 531 F.3d 1071

B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260

Jennings v. Joshua Independent School District, (5th Cir. 1989) 877 F.2d 313

O'Connor v. Ortega, (1987) 480 U.S. 709

New Jersey v. T.L.O., (1985) 469 U.S. 325

Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470

Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2001)

75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://caag.state.ca.us>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

Second Reading/Adoption: June 30, 2009

CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California

Hate Motivated Behavior or Harassment

Hate -motivated behavior is any act or attempted act against a student or staff member that is motivated all or in part by hostility to the victim's race, ethnicity or religion. Specific behaviors that are not tolerated in Calaveras Unified School District include:

- . Racial/Ethnic Slurs
- . Vandalism to personal property
- . Force or threat of force through outright actions or intimidation
- . Written or verbal communication to include on-line postings, letters, notes, posters, or other writings that are bullying, harassing or offensive to specific races, ethnicities, religions, or gender

WHAT TO DO IF IT HAPPENS TO YOUR SON OR DAUGHTER

Any student who believes he or she has been harassed should immediately inform a teacher or administrator. Complaints are required in writing and must include dates, issues, description of offending action, and names of individuals and witnesses involved.

All complaints are confidential and will be reviewed and investigated through interviews geared to gathering factual information about the circumstances, the context, and the nature of the incident. All complainants will be advised of the District's complaint procedures in Board Policy 1312.3.

ENSURING A SAFE AND ORDERLY LEARNING ENVIRONMENT FOR ALL

Calaveras Unified School District is committed to maintaining a positive and reinforcing learning environment for our students. To meet this goal, we must provide a school climate that is free from harassment in any form. All children have the right to flourish in a safe and orderly environment and should feel welcome and supported on District campuses, regardless of race, national origin, religion, gender or disability.



"DRESS FOR SUCCESS"

Dear Parent:

As a new school year begins, I would like our students to become aware and proud of the importance of "dressing for success." It assists students in preparing for life -- the post-secondary world, and developing a professional workplace attitude.

While we value individualism, we want our students to value education and respect for oneself and others. Dressing and grooming in a manner that calls attention to oneself creates a disruptive learning environment and, at times, an unsafe learning environment in the realm of gang-related, hate-related, anti-social-related, no sexual connotations or references to alcohol, drugs or tobacco, logos, clothing and accessories. This type of dress is prohibited and unacceptable at Calaveras Unified School District.

Sometimes saying what was described above isn't enough, so here are some examples of dress/grooming that are prohibited:

- *No revealing or suggestive clothing (no cleavage showing, no bare midriffs, torn clothing with skin showing through, no fishnet material, no see-through material with undergarments showing, no undergarments hanging out of pants or at the bottom of shorts). Students should not wear clothing that is revealing or suggestive. All clothing should be appropriate for a school setting.*
- *No gang-related items (doo-rags, bandanas, tagged items, gang script tattoos, hats, clothing or jewelry, "colors")*

Note: If clothing, accessories or grooming disrupts the educational process and it is not listed above, or is identified by law enforcement as promoting unlawful activities, CUSD reserves the right to decide what is deemed appropriate.

Thank you for working with us and teaching your child to set a positive learning environment at our schools by having students "*Dress for Success.*"

Sincerely,

Mark Campbell
Superintendent

CALAVERAS UNIFIED SCHOOL DISTRICT
Health Evaluations/Screening
Parental Rights & Objection Form

Health evaluation: A health evaluation performed at school may consist of a **visual observation of a student, checking the student's temperature, blood pressure, pulse, and respiratory rate**. It may also include evaluation by the school nurse. Parents have the right to file annually a written statement that they will not consent to a health evaluation for their student. This may be done by completing the Parent Rights/Objection Form and returning it to your student's school. However, whenever there is a good reason to believe that the student is suffering from a recognized contagious or infectious disease, the student will be sent home and not permitted to return until school authorities/public health department are satisfied that a risk of infection to other students no longer exists. (Ed Code 49451-49456)

Health Screenings: As required by law, the District provides:

1. vision screening for students in grades K, 3, 6, and 9; (August)
2. hearing screening for students in grades K, 2, 5, 8, and 10; (August)
3. vision and hearing screening for any student new to Calaveras County and upon teacher or parent request;
4. and scoliosis (curvature of the spine) screening for every 7th grade girl and 8th grade boy. (February / March)

These are the only physical assessments the schools conduct, and the person doing the actual screening is specifically trained and approved for that purpose. (Ed Code 49451-49456)

A student will be exempt from any of these screenings at the request of parents, in writing, to the school principal by completing the Parent Rights/objection Form and returning it to your student's school.

2014-2015

PARENTAL RIGHTS/OBJECTION FORM

Education Code 48980 requires that parents be notified annually with regard to the following programs. If you have questions regarding these items, please contact the school site administrator or the district nurse for further explanation.

If you do not wish your student to participate in the following programs, please check the box to the left. **Your student's teacher(s) will be given a copy of this notice as a way of helping to assure that your request is honored. This form is in effect for one school year only.**

Please discuss with your student those areas checked. You should advise your student that they are not allowed to participate in the specified programs.

I object to my student's participation in the following programs:

1. Health Evaluation -see definition above (this means staff can**NOT** take your child's temperature, etc)
2. Excuse from Vision, Hearing, and/or Scoliosis Screening

Student Name _____

School of Attendance _____

Parent/Guardian Signature _____

Date _____

RETURN COMPLETED FORM TO SCHOOL OFFICE

(If you have no objections, disregard this notice.)

Calaveras Unified School District

P.O. Box 788
San Andreas, CA 95249

Authorization for Administration of Medication During School Hours

THIS FORM MUST BE COMPLETED BEFORE ANY MEDICATION CAN BE ADMINISTERED AT SCHOOL.

The California Education Code section 49423 permits the school nurse or other designated school personnel to assist students who are required to take medication during the school day. This service is provided to enable the student to be functional at school and participate in the educational program.

- Medication must be in the container in which it was purchased with the pharmacy label attached, and must be prescribed to the student to whom it will be administered. No medication (including over-the-counter medication) will be given at school without a current authorized health care provider prescription.
- Parent/guardian is responsible to ensure that the medication supply is delivered to school by an individual legally authorized to be in possession of the medication.
- Parent/guardian is responsible to provide all necessary supplies and equipment.
- Parent/guardian may terminate this consent for administration of medication at any time.
- The renewal of this medication order is needed whenever the prescription changes and at the beginning of each school year.
- Please refer to Board Policy 5141.21 for additional information.

STUDENT: _____ **DATE OF BIRTH:** _____ **GRADE:** _____ **SCHOOL:** _____

PHYSICIAN AUTHORIZATION (all blanks **must** be completed by a California licensed physician, surgeon, dentist, optometrist, podiatrist, nurse practitioner, nurse midwife, or physician assistant – CA Code of Reg. Title 5, Sec 601[a]):

Name of Medication:	Method of administration:	
Dosage (mg.):	Time(s) to be taken:	
Start Date:	End Date:	
Diagnosis / Justification:		
Precaution – Possible reactions:		
<p>California Code of Regulations §605 states that a student with an existing medical condition that requires frequent monitoring, testing or treatment may be allowed to self-administer this service.</p> <p>Student is authorized to carry, and is able to self-administer prescription for asthma or diabetes (authorized licensed healthcare provider initials: _____)</p> <p>Student is authorized to carry, and is able to self-administer auto-injectable epinephrine independent (authorized licensed healthcare provider initials: _____)</p> <p>My signature below provides authorization for the above written order. I understand that the medication will be given in accordance with state laws and regulations by unlicensed designated school personnel under the training and supervision provided by the school nurse. This authorization is for a maximum of one year. If changes are indicated, I will provide new written authorization. Authorizations may be faxed.</p>		
Authorized Healthcare Provider Name (please print):	License Number	Phone Number:
Authorized Healthcare Provider's Signature:	Date:	Fax Number:

I the undersigned, the parent/guardian of the above named pupil, request the credentialed school nurse or other licensed healthcare provider (RN, LVN) designated by the site administrator, to administer the medication as directed by the authorized health care provider. I understand the school nurse has my permission to communicate with the prescribing licensed health care provider on matters related to this medication. I will: 1) Provide the necessary medication, supplies, and equipment; 2) notify the school nurse if there are any changes to this order.

Parent/Guardian Signature _____ **Date** _____ **Phone Number** _____

Address _____



CALIFORNIA IMMUNIZATION REGISTRY – REGION IV

DISCLOSURE STATEMENT: ATTENTION PATIENTS OR PARENTS

We are authorized members of California Immunization Registry – Region IV. The Immunization Registry permits the sharing of a computer record of you or your child's immunizations and Tuberculosis (TB) screening tests no matter where they are given. At any time you and your doctor can see what immunizations/TB tests you or your child has received and which immunizations are needed now. It will help you and your doctor protect you or your child from serious illness like polio, whooping cough, measles and meningitis.

The information in the Immunization Registry is confidential. Your information will **ONLY** be shared with (a) Health care providers (i.e. doctors, clinics or hospitals), to help in deciding what vaccines you or your child needs; to phone or send you a reminder when a vaccine is due; and tally numbers of patients who are or are not up-to-date on their vaccines, (b) Schools or child care centers, to help you prove you or your child has had the vaccines required for entry, (c) WIC clinics, to let you know if your child has a vaccine dose due, (d) Health Care Plans, to help process insurance payments, (e) the San Joaquin County Health Information Exchange (SJC HIE), and (f) the California State Department of Public Health Immunization Branch.

This is the information the Immunization Registry will keep about your or your child:

- Name and date of birth
- Names of parents or guardians
- Sex (male or female)
- Current address and phone (only healthcare providers can view this information)
- Types of vaccines/TB tests and dates given
- Any serious reactions to immunizations/TB tests
- Limited additional information that may help identify you or your child accurately

Patient and Parent Rights

It's your legal right to ask:

- not to share your (or your child's) registry immunizations/TB test records with others besides your doctor*
- not to get appointment reminders from the Registry
- to look at a copy of your or your child's immunization/TB test registry records
- who has seen the registry records or to have the doctor change any mistakes

If you DO want your or your child's records in the registry, do nothing. You're all done.

If you DO NOT want your doctor's office to share your immunization/TB test information with other registry users, request a "Refusal Form" from your doctor's office.

For more information about your rights, please contact your healthcare provider.

For more information about the Immunization Registry, please call (209) 468-2292.

**By law, public health officials can also look at the registry, in the case of a public health emergency.*

MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

1. School/Agency Name	2. Site Name	3. Site Telephone Number											
4. Name of Participant		5. Age or Date of Birth											
6. Name of Parent or Guardian		7. Telephone Number											
<p>8. Check One:</p> <p><input type="checkbox"/> Participant has a disability or a medical condition and <i>requires</i> a special meal or accommodation. (Refer to definitions on reverse side of this form.) Schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment. A licensed physician must sign this form.</p> <p><input type="checkbox"/> Participant does not have a disability, but is requesting a special meal or accommodation due to food intolerance(s) or other medical reasons. Food preferences are not an appropriate use of this form. Schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. A licensed physician, physician's assistant, or nurse practitioner must sign this form.</p>													
9. Disability or medical condition requiring a special meal or accommodation:													
10. If participant has a disability, provide a brief description of participant's major life activity affected by the disability:													
11. Diet prescription and/or accommodation: <i>(please describe in detail to ensure proper implementation-use extra pages as needed)</i>													
<p>12. Indicate texture:</p> <p style="text-align: center;"> <input type="checkbox"/> Regular <input type="checkbox"/> Chopped <input type="checkbox"/> Ground <input type="checkbox"/> Pureed </p>													
<p>13. Foods to be omitted and substitutions: <i>(please list specific foods to be omitted and suggested substitutions. you may attach a sheet with additional information as needed)</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">A. Foods To Be Omitted</td> <td style="width: 50%; text-align: center; border: none;">B. Suggested Substitutions</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>				A. Foods To Be Omitted	B. Suggested Substitutions	_____	_____	_____	_____	_____	_____	_____	_____
A. Foods To Be Omitted	B. Suggested Substitutions												
_____	_____												
_____	_____												
_____	_____												
_____	_____												
14. Adaptive Equipment:													
15. Signature of Preparer*	16. Printed Name	17. Telephone Number	18. Date										
19. Signature of Medical Authority*	20. Printed Name	21. Telephone Number	22. Date										

* Physician's signature is required for participants with a disability. For participants without a disability, a licensed physician, physician's assistant, or nurse practitioner must sign the form.

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

INSTRUCTIONS

1. **School/Agency:** Print the name of the school or agency that is providing the form to the parent.
2. **Site:** Print the name of the site where meals will be served (e.g., school site, child care center, community center, etc.)
3. **Site Telephone Number:** Print the telephone number of site where meal will be served. See #2.
4. **Name of Participant:** Print the name of the child or adult participant to whom the information pertains.
5. **Age of Participant:** Print the age of the participant. For infants, please use Date of Birth.
6. **Name of Parent or Guardian:** Print the name of the person requesting the participant's medical statement.
7. **Telephone Number:** Print the telephone number of parent or guardian.
8. **Check One:** Check (✓) a box to indicate whether participant has a disability or does not have a disability.
9. **Disability or Medical Condition Requiring a Special Meal or Accommodation:** Describe the medical condition that requires a special meal or accommodation (e.g., juvenile diabetes, allergy to peanuts, etc.)
10. **If Participant has a Disability, Provide a Brief Description of Participant's Major Life Activity Affected by the Disability:** Describe how physical or medical condition affects disability. For example: "Allergy to peanuts causes a life-threatening reaction."
11. **Diet Prescription and/or Accommodation:** Describe a specific diet or accommodation that has been prescribed by a physician, or describe diet modification requested for a non-disabling condition. For example: "All foods must be either in liquid or pureed form. Participant cannot consume any solid foods."
12. **Indicate Texture:** Check (✓) a box to indicate the type of texture of food that is required. If the participant does not need any modification, check "Regular".
13. **A. Foods to Be Omitted:** List specific foods that must be omitted. For example, "exclude fluid milk."
B. Suggested Substitutions: List specific foods to include in the diet. For example, "calcium fortified juice."
14. **Adaptive Equipment:** Describe specific equipment required to assist the participant with dining. (Examples may include a sippy cup, a large handled spoon, wheel-chair accessible furniture, etc.)
15. **Signature of Preparer:** Signature of person completing form.
16. **Printed Name:** Print name of person completing form.
17. **Telephone Number:** Telephone number of person completing form.
18. **Date:** Date preparer signed form.
19. **Signature of Medical Authority:** Signature of medical authority requesting the special meal or accommodation.
20. **Printed Name:** Print name of medical authority.
21. **Telephone Number:** Telephone number of medical authority.
22. **Date:** Date medical authority signed form.

DEFINITIONS*:

"A Person with a Disability" is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

"Physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

"Major life activities" include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

"Has a record of such an impairment" is defined as having a history of, or have been classified (or misclassified) as having a mental or physical impairment that substantially limits one or more major life activities.

(*Citations from Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990)

TO GO OR NOT TO GO TO SCHOOL, THAT IS THE QUESTION

Sometimes it is difficult to know when to keep your student home from school due to illness. Here are some guidelines to help you decide.

STAY HOME IF:

Fever 101°F or higher (should be fever free for 24 hours before returning to school).

Nausea and/or vomiting.

Rashes – any body rash not related to allergic contact especially if accompanied by fever.

Thick, yellowish discharge from eye(s).

Infectious Conjunctivitis (pink eye) – may return 24 hours after starting antibiotic.

Cold sores or fever blisters – lesions must be dry to attend school unless student has age and maturity to use good hygiene.

Severe diarrhea

Head lice – may return after being treated.

Ringworm – may return when treatment is started.

Impetigo – may return 24 hours after treatment is started and lesions are dry.

Scabies – may return 24 hours after being treated.

Chickenpox – may return when ALL blisters are dry and crusted, usually 7-10 days.

Strep Throat – May return 24 hours after treatment is started and no fever for 24 hours.

Asthma – if needing a nebulizer (breathing) treatment more frequently than every 2 hours.

Upper respiratory infections such as cold or bronchitis – keep home if have excessive cough, large amounts of yellow/green nasal discharge, or too ill to function adequately in the classroom. Much depends on individual circumstances depending on the student's age, hygiene habits, and developmental level.

REASONS NOT TO STAY HOME:

Allergies

Constipation with or without abdominal pain

Cold without a fever (see explanation above)

Asthma (unless needing a breathing treatment more frequently than every 2 hours)

Cold/Cough unless accompanied by fever

Temperature less than 100°F (see above)

Stomachache

Poison Oak (if there is drainage, it should be covered by clothing or a dressing)

Minor Anxiety

Homework is not done

There are only four reasons an absence is excused: (Education Code 48205):

1. Pupil's personal illness (not parent or sibling)
2. Quarantine directed by county or city health officer
3. Having medical, dental, optometrical, or chiropractic services rendered
4. Attending funeral services of a member of the pupil's immediate family

When a student has had **14 absences** in the school year for illness, a physician must verify any further absences for illness. (Board Policy Administrative Regulations 5113)

****Please remember that if your student needs to take medication at school both the parent and the physician must complete a "Medication Required During School Hours" form. This form is necessary for all medication both prescriptions and over-the-counter.**

If you have any questions regarding these guidelines contact the school or the district nurse at 754-2322.

Resources:

Amador County Unified School District: "To Go Or Not To Go To School That Is The Question"

American Academy of Pediatrics: [Red Book](#)

CUSD Board Policy 5113

Calaveras County Public Health Department

California Department of Health Services

California Education Code: 46010-46014, 46100-46119, 46140-46147, 48205

Code of Regulations, Title 5: 306, 420-421

National Association of School Nurses: "Pediculosis in the School Community" www.nasn.org



**CALAVERAS UNIFIED
SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT**



P.O. Box 788
San Andreas, CA. 95249

Transportation Phone Numbers
(209) 754-2315
FAX (209) 754-2166

Transportation Rules and Agreement Form – 2014-2015

Responsibilities While Riding on School Bus

In order that all students in the Calaveras Unified School District who use school buses for home to school transportation, as well as other trips understand the rules and regulations governing their conduct on school buses, it is requested that the student, his or her parent/guardian, and the District enter an agreement as a condition to bus riding privileges.

5 CCR, Section 14103

(a) “Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for the student to be denied transportation.”

Violations of the following rules will be grounds for a citation if other corrective action is unsuccessful.

Rules for Riding the Bus:

1. No bullying allowed on the bus.
2. There is to be no smoking on the school bus.
3. There is to be no unnecessary conversation with the bus driver.
4. There is to be no profanity, offensive, or abusive language or gestures.
5. There is to be no excessively loud talking, singing or whistling.
6. There is to be no eating, drinking, or gum chewing on the bus.
7. No glass containers are to be brought on the bus.
8. There is to be no spitting or throwing of objects.
9. All parts of the body must be kept inside the bus.
10. Students are to remain seated while on the bus unless directed to move by the driver.
11. There is to be no spiked or cleated footwear worn in the bus.
12. Feet must be kept off the seats.
13. No live animals are to be brought on the bus except for service dogs.
14. There is to be no abusive body contact (slapping, hitting, poking, shoving, pulling hair, fighting, etc.) in the bus or when loading or unloading the bus.
15. There are to be no unauthorized exits from the bus. Emergency doors and windows are not to be used to exit the bus except in the event of an emergency.
16. Students are not to engage in any activity on the bus that might be hazardous to the safety and welfare of themselves or other students and the driver or which might be distracting to the driver.
17. All riders will need to show their bus pass upon boarding and upon request by school staff member.
18. Students must arrive at their stop five minutes prior to the scheduled time.
19. No skate boards (dismantled or complete) or large radios (boom boxes) will be allowed on the bus.
20. On buses equipped with seat belts, seat belts must be worn at all times.

Special Note: Students are subject to being recorded on video cameras at any time they are riding a school bus.

Rules for Loading the Bus:

1. Students must be at the designated bus stop 5 minutes before the bus is scheduled to arrive. The bus stop is designated by the Transportation Department.
2. Students who have an assigned Red Light pick-up shall wait for the bus to arrive, display proper warnings and be escorted by the driver across the road.
3. Students must cross the road in front of the bus, never behind the bus.
4. Students shall always stand a safe distance off the road and never in the road while waiting for the bus.
5. While at the bus stop, students should:
 - a) Conduct themselves in an orderly manner.
 - b) Avoid littering.
 - c) Respect nearby private property rights.

Rules for Unloading the Bus:

1. Students must use the service entrance door while unloading and not the emergency exit door. The emergency exit is to be used only in emergency situations.
2. Students who must cross the road after getting off the bus should cross at least ten (10) feet in front of the bus while being escorted by the driver.
3. Students should walk across the road, never run.
4. Students should not ask to be let off at stops other than their assigned stop unless they have a note signed by their parent.

Disciplinary Action:

Following a verbal and a written warning the bus driver may issue a citation for breaking the rules. The driver will indicate the severity of the offense as A, B, or C on the citation form. Certain serious offenses, such as bullying, fighting, climbing out of a window or emergency exit, extreme profanity, etc., will result in an automatic minimum "B" citation with or without the verbal or written warning. Offenses involving a serious violation of safety may result in immediate "C" offense and suspension of bus riding privileges.

Message to Parents or Guardians of Children That Are Passengers on Buses

Parents or guardians are ultimately accountable for the behavior of their minor children. The drivers need your cooperation and support in their efforts to enforce the rules that are essential to the safety and security of your children. While the drivers represent you in a parent-like role, the students must obey them regarding the rules for students the same as if you, the parents or guardians, were enforcing them.

PARENTS OR GUARDIANS- Please sign and return to the bus driver or school office in order for your child to continue to be eligible for transportation with Calaveras Unified School District.

I have read, understood, and have explained this document to my child in terms of what is expected while riding a Calaveras Unified School Bus. We agree to do our part in creating a safe and secure environment on the bus.

STUDENT'S NAME _____

PARENT OR GUARDIAN'S SIGNATURE

DATE

Home Phone Number

Work Phone Number

School

SCHOOL BUS PASS APPLICATION

2014-2015 SCHOOL YEAR

ALL Payment types need to fill this form out completely and return to CUSD Transportation Department,

P.O. Box 788 – San Andreas, CA 95249
 Questions? Call us at 754-2315 or go to our website: www.calaveras.k12.ca.us

Family Information:	FOR OFFICE USE ONLY
Parent/Guardian Name: (print)	Processed Date _____ Fee _____
Home Phone _____ Cell Phone _____ Work Phone _____	Chk Amt _____ Chk # _____ Cash _____
Address _____ Apt. # _____	Accepted By: _____
City/Zip _____	Mail _____ Walk In _____ Online _____
By signing below I confirm I have read and will adhere to the CUSD transportation regulations concerning the transportation of students and the rules that are enforced on District buses for the safety of students. I also verify the information contained in this document is true and correct. I understand falsification of information is cause for the revocation of bus service without refund. I further understand the bus pass must be displayed when boarding the bus and a \$10.00 PROCESSING CHARGE will be assessed for replacement passes for any reason. I further understand that my signature commits me to paying the entire amount due.	REPLACEMENT PASSES
	Request Date: _____
	Name(s) of Student _____
	Amt. Paid: _____ Pmt. Made By: _____ Check # _____ Cash: _____
Signature of Parent/Guardian: _____	Request Date: _____
Date _____	Name(s) of Student _____
	Amt. Paid: _____
	Pmt. Made By: _____
	Check #: _____ Cash: _____

Student(s) Information All student(s) information must be completed. Students will be assigned a stop, relative to your home address, if one is not listed below.

NAME	GRADE	SCHOOL	BUS STOP/ROUTE #

On Reverse: Free & Reduced Guidelines – Refund Policy – Discipline/Denial Policy

Type of Service/Fees						
Students:	One	Two	Three	Four	Five	Add'l
Annual Service	\$180	\$360	\$540	\$630	\$720	\$90 Ea.
Round Trip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punch Cards (20 one-way trips) \$20 X _____ = \$ _____ (Subject to space available) <i>Lost punch cards: \$20 to replace</i>						
PAYMENT TYPE: <input type="checkbox"/> Check <input type="checkbox"/> Cash						
Semester Payment Plan: <input type="checkbox"/> 1st Semester <input type="checkbox"/> 2nd Semester (Due January 11)						
\$25 Charge for Returned Checks (And a \$25 Late Fee Will Be Assessed after 30 Days)						
If you qualify for reduced rate meals your price is half off the bus pass rate.						
You <u>must</u> attach a copy of the approval letter from Food Service to verify you qualify for free or reduced meal rates in order to qualify for free or reduced bus rates. Or you may attach copies of documents listed on the reverse side. Bus passes will not be printed if documentation is not provided.						
Free <input type="checkbox"/> Reduced <input type="checkbox"/> (price of half off regular price)						
OFFICE USE ONLY						
Verified: <input type="checkbox"/> Free <input type="checkbox"/> Reduced (1/2 Off)						
<input type="checkbox"/> Documents Attached						
Type of Documents: _____						

FREE or REDUCED RATES: MUST BE ELIGIBLE UNDER FEDERAL INCOME REGULATIONS, APPLICATIONS MUST BE COMPLETE AND INCLUDE REQUIRED DOCUMENTATION AS FOLLOWS:

- Earnings/Wages/Salary - Current paycheck stub or letter from Employer (on business stationery) stating gross wages paid and how often paid.
- Social Security/Pension/Retirement - Social Security Benefit letter or Pension Award letter.
- Unemployment Compensation/Disability or Workers Compensation - Copy of Award letter or check stub.
- Welfare Payments - Benefit letter from Welfare Department stating current eligibility and amount of award. (Passport of Services)
- Child Support/Alimony - Court decree or agreement.
- All Other Income- If you have any other type of income, provide documents showing amounts of income and how often it is received.
- Self-Employment - Copies of last 12 months of bank statements and the last year's annual Federal Tax Return.
- No Income - If you have no income, provide a brief note explaining how you provide food, clothing, and housing and when you expect an income. Include last year's Federal Tax Return.

REFUND POLICY

Requests for refunds must be submitted on the appropriate form, available at the District Office.

1. After a student leaves the District, refunds will be prorated, based on the number of quarters the student was enrolled in the District and able to utilize services.
2. After paying transportation fees a student has been determined to be eligible for Free or Reduced fees.
3. No refund will be issued for students who are ill or who are suspended from the bus or school for disciplinary reasons or due to Board action.
4. A written request for refund along with the bus pass must be sent directly to the Transportation Department and should contain the following information: Name of student, date that the pass would no longer be used, reason for the refund, school of attendance and address where the refund is to be sent. **No refunds will be made for punch cards.**

Students will be required to show their transportation pass when boarding the bus (both a.m. and p.m.)

The student must have the pass ready to show the driver before boarding the bus. The passes may be attached to the student's backpack for safety, but the student must show the pass when boarding the bus. Parents must select a bus stop from the District's approved list of bus stops. Possession of a current pass entitles a student to ride to and from the designated school and bus stop on the assigned bus. Reassignment to a different bus or a different stop can be accomplished through written request to the Transportation Department. If the parent does not indicate a bus stop location on the application, transportation staff will assign a bus stop. Per transportation rules and regulations, **students planning to get off the bus anywhere other than their assigned bus stop, must present a note from their parent/guardian to their driver.**

DENIED SERVICE - Initially, no child will be left in the morning for non-payment. However, if fees remain unpaid for a period of 10 school/attendance days, or documentation is not provided to verify qualification for the reduced or free rate bus service, the following steps will be taken:

1. The student will receive a written warning and parents will be contacted. This will notify you there will be 3 days to provide payment for your student or to provide the documentation to verify qualification for free or reduced rates.
2. After 3 days the student will receive a citation stating they will be denied transportation until payment is received or documentation is provided to verify free or reduced rate qualification. Parents will be notified.
3. Parents failing to send students to school because of denied bus service will be referred to the Calaveras County Student Attendance Review Board (SARB).



Calaveras Unified School District

Acceptable Use Policy (AUP) for District Computer Systems Information for all Staff and Students

The District's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the "network"). Only current students or employees are authorized to use the network.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Acceptable Uses of the District Computer Network or the Internet

Each year the District must verify that a student has signed the acknowledgment page of this policy in order for the student to use the computer network and to have Internet Access. Each school site must keep this page on file. A student who is under 18 must have a parent or guardian sign this page and schools must keep it on file. Once signed the permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the District's network due to violation of this policy or is no longer a CUSD student. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, the user should consult a teacher, supervisor or other appropriate District personnel.

In addition, each year a student must pass a basic Netiquette class verified by the school site at which the student attends. Netiquette, or network etiquette, is the contemporary term for the proper way to communicate and interact with each other using email over the Internet. Netiquette training will include but is not limited to:

- Becoming familiar with CUSD's AUP
- Common courtesy in written communication
- Asking permission to forward attachments or emails

Unacceptable Uses of the Computer Network or Internet

These are examples of inappropriate activity on the District web site, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;

- **Criminal activities** that can be punished under law;
- **Selling or purchasing** illegal items or substances;
- **Obtaining and/or** using anonymous email sites; spamming; spreading viruses;
- **Causing harm** to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- **Engaging in uses that** jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).



Calaveras Unified School District

Acceptable Use Policy (AUP) for District Computer Systems Information for all Staff and Students

- **Using the network** or Internet for Commercial purposes:
 1. Using the Internet for personal advertising, promotion, or financial gain; or
 2. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access District accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all District security policies.

What Cyberbullying is and NOT allowed

- **Flaming.** Online fights using electronic messages with angry or vulgar language.
- **Harassment.** Repeatedly sending nasty, mean, an insulting messages.
- **Denigration.** "Dissing" someone online. Sending or posting gossip or rumors about a person to damage his or her reputation or friendships.
- **Impersonation.** Pretending to be someone else and sending or posting material to get that person in trouble or damage their reputation.
- **Outing.** Sharing someone's secrets or embarrassing information or images online.
- **Trickery.** Tricking someone into revealing secrets or embarrassing information and then sharing it online.
- **Exclusion.** Intentionally and cruelly excluding someone.
- **Cyberstalking.** Repeated, intense harassment and denigration that includes threats or creates significant fear.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

- **Software:** CUSD laptops are provided with district standard software (e.g., operating system, Microsoft Office Professional, site licensed software) and access to CUSD networks only for work-related projects. All installations of software **MUST** go through the tech department, with a copy of the license agreement.
- **Privacy:** System users should have no expectation of privacy in the contents of files and records maintained on district equipment. Do not use equipment for personal use.
- **Negligence:** Staff members may be held personally responsible for abuse or negligence. Staff members are to report any instance of theft or vandalism to the immediate supervisor within twenty-four (24) hours.
- **Network Security:** The district uses network management technology to protect equipment and systems from viruses and related security violations. Users may not use *types of knowledge* to bypass the district filter and/or firewall.
- **Technical Assistance:** The District cannot provide technical assistance and maintenance for applications or hardware not identified in the standard CUSD image for laptops.
- **Data Security:** The district provides secured, encrypted access to student records across the Internet. Some of the data stored in our student, fiscal, and employee information systems are sensitive. Personal data that could be used in identity theft such as social security numbers or addresses, whether for students or adults, **may never be stored on computers.**

Disclaimer



Calaveras Unified School District
 Acceptable Use Policy (AUP) for District Computer Systems
 Information for all Staff and Students

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Student Information

I have read, understand, and agree to abide by the provisions of the Acceptable Use Policy of the Calaveras Unified School District.		
Site Location:		
	<i>Student Name</i>	<i>Parent Name</i>
Name (print clearly):		
Signature:		

Employee Information

I have read, understand, and agree to abide by the provisions of the Acceptable Use Policy of the Calaveras Unified School District.					
District Site Location:					
Staff Type:		<i>Circle one:</i>	<i>CUSD</i>	<i>CCOE</i>	<i>District Contracted</i>
Name (print clearly):					
Signature:					

Parents/Students: *Please return this form to the school or office where it will be kept on file. It is required for all staff and students that will be using a computer network and/or Internet access.*

Employees: *Please return to the Personnel Department*

TECHNOLOGY TOOLS IN THE CLASSROOM

Dear Parents:

As you may have heard, our district is engaged in an exciting technology initiative that will allow us to better instill our students with 21st century skills and provide greater differentiation in instruction. As part of this initiative we are piloting new technology tools including iPads and Chromebooks in many of our classrooms. Combined with the proper framework of software and curricular content, these mobile devices have great potential to be an effective, collaborative classroom tool.

As part of this implementation, our students in grades two through twelve have been provided with restricted "Google Apps for Education" accounts. These accounts allow students to communicate and collaborate with their teachers and fellow students in a variety of ways. One of these ways is through a limited email account using the Google Mail system. A student Google Mail account allows the student to send and receive emails to staff members and fellow students, but does not allow them to send email to any email address outside of the district or to receive email from outside of the district. Should the student attempt to email anyone outside of the district, it simply does not get sent. Should someone outside the district attempt to email the student, it is not received. Rules for student network use are found in the Acceptable Use Policy (AUP) included in the "Annual Notice to Parents," distributed at the start of each school year.

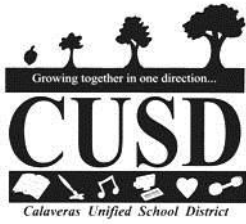
Another collaborative tool included in the Google Apps for Education suite is Google Drive, which allows students to create, share and collaboratively edit a variety of documents. Using Google Drive, students can simultaneously edit a document needed for a class project and collaborate with each other online while doing so. These tools allow teachers to make a variety of learning materials available to students online, as well as to deliver quizzes and exams on the computer. All of these online tools are available to students when they are using devices in the classroom and when they have Internet access at home; however, no student is required to have Internet access at home in order to complete assignments. Whether they are using the accounts at school or at home, all the restrictions on email still apply.

As stated in the Acceptable Use Policy (AUP), student email is not guaranteed to be private. All email from students is electronically monitored for violations of the Acceptable Use Policy, and student email is automatically archived. In the event that a violation of the AUP is suspected, district network staff can retrieve archived emails and provide them to school administrators for review. We have also had some inquiries about parent access to these accounts. If you want to review your student's account, we encourage you to have your student provide you with the password. If this is a problem, the district can always reset the password, prevent the student from being able to change it, and share the password with both parent and student.

We believe these tools will be beneficial to our students, and we are combining this initiative with classroom training on responsible Internet use. If you have any questions about this program, please feel free to contact your school.

Calaveras Unified School District

<http://www.calaveras.k12.ca.us>



Calaveras Unified School District

3304 Highway 12, Bldg. B
P.O. Box 788
San Andreas, CA 95249
(209) 754-2300
www.calaveras.k12.ca.us

Superintendent's Office

NOTICE TO PARENTS/GUARDIANS REGARDING INTRADISTRICT ATTENDANCE OPTIONS

The following information is provided in accordance with Assembly Bill 1114 (Ch. 161, Statutes of 1993), which requires school districts to send parents/guardians annual notification of available attendance options. AB 1114 provides a statutory requirement for open enrollment within a district's schools.

Please read the following carefully, since this information may affect your child(ren).

INFORMATION AND INSTRUCTIONS FOR INTRADISTRICT ATTENDANCE OPTIONS:

A complete application must be submitted only for a child who wishes to attend a district school ("school of choice") other than the school in the attendance area of residence, and a separate application must be submitted for each child. The district will attempt to honor all requests; however, pupils who currently reside in a school's attendance area have first priority to attend that school. In addition, the district retains the authority to maintain appropriate racial and ethnic balances among district schools as determined by the Board of Trustees.

The district will establish a capacity for each grade at each school. Intradistrict attendance requests will be selected in random order and may be granted until the established capacity is reached. Completion and submission of an application DOES NOT guarantee that the request will be granted.

Pursuant to Board Policy and Administrative Regulation 5116.1, regarding Intradistrict Open Enrollment:

- 1) No student currently residing within a school's attendance area shall be displaced by another student.
- 2) The Governing Board retains the authority to maintain appropriate racial and ethnic balances among district school.
- 3) Once enrolled, a student shall not have to apply for readmission. However, the student may be subject to displacement due to excessive enrollment.
- 4) Transportation to a school of choice will be the responsibility of the parent/guardian and not necessarily provided by the district.

To be considered, a completed Intradistrict Agreement Application must be received at any district school or the District Office prior to the close of business hours on March 1 of the preceding school year. Applications submitted after this time may be considered if further openings exist. Enrollment in a school of choice shall be determined by lot from the eligible applicant pool, and a waiting list shall be established to indicate the order in which they apply. The district will notify parents whose requests are approved.

Sincerely,

Mark Campbell
Superintendent

CUSD---Make Every Moment and Every Day Matter for Every Student

**CALAVERAS UNIFIED SCHOOL DISTRICT
INTRADISTRICT ATTENDANCE APPLICATION
FOR _____ SCHOOL YEAR**

ALL ITEMS MUST BE COMPLETED and the application received on or before the last school day in March. Approval will be based on random selection, site capacity, and grade level openings. Please use one form per pupil.

1. Pupil Name: _____ Phone: _____
(Please Print)
2. Grade next school year: (Circle One) K 1 2 3 4 5 6
3. Complete Address: Physical: _____
Mailing: _____

-
4. ***School of Residence/Attendance:*** (Circle One)
- | | |
|---------------------------|---------------------------|
| Jenny Lind Elementary | Mokelumne Hill Elementary |
| Rail Road Flat Elementary | San Andreas Elementary |
| Valley Springs Elementary | West Point Elementary |

Approved by Principal: _____ Date: _____

-
5. ***School of Choice (wish to attend):*** (Circle One)
- | | |
|---------------------------|---------------------------|
| Jenny Lind Elementary | Mokelumne Hill Elementary |
| Rail Road Flat Elementary | San Andreas Elementary |
| Valley Springs Elementary | West Point Elementary |

Approved by Principal: _____ Date: _____

6. Parent/Legal Guardian Name: _____
(Please Print)

7. Parent/Legal Guardian Signature: _____
Signature Date

Reason for transfer request: _____

8. Date completed application received: _____ Received by: _____

9. ___ Approved ___ Denied/Reason: _____

Superintendent's Signature: _____ Date: _____

Intradistrict Agreements are approved contingent on:

- 1) Space available 2) Regular attendance 3) Positive behavior

CALAVERAS UNIFIED SCHOOL DISTRICT

**P.O. BOX 788
SAN ANDREAS, CA 95249
(209) 754-2300
Fax: (209) 754-2215**

SCHOOL ATTENDANCE ALTERNATIVES

The Calaveras Unified School District offers the following school attendance alternatives in accordance with California law:

- **Alternative Attendance Within the District (AB 1114)**

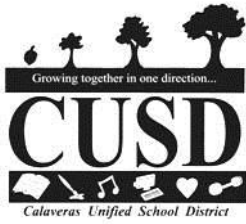
Information and instructions are enclosed for completing an Intradistrict Attendance Application for a child who wishes to attend a district school “school of choice” other than the school in the attendance area of residence. See Board Policy and Administrative Regulation 5116.1 and Notice to Parents/Guardians Regarding Intradistrict Attendance Options.

- **Interdistrict Transfers (Ed Code 46600)**

Interdistrict Transfers under Ed Code 46600-46221 allows two or more districts to enter into an agreement for the transfer of students to another district. See Board Policy and Administrative Regulation 5117.

- **Parental Employment in Lieu of Residency Transfers (“Allen Bill Transfers”) (Ed Code 48204(f))**

An elementary school student is considered to be a resident of a district in which one or both of the student’s parents are employed, subject to certain limitations. See Administrative Regulation 5111.12.



Calaveras Unified School District

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Superintendent's Office

July 2014

Dear Parents and Guardians:

Every Day Counts in a child's education. Every day a student misses school, they get more than two days behind their peers, because they must make up missed learning and catch up with new learning at the same time. Every day a student is in school, he/she raises their chance to score well on tests. Every day a student goes to school, they learn a little more about responsibility. **Every Day Counts** toward funding for school supplies too. Schools no longer receive money for excused absences. Schools will now only receive funding for students who are actually in class. Every day a student misses school, even for excused absences, the school loses about \$30.00 in income.

Calaveras Unified School District is working hard toward becoming the best district in Calaveras County. We are proud of the giant steps we are taking toward improving student achievement. We have some of the highest graduation requirements in the county, as well as rigorous academic criteria that every high school student must meet to advance to the next grade. More than 70% of our seniors move on to a two or four-year college.

But our work is not done and we need your help. We want to ensure that every student can meet our rigorous academic criteria and graduation requirements.

Please support our efforts to make Calaveras Unified School District the best in Calaveras County by helping to get our students to school every day. You can do this by:

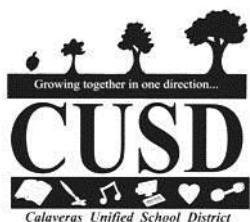
- planning your family vacations during the summer months or when school is on holiday breaks
- teaching your child to be on time for school each day
- making sure your child stays home only when he or she is sick
- asking your child's doctors to schedule appointments before or after school hours
- bringing your child to school before and after his daytime doctor appointment

We know you want the very best education for your child, and we do too. By understanding that **Every Day Counts**, together we can give your child the very best.

Yours truly,

Mark Campbell
Superintendent

CUSD---Make Every Moment and Every Day Matter for Every Student



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STATE SCHOOL ATTENDANCE ACCOUNTING PROCEDURES

State school attendance accounting procedures have changed in an effort to improve student attendance. Research and tests clearly show that a vast majority of student failure is a result of irregular attendance. We, at CUSD, believe that it is important for our students who will someday be entering the world of work, to learn that punctuality and excellent attendance are keys to job retention and success. The following required attendance laws will be enforced at CUSD.

- Students with justified absences will be offered make-up Saturday School in order to receive teacher help in completing required assignments and activities. A justified absence includes illness, medical appointments that cannot be scheduled after school hours, death in the immediate family and required court appearance.
- Students with unjustified absences (any absence other than those listed above) will be required to attend Saturday School to make up for their violation of the state's mandatory attendance law.
- Absences for purpose of family vacation are not allowed. Independent study contracts will not be issued for this purpose. Such absences will be considered truancy.
- Student absences that exceed 10% of instructional time in a particular grading period may be considered grounds for failure. Saturday School attendance is considered make up for any type of absences.
- It remains the responsibility of the parent to make phone calls or to provide notes to the school in order to justify student absences.

We thank you in advance for your help in increasing student instructional time. This is consistent with the desire of our governor, legislature, and local school board's joint effort to increase student learning time.



As part of our green efforts, as well as those of our carriers, we are aware of the impact businesses can have on the environment.

In our continuing effort, “Going Green”, Student Insurance Student Accident Insurance applications are available electronically. The transition to electronic applications will be beneficial for several reasons because it will allow parents to safely and securely transmit applications through one of the following methods.

➤ **Direct submission:** through our secure web portal, www.studentinsuranceusa.com, you can complete your Student Accident Insurance application directly on our website. The applications for insurance will be effective *immediately* and a policy number and insurance card will be available right away.

Detailed instructions are automatically provided to clients that want this option. This system is equipped to accept credit, debit, and e-checks for parent’s convenience.

➤ **Web “download”:** through our secure web portal, www.studentinsuranceusa.com , you can fill out and print your Student Accident Insurance application directly from our website. Parents who would like to send certified funds will continue to have the option to do so, we would need to receive the hard copy application and cashier’s check or money order in our offices for the policy to be effective. Please contact Student Insurance, if you have any questions or would like to change your data request method. The applications for insurance will be effective once received in our offices and a policy number will be available once the application has been received. Detailed instructions are automatically provided to clients that want this option.

SECTION A. CHILDREN INFORMATION All Households Complete This Section. Enter all children's personal (earned) gross income, by amount, and how often received by placing a circle around the correct Income Codes: W=Weekly, E=Every 2 Weeks, T=Twice a Month, M=Monthly, Y=Yearly. Racial and Ethnic Identities (optional) 1. Circle one Ethnic Identity: N=Not Hispanic/Latino or H=Hispanic/Latino 2. Circle one or more racial identities: (Regardless of ethnicity) A=Asian, W=White, B=Black or African American, I=American Native or Alaska Native, P=Native Hawaiian or other Pacific Islander

LAST NAME, FIRST NAME	SCHOOL (Write "NONE" if not in school)	GRADE	Date of Birth (Optional)	Racial and Ethnic Identities: (Optional)		MARK "X" If Foster Child	Mark "X" if No Income	Child's Personal Earned Income	Source of Income (Work)?	Paid How Often? (Circle)	ENTER Benefit Type: CalFresh, CalWORKS, Kin-GAP, FDPIR	ENTER Benefit Case Number
				Circle One Ethnic Identity	Circle one or more							
①				N OR H	A W B I P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$		W E T M Y		
②				N OR H	A W B I P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$		W E T M Y		
③				N OR H	A W B I P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$		W E T M Y		
④				N OR H	A W B I P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$		W E T M Y		
⑤				N OR H	A W B I P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$		W E T M Y		

If the child you are applying for is Homeless, Migrant, or Runaway, contact the school and CIRCLE appropriate letter: **H M R**

Households submitting an application with a Benefit Case Number for CalFresh/CalWORKS for EACH child or an Adult household member, please skip to Section

A Foster Child that is under the legal responsibility of a foster care agency or court, is eligible for free meals. This eligibility is not extended to non-foster children in the household.

SECTION B. ALL OTHER HOUSEHOLD MEMBERS: Enter Gross Income Under Each Income Type each Household Member Receives and "How Often" the Income is Received by using the following Income Codes: W=Weekly, E=Every 2 Weeks, T=Twice a Month, M=Monthly, Y=Yearly. If No Income, You MUST Mark the "No Income box." DO NOT Leave Blank.

Adult's Full Name (Do not repeat names from Section A)	MARK "X" If No Income	Gross Earnings from Work Before Deductions, Include All jobs	Paid How Often?	Indicate Pay from Pensions, Retirement, Social Security, VA benefits	Income Source?	Paid How Often?	Welfare Benefits, Child Support, Alimony Payments	Income Source?	Paid How Often?	Any Other Income, Including Temporary Income	Income Source?	Paid How Often?	Enter Benefit Type: CalFresh, CalWORKS, Kin-GAP, FDPIR	Enter Benefit
Richard, Larath	<input checked="" type="checkbox"/>	\$ 199.98	W	\$ 141.65	Pension	Y	\$ 99.99	Child Support	M	\$ 550.00	Rental Income	M		
①	<input type="checkbox"/>	\$		\$			\$			\$				
②	<input type="checkbox"/>	\$		\$			\$			\$				
③	<input type="checkbox"/>	\$		\$			\$			\$				
④	<input type="checkbox"/>	\$		\$			\$			\$				
⑤	<input type="checkbox"/>	\$		\$			\$			\$				

SECTION C. CONTACT INFORMATION, CERTIFICATIONS, AND SIGNATURE: Education Code 49557(a): Applications for Free and reduced-price meals may be submitted at any time during a school day. Children participating in the National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means. I certify (promise) that all of the above information is true and correct and that all income is reported. I understand that this information is given in connection with the receipt of federal funds that school officials may verify the information on the application at any time, and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and federal laws.

Printed name of adult household member completing this form _____ Signature of adult household member completing this form _____ Date _____ Last 4 digits of Social Security Number (SSN) _____ I do not have a SSN. Federal Information Statement on letter to households

Street Address, Apt #, etc. _____ City _____ State _____ Zip _____ Home Phone Number _____ Cell Phone Number _____ E-mail Address _____

DO NOT Write Below This Line-For School Use Only:

Application Approved: _____ HSLD Size: _____ HSLD Annual Income: \$ _____ Determining Official's Signature & Date _____
 Free based on: CalFRESH Direct Certified as: H M R Denied based on: Income Too High Household Income Reduced based on: KinGap Household Income Incomplete KinGap Zero Income Foster Child Only FDPIR Direct Certification Direct Certification
 Annual Income Conversion Factors: Weekly X 52, Every 2 Weeks X 26, Twice A Month X 24, Monthly X 12

The USDA and the CDE are equal opportunity providers and employers

Dear Parent or Guardian:

The **Calaveras Unified School District** takes part in the National School Lunch and/or school Breakfast Programs. Meals are served every school day at participating schools. Students may buy lunch for **\$2.50/\$3.00** and/or breakfast for **\$1.25/\$1.75**. Eligible students may receive meals free or at a reduced-price of **\$.40** for lunch and/or **breakfast at NO CHARGE** (for free/reduced eligibilities only). You or your children do not have to be a U.S. citizen to qualify for free or reduced-price meals.

TERMS—“Household” means a group of related or non-related individuals who are living as one economic unit and sharing living expenses. “Living expenses” include rent, clothes, food, doctor bills, utility bills, etc.

SOCIAL SECURITY NUMBER (SSN)—The Application must include the last four digits of the SSN of the adult who signs it. If the adult does not have a SSN, check the “I do not have a SSN box.” If you have listed a CalFresh, CalWORKs, Kin-GAP, or FDPIR case number for the child, or if the Application is for a foster child, an SSN is **not** required of the adult signing the Application.

DIRECT CERTIFICATION—This school/agency participates Direct Certification. If your household currently receives benefits from one of the following programs: CalFresh (previously Food Stamps), California Work Opportunity and Responsibility to Kids (CalWORKs), Kinship Guardianship Assistance Payments (Kin-GAP), or Food Distribution Program on Indian Reservations (FDPIR). DO NOT complete a meal Application. School officials will notify you of your children’s eligibility for free meals. If you are not contacted by **September 2, 2014** but think your children are eligible for free meals, please contact the school or districts food service office. You may need to complete an Application.

MIXED HOUSEHOLDS WITH DIRECTLY CERTIFIED, FOSTER, OR/AND NON DIRECTLY CERTIFIED CHILDREN—To apply complete the Application for Free and Reduced-Price Meals, sign it, and return it to the school. Households must complete an Application when EACH child who does not have a case number or/and is not a foster child.

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

FOSTER CARE CHILDREN or CHILDREN PLACED IN OUT-OF-HOME CARE—Who are the legal responsibility of a welfare agency or court. Foster children are categorically eligible for free meals without further Application, but the eligibility is not extended to other non-foster children in the household. Households with foster/non-foster children are encouraged to complete an Application, since foster children may be counted as a household member, which may help the foster family’s non-foster children qualify for free or reduced-price meals based on the household size and income. If you choose to add both your foster/non-foster children on the Application, you will need to report the foster/non-foster’s income (personal income provided to the child or earned by the child), if any, and the foster parent signs the Application and provides the last four digits of their SSN.

INCOME HOUSEHOLDS—To apply, Complete the Application for Free and Reduced-Price Meals. Follow the instructions on the Application and see the Income to report chart on the right, sign it, and return it to the school.

MILITARY HOUSING INCOME—If you are in the *Military Housing Privatization Initiative* or get combat pay, DO NOT include these allowances as income. You do report any military benefits received in cash, such as housing allowances (off-base or general commercial/private real estate market), food, clothing, and deployed service member’s income made available by them or on their behalf to the household.

HOMELESS, RUNAWAY, & MIGRANT—Contact the school for details.

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

WIC PARTICIPANTS—If you currently receive benefits under the Special Supplemental Nutrition Program for Women, Infants, and Children (known as WIC), your child **may** be eligible for free/reduced-price meals. We encourage you to complete an Application and return for processing.

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

A COMPLETE HOUSEHOLD APPLICATION—The Application cannot be approved unless it contains complete eligibility information. If you **do not** enter a CalFresh, CalWORKs, Kin-GAP, or FDPIR case number for **each** student (or an adult household member) listed on the Application, you must complete the following:

Note: You must complete an Application with all household members and their income listed, for a child who is living with relatives or friends, whether or not the child is a ward of the court.

Section A: The names of all children in your household, name of school or write “none” if not in school, their earned income with frequency, or mark the “if no income box.” The Children’s Racial and Ethnic Identities, is voluntary to answer.

Section B: The names of all adults in the household, the amount of income, the source and frequency of income, or mark the “if no income box” for each person listed.

Section C: Enter contact information, mailing address, and the last four digits of the SSN of the adult household member signing the Application, or mark the “I do not have an SSN box” if the adult does not have an SSN.

VERIFICATION—School officials may check the information on the Application at any time during the school year. You may be asked to send information to validate your income, or current eligibility for CalFresh, CalWORKs, Kin-GAP, or FDPIR benefits. For a foster child, you will need to provide written documentation that verifies the foster child is the legal responsibility of an agency/court or provide the name and contact information for a person at the agency/court who can verify that the child is a foster child.

INFORMATION STATEMENT—The Richard B. Russell National School Lunch Act requires the information on this Application. You do not have to provide the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the SSN of the adult household member who signs the Application. The last four digits of the SSN is not required when you apply on behalf of a foster child or when you list a CalFresh, CalWORKs, KinGAP, or FDPIR case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the Application does not have a SSN. Your family size, household income, and the last four digits of your SSN will remain confidential and will not be shared. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs.

OVERT IDENTIFICATION—Children who receive free or reduced-price meals must be treated in the same manner as children who pay full price for meals, and not overtly identified.

FAIR HEARING—If you do not agree with the school’s decision regarding your Application’s eligibility determination or the result of verification, you may discuss it with the school. You also have the right to a fair hearing. A fair hearing may be requested by calling or writing the following school official: **Mark Campbell (209) 754 – 2301 3304 Hwy. 12, P.O. Box 788 San Andreas, Ca 95249**

INCOME FOR THE SELF-EMPLOYED—Self-employed persons may use last year’s income as a basis to project their current year’s NET income, unless your current net income provides a more accurate measure. The income to

be reported is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as medical expenses and other non-business deductions are not allowed in reducing gross business income.

CALCULATING INCOME—List all adult household members, whether or not they receive income. For each household member with income: write the amount of current income, enter the source of current income received, such as from wages, pensions, retirement, welfare, child support, and so on, for each category, and how often received (frequency). **Gross Earnings from work is the amount earned before taxes and other deductions.** If any current amount received was more or less than usual, write the usual or projected income. Households receiving different income intervals must annualize their income by calculating weekly x 52; every two weeks x 26; twice a month x 24; and monthly by 12.

Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$ 21,590	\$ 1,800	\$ 900	\$ 831	\$ 416
2	29,101	2,426	1,213	1,120	560
3	36,612	3,051	1,526	1,409	705
4	44,123	3,677	1,839	1,698	849
5	51,634	4,303	2,152	1,986	993
6	59,145	4,929	2,465	2,275	1,138
7	66,656	5,555	2,778	2,564	1,282
8	74,167	6,181	3,091	2,853	1,427
For each additional family member, add:					
	\$ 7,511	\$ 626	\$ 313	\$ 289	\$ 145

INCOME TO REPORT	
Earnings from work before deductions; include all jobs	Gross Wages/salaries/tips, strike benefits, unemployment compensation, workers’ compensation, and net income from self-owned business or farm
Pensions Retirement Social Security	Pensions, supplemental security income, retirement payments, Social Security Income (SSI) (including SSI a child receives)
Welfare, Child Support, Alimony	Public assistance payments, welfare payments, alimony, and child support payments
List Other Income	Disability benefits; cash withdrawn from savings; interest and dividends; income from estates, trusts, and investments, regular contributions from persons not living in the household, net royalties and annuities, net rental income, any temporary income

NON-DISCRIMINATION STATEMENT—This explains what to do if you believe you have been treated unfairly. “In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call 866-632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339, or 800-845-6136 (Spanish).”

Do you Need Assistance completing the Application or have questions?
Please contact:

Melanie Hernandez
501 Gold Strike Road, Bd. E
P.O. Box 788
San Andreas, Ca 95249
(209) 754 – 2120

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

Sincerely,

Melanie Hernandez
CUSD Food Services Department

CALAVERAS UNIFIED SCHOOL DISTRICT FOOD SERVICES

MEAL APPLICATIONS FOR THE 2014/2015 SCHOOL YEAR WILL BE AVAILABLE **JULY 1, 2014**

- The processing of applications will begin the week of July 21, 2014
- Application processing takes up to 10 school days
- Students must be completely enrolled at the school site(s) in order to receive meal benefits.
- Applications may be downloaded from the Calaveras Unified School Districts web site (go to www.calaveras.k12.ca.us, choose Departments, Food Services, Applications) OR you may wish to apply online using the same web address, Departments, Food Services, Apply Online.
- You will need to have an active *Infinite Campus Parent Portal Account*. Please contact your child's school for an "Activation Key" (GUID number) to set up your account. Applications received online are processed within a 24 hour period with eligibility benefits awarded in the same time frame.

IF YOUR STUDENT(S) CURRENTLY RECEIVES FREE/REDUCED MEALS:

- There is a **30 day grace period** in which benefits are extended to allow time for parents/guardians to re-apply. A new application is required every school year before the grace period ends to continue receiving benefits.
- If you receive notification from the Food Service Office that your child has been directly certified for meal benefits for the new school year, you do NOT need to fill out a meal application.
- If a new application is not processed by September 10, 2014, your student(s) will be charged full price for their meal(s).

IF YOUR STUDENT(S) ARE NOT CURRENTLY RECEIVING FREE/REDUCED MEALS:

- You may apply for benefits any time during the school year for the free/reduced meal program.
- While you are waiting for your application to be processed, students must pay full-price for their meal(s) or bring their own meals to school.
- NEW MEAL PRICES FOR THE 2014/2015 SCHOOL YEAR:

Breakfast: Unchanged – Full Paid Lunch: \$.25 increase

K – 6	BREAKFAST Full Price = \$1.25	Reduced Price = No Charge
7 th – 12 th	BREAKFAST Full Price = \$1.75	Reduced Price = No Charge

K – 6	LUNCH Full Price = \$2.50	Reduced Price = \$.40
7 th – 12 th	LUNCH Full Price = \$3.00	Reduced Price = \$.40

K – 6 th	Individual Milk: \$.35
7 th – 12 th	Individual Milk: \$.50

INFINITE CAMPUS PARENT PORTAL

Calaveras Unified School District Food Services (209) 754-2120

Food Service account access is available to parents by setting up your Parent Portal Account.

Parent Portal Features:

- On-line FREE or REDUCED price meal applications.
- View/Print your benefit approval letter.
- On-line meal account pre-payments: Visa, Mastercard or echeck
- View all meal account transactions including payment history.

Activating your Parent Portal:

- You will first need to activate your Parent Portal Account. Please contact your child's school for an "Activation Key" (GUID number).
- Visit our district website at www.calaveras.k12.ca.us
- Once on the CUSD webpage – toward the bottom – is a green button entitled "Student-Parent Portal Log-in Infinite Campus". Select this.
- Click the orange "HELP" button to create your account.
- Using your parent portal Activation Key, set up your account, following all instructions.
- Once set-up is complete and you are logged in; some options are:
- TO APPLY FOR FREE OR REDUCED PRICE BENEFITS: On the left side of the screen, select **Applications/Forms**>. You will then see the link "click here to start the application process".
- TO MAKE AN ON-LINE PAYMENT TO YOUR MEAL ACCOUNT: Select **Payments**>. Payments accepted are: VISA, MasterCard and echeck.
- TO VIEW ACCOUNT TRANSACTIONS: Select **Food Service**>

MEAL PRICES FOR THE 2014-2015 SCHOOL YEAR:

Meal Prices: K – 6 7 th – 12 th	BREAKFAST Full Price = \$1.25	Reduced Price = No Charge
	BREAKFAST Full Price = \$1.75	Reduced Price = No Charge
K – 6 7 th – 12 th	LUNCH Full Price = \$2.50	Reduced Price = \$.40
	LUNCH Full Price = \$3.00	Reduced Price = \$.40
K – 6 th 7 th – 12 th	Individual Milk: \$.35	
	Individual Milk: \$.50	

***** FREE BREAKFAST the first week of school for ALL STUDENTS! *****
(July 29 – Aug 1, 2014)

- Meal eligibility is extended for 30 days into the new school year. This grace period allows sufficient time for parents/guardians to submit new meal applications; this includes incoming Pre-K or Kindergarteners of siblings with free or reduced-price status. (You may need to identify them to the Food Service Office.)
- Meal applications are processed within 10 days of receipt.
- If you receive a letter stating your student has already been Directly Certified for free meals at school, you do not need to fill out a meal application.



CALAVERAS UNIFIED SCHOOL DISTRICT



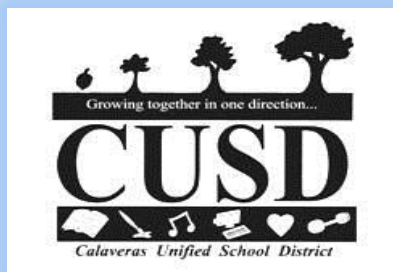
GROWING TOGETHER PRESCHOOL

For a motivating and stimulating preschool experience, we offer:

- Child-centered curriculum
- Highly qualified preschool teachers
- Licensed centers
- Part Day and Full Day rates available for fee based families
- State Preschool available for income qualifying families
(Please contact any center below for information regarding financial assistance)

We currently have four locations with openings for your child!

Jenny Lind.....Arlene Ferman.....754-2218
 Valley Springs.....Nicole Davis.....754-2141 (ext. 3254)
 San Andreas.....Leslie Westbrook.....754-2366
 West Point.....Roxanne Hiller.....754-2255 (ext. 3617)



Questions or information contact:
Alissa Bain.....754-2318

A decorative border of handprints in white, purple, and teal surrounds the central text. The handprints are arranged in a rectangular frame, with some overlapping the corners.

KIDS PLACE AFTER SCHOOL PROGRAMS

Calaveras Unified School District

After School Programs

Valley Springs:	754-2287
Jenny Lind	754-2274
Rail Road Flat	754-2275 (ext. 3710)
West Point	754-2255 (ext. 3608)

Or call the main office at your school

CALAVERAS UNIFIED SCHOOL DISTRICT

For Students in Grades Nine through Twelve

California High School Exit Examination 2014–15

Notice to Parents, Guardians, and Students

All California public school students, except eligible students with disabilities, must pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. Students also must meet all other state and local requirements. All students, including English learners, will take the exam for the first time in grade ten. Students who do not pass the exam in grade ten will have more opportunities to retake the part(s) not passed in grades eleven and twelve. Students with disabilities who are eligible for the exemption must still take the CAHSEE in grade ten. This is due to federal laws and is not a condition of graduation. To learn more about test dates and guidelines go to the California Department of Education (CDE) Administrative Documents Web page at <http://www.cde.ca.gov/ta/tg/hs/admin.asp>.

Subjects Covered on the CAHSEE

The exam consists of two parts. The first part includes English–language arts (reading and writing). The second part covers mathematics. All questions are aligned to California’s content standards adopted by the State Board of Education (SBE) on July 9, 2003. The English–language arts portion of the CAHSEE tests California’s English–language arts content standards through grade ten. The mathematics portion tests mathematics content standards from grades six and seven, and Algebra I. More information about the content standards covered on the exam can be found online. You can download the CAHSEE exam blueprints from the CDE CAHSEE Web page at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.

Requirements for Passing the CAHSEE

Students must earn a score of 350 or higher on each part of the CAHSEE (English–language arts and mathematics) to pass the exam. Students do not need to pass both parts of the exam during the same test administration to satisfy the CAHSEE requirement.

Students with Disabilities

Eligible students with disabilities with an active individualized education program (IEP) or Section 504 plan can satisfy the CAHSEE requirement by:

- passing the examination,
- meeting the exemption requirement pursuant to California *Education Code (EC)* Section 60852.3, or
- receiving a local waiver pursuant to *EC* Section 60851(c)(1).

information for students with disabilities can be found on the CDE Students with Disabilities – CAHSEE Exemptions and Waivers Web page at <http://www.cde.ca.gov/ta/tg/hs/cahseewaiversexempt.asp>. *EC* Section 60852.3 provides an exemption from meeting the CAHSEE requirement as a condition of receiving a diploma of graduation. To be eligible students with disabilities must have an IEP or a Section 504 plan. The IEP or Section 504 plan must state that the student is scheduled to receive a high school diploma. It must also state that the student has satisfied or will satisfy all other state and local requirements for high school graduation, on or after July 1, 2009. The exemption from meeting the CAHSEE requirement ends June 30, 2015. The SBE can extend the exemption one additional year if needed to implement the alternative means assessment.

The CAHSEE regulations specify accommodations and modifications that students with disabilities must be permitted to use if specified in the student’s IEP or Section 504 plan. The IEP or plan must specify that these modifications or accommodations can be used on the CAHSEE, standardized testing, or for use during classroom instruction and assessments. Students who use an accommodation and earn a score of 350 or higher have passed that part of the CAHSEE. Students who use a modification and earn the equivalent of a passing score on one or both parts of the CAHSEE have not passed. However, to meet the CAHSEE requirement, a principal may request a local waiver of the CAHSEE requirement from their local school board.

Test Variations for Students who are English Learners

Students who are English learners must be allowed to take the CAHSEE with certain test variations. These apply if used regularly in the classroom. For example, English learners must be permitted to hear the test directions in their primary language or use a translation glossary.

Students who are English learners are required to take the CAHSEE in grade ten with all other grade ten students. During their first 24 months in a California school, English learners are to receive 6 months of instruction in reading, writing, and comprehension in English (EC Section 60852). During this time, they are still required to take the CAHSEE. All students must pass the CAHSEE in English to receive their high school diploma.

Testing Dates

The CAHSEE will be administered at the school site during regular school hours on the dates specified in the chart below. Students in grade ten must take the CAHSEE in **February** 2015. For grade ten students who are absent, a make-up may be offered in **May**. Grade eleven and twelve students who have not passed one or both parts of the CAHSEE will be offered the exam on the dates listed in the chart below.

2014–15 Designated CAHSEE Testing Dates¹

English–Language Arts	Mathematics	Administered To
Tuesday	Wednesday	
November 4, 2014	November 5, 2014	11 th and 12 th
December 6, 2014	December 13 2014	12 th
February 3, 2015	February 4, 2015	10 th , 11 th , 12 th
May 12, 2015	May 13, 2015	10 th (absent in February, if needed)

¹ If your school will offer the December 2014 CAHSEE test administration, please specify that the administration will be held on two consecutive Saturdays.

Additional Information

For the latest information regarding the CAHSEE, please visit the CDE CAHSEE Web page at <http://www.cde.ca.gov/ta/tg/hs/>. If you have any further questions about the CAHSEE, please contact our school office at **(insert phone number)**.



Calaveras Unified School District

Maintenance & Operations

P.O. Box 788

3304 A Highway 12

San Andreas CA 95249

(209) 754-2334 Fax (209) 754-5361

2014-2015 Notification of Pesticide Use

Dear Parents, Guardians and Staff;

To meet the requirement of the Healthy School Act of 2000, the Calaveras Unified School District (CUSD), is required to provide annual written notification to staff, parents and guardians regarding the intended applications of pest and weed management products. For the 2014-2015 school year, CUSD may apply the following pest and weed management products as necessity dictates during periods when students are not present:

<u>Product</u>	<u>Active Ingredient</u>
Gyphosate	Gyphosate
Round-Up Pro Herbicide	Gyphosate
Remuda	
Spectracide Dursban	Chlorpyrifos

For additional information on pest and weed management products, you may access the California Department of Pesticide Regulation website at www.cdpr.ca.gov

If you would like to register with the school district to receive notification of individual pest and weed management product applications, please send a self-address envelope, including appropriate postage, to the address listed above.



Calaveras Unified School District

3304-B Highway 12
P.O. Box 788
San Andreas, CA 95249
(209) 754-2300
www.calaveras.k12.ca.us

Office of the Superintendent

July 1, 2014

To: Students, Parents and District Employees

Subject: Asbestos Activities, 2014-2015

In 1987 Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) to establish requirements for management of asbestos in public and nonprofit elementary and secondary schools. The act set standards for training, maintenance, abatement, inspections, surveillance, notifications and records keeping. A compliance program was initiated by the district in 1989. For all schools containing asbestos, periodic surveillance of known or assumed asbestos containing materials is conducted at six month intervals to determine any change in condition. Deterioration or damage is corrected through the AHERA operations and maintenance program, and preventive maintenance is routinely performed. AHERA requires that this annual notice be promulgated to advise parents, students and staff of the status of the asbestos program.

In the previous 12 months, no areas were noted at any site accessible to students and staff that required any action other than normal maintenance and custodial care. No asbestos abatement activities are planned for the coming year.

Joe Cruz, Maintenance & Operations Supervisor, is the AHERA designated person. Documents kept in school administrative offices include the asbestos management plans, inspection reports and records of surveillance, training, maintenance and abatement. Copies of the plan may be obtained free of charge. If you have any questions about the asbestos program or the AHERA legislation, please contact Joe Cruz at (209) 754-2334. This letter is being sent to the President of the PTA at each school, the President of the Teachers Association and the President of the Employees Association for dissemination to parents, teachers and classified employees.

Sincerely,

Mark Campbell
Superintendent
Calaveras Unified School District

DIRECTORY OF SCHOOLS AND OFFICES

DISTRICT ADMINISTRATIVE OFFICES

(209) 754-2300 FAX: (209) 754-2215
Superintendent, Mark Campbell, 754-2301
Executive Assistant to the Superintendent, Shirley Bell, 754-2339
Director of Fiscal Services, Titia Ashby, 754-2332
Director of Personnel, Liz Stanko, 754-2336
Director of Special Ed/Child Welfare & Attendance, Special Education Jan Kendall, 754-2324
Chief Technology Officer, Ric Stitt, 754-2306
Maintenance/Operations Supervisor, Joe Cruz, 754-2331
Transportation Supervisor, Tessie Reeder, 754-2326
District Nurse, Belinda Brager, 754-2322
Preschool Coordinator, Alissa Bain, 754-2318
Manager, Food Service, Judy Mossa 754-2122; FAX 754-2142

CALAVERAS HIGH SCHOOL

350 High School Street, P.O. Box 607
San Andreas, CA 95249
(209) 754-1811

Michael Merrill, Principal

Lisa McInturf, Vice Principal

GOLD STRIKE HIGH SCHOOL

501 Gold Strike Road P.O. Box 178
San Andreas, CA 95249
(209) 754-2123

Fred Mier, Principal (Alternative Education)

JENNY LIND ELEMENTARY

5100 Driver Road
Valley Springs, CA 95252
(209) 754-2350

Kristie Starkovich, Principal

Angela Howard, Teaching Vice Principal

MOKELUMNE HILL ELEMENTARY

850 Hwy 26
Mokelumne Hill, CA 95245
(209) 754-2140

Michelle Besmer, Teaching Principal

RAIL ROAD FLAT ELEMENTARY

298 Rail Road Flat Road, P.O. Box 217
Rail Road Flat, CA 95248
(209) 754-2275

Mark Campbell, Principal

SAN ANDREAS ELEMENTARY

255 Lewis Avenue P.O. Box 67
San Andreas, CA 95249
(209) 754-2365

Tierra Crothers, Principal

SIERRA HILLS EDUCATION CENTER

501 Gold Strike Road P.O. Box 178
San Andreas, CA 95249
(209) 754-2123

Fred Mier, Principal (Alternative Education)

TOYON MIDDLE SCHOOL

3412 Double Springs Road & Hwy 12
Valley Springs, CA 95255
(209) 754-2137

Amy Hasselwander, Principal

Andrew Gardener, Vice Principal

VALLEY SPRINGS ELEMENTARY

240 Pine Street
Valley Springs, CA 95252
(209) 754-2141

Rene Malamed, Principal

Maria Frederick, Teaching Vice Principal

WEST POINT ELEMENTARY

54 Bald Mountain Road P.O. Box 96
West Point, CA 95255
(209) 754-2255

Kathy Griggs, Principal

CALAVERAS UNIFIED SCHOOL DISTRICT

P.O. Box 788, 3304 Highway 12
San Andreas, CA 95249
Phone: 209-754-2300, Fax: 209-754-2215

EMERGENCY INFORMATION

Tune to 92.7 FM after 5:30a.m
(KVML Sonora) 736-9350
Tune to 93.5 FM after 5:30 a.m.
(KKBN Sonora) 736-9350
Tune to 1340 AM
(KVGJ Jackson) 754-3745
KVGJ Hometown Radio
KXTV Channel 10
KCRA-TV Channel 3

**Please see the following websites where any emergency
announcements will be posted:**

www.calaveras.k12.ca.us
www.htradio.net
www.calaverasenterprise.com
www.MyMotherLode.com

**You may also dial 754-2321 (choose option 1) for daily
updated information from the Transportation Department.
If bus routes are going to be delayed or altered due to
weather, you will receive an automated phone call to the
number that you have on file with the school.**

**EARLY DISMISSAL BECAUSE OF SEVERE WEATHER: Because of the
difficulty in contacting parents, early dismissal will take place only in extreme
emergency. Every effort will be made to contact parents by telephone. Parents
may wish to notify the school of an alternate or emergency shelter in case of
early dismissal and parent absence from home *before* such a situation occurs.
Please contact school to make special arrangements.**