

Parent - Student Rights and Responsibilities 2025-2026



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ANAHEIM ELEMENTARY SCHOOL DISTRICT

BOARD OF EDUCATION

MISSION STATEMENT

Anaheim Elementary School District provides high quality schools for a diverse student population. The educational program focuses on mastery of skills, enabling students to live productively in a changing society and, in so doing, develop in them responsibility, confidence, and enthusiasm for lifelong learning.

Dear Parent/Guardian,

Helping our children develop into responsible citizens is the duty of all staff in the Anaheim Elementary School District. In this endeavor we reach out to our parents as partners. The purpose of this handbook is to bring all adults who interact with our children into common agreement regarding expectations for our students. Additionally, this handbook is a guide to understanding the rights of parents and students under California law. Education Code section 48982 requires acknowledgment of this notice by the parent/guardian. Please ensure that you acknowledge receipt of this notice via the Aeries Parent Portal upon completion of the Data Confirmation you will receive by email at the beginning of each school year or upon initial enrollment of your student. During completion of Data Confirmation, you will acknowledge that you have received the notice and have been informed of your rights.

Please read this handbook, make it part of a family discussion, and use it often. You are encouraged to contact your school principal and your children's teachers frequently. A partnership between the home and the school is essential for your children's success in school.

Board of Education

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CONTENTS

Absences and Attendance	9
Access to Public Benefits and Insurance Attachment # 11	51
Anti-Bullying Policy	5
Asbestos Hazard Emergency Response Act (AHERA)	6
Behavior	7
Attendance of Suspended Child's Parent/Guardian for Part of School Day	9
Cell Phone Use	7 27
Child Safety	4
Civility Policy-Staff Conduct with Students	5
Class Assignments	25
Communicable Disease Control	23
Community Service	9
Control of Pediculosis (Head Lice)	21
Custody Orders	26
Diabetes, Type 1, Attachment # 9	21 & 47
Disruptive Presence at Schools	4
Dress Code, Grooming	9
Emergency Procedures	4
Emergency Information, Students	4
English Language Programs	15
Enrollment	11
Every Student Succeeds Act (ESSA)	13
Field Trips	4
General Information	23
Gifted and Talented Education (GATE) Program	15
Health and Wellness	20
Health Instruction: Conflict w/Religious Belief	22
Health Screenings	21
Home & Hospital/Pupils with Temporary Disabilities: Individualized Instruction	23
Homework Policy	15
HPV Attachment #10	49
Instruction	13
Independent Study	15
Insurance, Medical/Hospital Services	23
Invasion of Privacy	6
Know Your Educational Rights Attachment #3	38
Letter Requests	25
Library	18
Maturation/Growth and Development Education	22
McKinney-Vento Homeless Education	12
Meals and Nutrition	22
Medications	20
Minimum Days and Pupil-free Staff Development Days	13
Minimum Days and Pupil-free Staff Development Days Attachment #1	30
Nondiscrimination/Rehabilitation Act 504 Plan	19
Notification of Alternative Schools Attachment #6	42
Notification of Rights for Elementary and Secondary Schools Attachment #5	41
Opioid Fact Sheet Attachment #8	45
Parent Involvement	14
Parent Rights to Information	20
Personal Belongings	4
Pesticide Notification	6
Pest Management- Integrated Pest Management Plan IPM - Attachment #2	31

Photographs, Internet & Media Coverage	28
Physical Examination	11
Promotion and Retention	17
Recording Section 504 Meetings	6
Records	24
Request by Parent/Guardian to Establish Program	17
Safety	4
Safe Storage of Firearms Attachment #7	4 & 43
School Accountability Report Card	26
School Meals	22
Sex Offender Information (Megan's Law)	6
Sexual Harassment	5
Special Education	18
Statewide Assessment	17
Suspension	8
Technology	26
Temporarily Disabled Students: Residency Requirements	22
Temporary Exclusion	23
Tobacco Free Schools/Cessation Programs	22
Transportation	28
Transfers	12
Uniform Complaint Procedures	6
Uniform Complaint Procedures, Notice Attachment #4	39
Visiting the School Campus, Classrooms, Playgrounds	4

KEY TO LEGAL REFERENCES

Most of the laws, codes, and regulations appearing in this handbook have been paraphrased for your convenience. In most instances, the summary includes reference to the specific code or regulation that applies. Further explanation of any section may be requested of any school administrator. Initial inquiries should be directed to the school principal or the principal's designee.

The sources cited in this handbook are abbreviated in the following manner:

BP = Board Policy Anaheim Elementary School District (AESD)

AR = Administrative Regulations (AESD)

B&PC= Business & Professions Code

C.A.C. = California Administrative Code

CCR = California Code of Regulations

C.F.R. = Code of Federal Regulations

E.C. = California Education Code

ESSA=Every Student Succeeds Act

FERPA = Family Education Rights and Privacy Act

H.S.C. = Health and Safety Code

IDEA = Individuals with Disabilities Act of 2004

PC= Penal Code

PPRA = Protection of Pupil Rights Amendment

§ 504= Section 504 of the Rehabilitation Act of 1973

U.S.C. = United States Code

W.I.C. = Welfare and Institution Code

V. C. = Vehicle Code

SAFETY

PERSONAL BELONGINGS - (BP 5131) The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen or damaged.

CHILD SAFETY - For safety reasons, students are expected to arrive at school after adult supervision begins and go home immediately after their class is dismissed. Students are not to wait after school until their older brothers or sisters are dismissed from school. Parents are responsible for making arrangements to pick children up promptly or have them walk with friends. Students in transitional kindergarten and kindergarten must be released at dismissal only to a parent/guardian or person 18 years or older listed on the student's emergency card with proper identification. When students are picked up before the end of the school day they may be released only to legal guardians and persons 18 years and older listed on the child's emergency contact list after verifying proper identification and written or verbal authorization from the parent/guardian.

SAFE STORAGE OF FIREARMS (EC §§48980, 48986, 49392): Please refer to Attachment #7 for information regarding child firearm access prevention laws and laws relating to the safe storage of firearms.

FIELD TRIPS - Field trips are educational opportunities held off of the school campus. Parents will be notified prior to the day of the field trip regarding the location and method of transportation and given the opportunity to approve or deny their student's participation in the field trip. Students may not participate in a field trip when guardian authorization is not obtained. Students without authorization to attend will remain at the school site under the supervision of an alternate certificated employee of the school.

STUDENT EMERGENCY INFORMATION - Accurate and complete emergency contact information is kept in Aeries, our student information system, for each student in school. Utilizing the Aeries Parent Portal, include the names of friends or relatives 18 years or older who may be contacted in the event of a school emergency or if your child becomes ill/injured and you cannot be reached. In the event of a school emergency or student illness, school personnel may release students only to legal guardians and persons 18 years and older listed on the student's emergency contact list after verification of valid identification. When a parent/legal guardian requires the release of their child to any person, including those listed on the emergency contact list, for purposes of a family emergency or appointment, etc. they must notify the school in writing. Notify your school if any of the requested emergency information changes during the year.

EMERGENCY PROCEDURES - School officials have a legal as well as moral responsibility to plan for the maximum safety and welfare of students and staff during school hours. The Anaheim Elementary School District coordinates its plans for handling emergencies directly with the Anaheim Fire Department and the Anaheim Police Department. Fire and emergency drills are an integral part of each classroom program and occur approximately once per school month. In case of an emergency, all students will be kept at school until the situation is clear and the parent, guardian, or parent's designee (with valid identification) picks up the child.

VISITING THE SCHOOL CAMPUS (BP 1250) – Any person who is not a student or staff member of the school shall register immediately upon entering any school building or grounds when school is in session. All visitors may be asked to provide photo identification and shall wear a visible means of identification while on school premises.

VISITING CLASSROOMS OR PLAYGROUNDS (BP 1250, EC 49091.10) - To protect instructional time and minimize distractions, the following procedures will be followed when an individual wishes to visit a school campus:

- Requests to visit the classroom or playground must be submitted in writing and coordinated with a school administrator prior to the desired visitation date.
- Visitors will be accompanied by the principal or designee.
- To minimize disruption to instruction, visitor's questions during instructional time must be directed to the person accompanying the visitor.
- The Administrator will determine the length of the visit and the number of visits per month.

DISRUPTIVE PRESENCE AT SCHOOL (E.C. 32210, 44811, PC 626.8) -

Ed Code 32210: Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500).

Ed Code 44811: Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of their duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor.

P.C. 626.8: Any person who comes into any school building or upon any school ground, or street, sidewalk, or public way adjacent thereto, without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of the school or disrupt the school or its pupils or school activities, is guilty of a misdemeanor if he or she does any of the following:

- (1) Remains there after being asked to leave by the chief administrative official of that school or their designated representative.

- (2) Reenters or comes upon that place within seven days of being asked to leave.
- (3) Has otherwise established a continued pattern of unauthorized entry.
- (4) Willfully or knowingly creates a disruption with the intent to threaten the immediate physical safety of any pupil in preschool, TK, kindergarten, or any of grades 1 to 8, inclusive, arriving at, attending, or leaving from school.

STAFF CONDUCT WITH STUDENTS (Board Policy 4119.21; Civility Policy EC§44050): The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in child abuse.

An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any employee who is found to have engaged in inappropriate conduct with a student in violation of law or this policy shall be subject to disciplinary action.

ANTI-BULLYING POLICY (E.C. 234.1, E. C. 48900(r), BP 5131.2) - As established in California Education Code 48900(r):

California Education Code defines bullying as: any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2-4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: Causing a reasonable pupil to (A) fear harm to their person or property; (B) experience a substantially detrimental effect on their physical or mental health; (C) experience substantial interference with their academic performance; (D) experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by a school.

District employees shall establish set procedures to ensure student safety is a high priority and shall not tolerate bullying of any student. No student or group of students shall, through physical, written, electronic, verbal or other means, discriminate against, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation or bullying, provided it is safe to do so. A school employee that witnesses a possible bullying situation or to whom a complaint of bullying is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Students are encouraged to notify school staff when they believe they are being bullied or suspect that another student is being bullied. School administrators, shall conduct a thorough investigation to determine if bullying has taken place and what consequences and interventions are appropriate to the situation. Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, in accordance with district policies and regulations.

SEXUAL HARASSMENT (E.C. 200, 212.5, 212.6, 230, 231.5, 48900.2, 48980, Title IX) -

The Board of Education prohibits discrimination on the basis of sex and sexual harassment of any student by another student, an employee or other person in all District programs and activities.

Under Title IX, sexual harassment is defined as:

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity;
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291.

All other complaints of discrimination or harassment shall be investigated and responded to pursuant to Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures.

The Board also prohibits retaliation against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Information on the District's Title IX policies and complaint procedures may be found in Board Policy 5145.7 and Administrative Regulation 5145.71.

Any student who engages in sexual harassment or in discrimination on the basis of sex of anyone at a District program or activity shall be subject to disciplinary action. All district students will receive age-appropriate information on sexual harassment. Students who feel that they are being harassed shall immediately contact a school employee or the Title IX Coordinator. A school employee to whom a complaint is made shall, within a reasonably prompt time frame of receiving the complaint, report it to the principal or designee, or to the Title IX Coordinator. Any school employee who observes any incident of sexual harassment on any student shall similarly report that observation to the principal or designee, or to the Title IX Coordinator, whether or not the student files a formal complaint.

To file a complaint or for further information on the District's Title IX policies and procedures, you may contact the Title IX Coordinator at the information below:

Leslie Hansen
Director Pupil Services
(714) 517-7526 or lhansen@aesd.org

COMPLAINTS: (AR 1312.1)

Every effort should be made to resolve a complaint at the earliest possible stage. Frequent and open communication between parents, students and school staff is encouraged to ensure a strong school-community partnership. Whenever possible, complaints regarding employee actions should be communicated directly to the employee in order to resolve concerns. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal. If the school principal is unable to satisfactorily resolve the complaint, a parent may contact the Director of Human Resources for assistance at (714) 517-7560.

Complaints regarding student discipline, student to student conflict or general school policies must first be addressed by the school principal. If the principal is unable to satisfactorily resolve the concern, a parent may contact the Director of Pupil Services for assistance at (714) 517-7526.

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622): The District has adopted policies and procedures for the filing, investigation and resolution of complaints regarding alleged violations of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination. A copy of the District's Uniform Complaint Procedure is available at any school office or the District office. Please refer to Attachment #4 which is the District's Notice of Uniform Complaint Procedures.

SEX OFFENDER INFORMATION (MEGAN'S LAW) (BP 3515.5; E.C. 32211, 35160): It is law enforcement's responsibility to notify parents/guardians and other community members about the presence of a "high risk" offender. If the District liaison believes that parents/guardians should be notified of the presence of either a "high risk" or "serious" sex offender in the community, the liaison shall contact local law enforcement to request a broader notification.

INVASION OF PRIVACY (E.C. 51512, PC 632): No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. It is not lawful to record conversations or telephone calls without the consent of all parties to the conversation.

It is a misdemeanor to use a concealed camcorder, motion picture camera, or photo camera of any type to secretly record an individual for purposes of viewing their body or undergarments in a bathroom, changing area, or any other area where the individual has a reasonable expectation of privacy.

RECORDING SECTION 504 MEETINGS (E.C. 270) :Authorizes a parent, guardian or LEA to audio record meetings for pupils held pursuant to Section 504 of the federal Rehabilitation Act of 1973.

PESTICIDE NOTIFICATION (E.C. 17612 (a), 17611.5): Parents are notified annually via attachment #2 in this handbook of the name of all pesticide products expected to be applied at the school facility during the upcoming year. The district integrated pest management (IPM) program will first address pests in a non-chemical manner. The list will identify the active ingredient(s) in each pesticide product and shall contain the Internet address (<http://www.cdpr.ca.gov/>) of the Department of Pesticide Regulation. The District posts a notification 24 hours in advance in the area that will be treated and the posting will remain posted up to 72 hours after application. All applications occur during the off hours and weekend, when no students or staff are present.. Parents have the opportunity to register with the school district to receive **24 hour** prior notice of the application of an individual pesticide. The integrated pest management plan is provided at the end of this handbook and a copy is on the district website and at each school.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) (C.F.R. 763.93): In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). The law requires all schools, kindergarten through twelfth grade, to be inspected for asbestos-containing building materials. Our schools were inspected in accordance with the regulations by EPA-accredited Environmental Consulting Solutions inspectors. Samples of suspect materials were taken and analyzed at the firm's EPA-accredited laboratory. Based upon those findings, a Management Plan was written which outlines our intent to control and abate any asbestos-containing materials. Plans are updated every three years as required by law; a copy of the Plan is on file for your review in each school's administrative office and at the District Maintenance and Operations Office. Any questions should be directed to the Maintenance and Operations Office at (714) 517-7551.

STUDENT BEHAVIOR

DUTY CONCERNING CONDUCT OF PUPILS (EC §44807): Every District teacher has a responsibility to hold pupils to a strict account for their conduct on the way to and from school, on the playground, or during recess.

RULES PERTAINING TO PUPIL DISCIPLINE (EC §§35291, 48980): The District Governing Board has prescribed rules for the government and discipline of the schools under the Board's jurisdiction.

DUTIES OF PUPILS (EC §48908, 5 CCR §300): Every pupil must attend punctually and regularly, conform to the regulations of the school, obey promptly all the directions of their teacher and others in authority, observe good order and propriety of deportment, be diligent in study, be respectful to their teacher and others in authority, be kind and courteous to schoolmates, and refrain entirely from the use of profane and vulgar language.

STUDENT CELL PHONE USE (EC 48901.7, BP 5131.8, BP 5145.12)

To preserve a safe and positive learning environment free from disruptions, the following are guidelines for student's use of cell phones, smartphones, smart watches, or other mobile communication devices on campus or at school-sponsored activities: The district is not responsible for student's personal belongings that are lost, stolen or damaged. The use of cell phones or other mobile communication devices are prohibited during instructional time or in an unauthorized manner. **Devices shall be turned off and placed out of sight and stored during the school day and while attending the before/after school program except when being used with district employee permission for a valid instructional purpose.** A device with a camera or recording device shall not be used in a manner that infringes upon the privacy rights of others. School officials may search a student's property, including their cell phone, where there is reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or school. Students shall not be prohibited from possessing or using a cell phone in the case of an emergency, as required in a student's individualized education program, or when a licensed physician determines the use of a cell phone is necessary for the health of the student.

STUDENT BEHAVIOR (E.C. 44807, 48900, 5144.1(b); PC 422.55; 422.56)

All students have the right to be educated in a safe and positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats.
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption to the school program.
3. Conduct that disrupts the orderly classroom or school environment.
4. Damage to or theft of property belonging to students, staff, or the district. The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
5. Obscene acts or use of profane, vulgar, or abusive language.
6. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances.
7. Plagiarism or dishonesty on school work or tests.
8. Wearing of any attire that violates district or school dress codes, including gang-related apparel.
9. Failure to remain on school premises in accordance with school rules.

Employees are expected to enforce standards of conduct and, when they observe or receive a report of a violation of these standards, to appropriately intervene or seek assistance. As necessary, the employee shall refer the matter to a supervisor or the principal or designee.

When a school principal or designee suspects that a search of a student or a student's belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in an unauthorized manner, a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs or school site, referral to a student success team or counseling services. Discipline shall not include denial of

participation in educational opportunities including field trips, physical education, promotional activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Discipline and Behavior Support: The Board of Education has adopted policies which promote the preparation of students for responsible citizenship by fostering self-discipline and personal responsibility. Whenever possible, students violating the school behavioral expectations or California Education Code 48900 will be given positive behavior support interventions to assist them in correcting their behavior. Suspensions shall be imposed only when other means of correction fail to bring about proper conduct. However, students may be suspended for any violation of 48900 upon a first offense if the principal or superintendent determines that the pupil violated subdivision (a), (b), (c), (d), or (e) or that the pupil's presence causes a danger to others. Suspension or expulsion may be recommended for violations of 48900 (a) – (j) and (l) – (r), .2 thru .4, and .7, .9 and 48915. Expulsion shall be recommended for violations of 48915 (c) 1-5.

NOTE: Each school site establishes discipline rules which are consistent with Board policies and administrative regulations and are communicated to parents independently of this booklet.

SUSPENSION AND/OR EXPULSION: A pupil may be suspended or expelled from the schools of the District if it is determined that the pupil has:

- (a)(1): Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2): Willfully used force or violence upon the person of another, except in self-defense.
- (b): Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c): Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d): Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverages, or intoxicant.
- (e): Committed or attempted to commit robbery or extortion.
- (f): Caused or attempted to cause damage to school property or private property.
- (g): Stole or attempted to steal school property or private property.
- (h): Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (i): Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j): Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- (l): Knowingly received stolen school property or private property.
- (m): Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n): Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o): Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p): Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q): Engaged in, or attempted to engage in, hazing.
- (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- .2) sexual harassment; .3) hate violence; .4) intentionally engaged in harassment, threats, or intimidation against school personnel, a pupil or groups of pupils; and .7) made terrorist threats against school officials or school property, or both
- .9) The superintendent of a school district, the principal of a school, or the principal's designee may refer a victim of, witness to, or other pupil affected by, an act of bullying, as defined in paragraph (1) of subdivision (r) of Section 48900, committed on or after January 1, 2015, to

the school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and participation in a restorative justice program, as appropriate

NOTE: A pupil may be suspended or expelled for acts enumerated in E.C. Sections 48900 & 48915 which relate to school activity and attendance when they occur at times where the pupil is under school jurisdiction, including but not limited to: (1) while on school grounds; (2) while going to and from school; (3) during the lunch period, whether on or off campus; (4) during, or while going to and from a school-sponsored activity, even if that activity occurs off campus, including activities outside Anaheim. Students may be suspended or expelled for violating E.C. 48900 or 48915 while not under the jurisdiction of the school when the act substantially disrupts the education or attendance of other students.

Due Process Rights (Suspension) - No pupil may be suspended for more than five consecutive days for a single offense, and no pupil may be suspended from any one school for more than a total of 20 days in any single school year. If a pupil transfers to another school in any single year, an additional 10 suspension days can be added.

Due Process Rights (Expulsion) - Expulsions can be ordered only by the Board of Education. Prior notice of the expulsion hearing must be given ten days in advance. The pupil has a right to obtain and inspect copies of all documents to be used at the hearing, cross examine witnesses, present witnesses on the pupil's behalf, and be represented by an attorney or other person.

ATTENDANCE OF SUSPENDED CHILD'S PARENT OR GUARDIAN FOR PART OF SCHOOL DAY (E.C. 48900.1, LC §230.7) - Teachers are authorized to require parents or guardians of pupils suspended from class by a teacher to attend a portion of a school day in their child's classroom. Parents will be notified prior to implementation. No employer may dismiss or in any manner discriminate against an employee for taking time off from work to comply with this requirement.

CORPORAL PUNISHMENT (E.C. 49001) - No corporal punishment shall be administered to any pupil by any person employed by or engaged by the school district. For the purposes of this policy, "corporal punishment" means the willful infliction of, or willfully causing the infliction of, physical pain in a pupil. An amount of force that is reasonable and necessary for a person employed or engaged in a public school to stop a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possessions of weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this policy. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the pupil is not and shall not be construed to be corporal punishment within the meaning and intent of this policy.

COMMUNITY SERVICE (E.C. 48900.6) - With written permission from parent, a school administrator may require a pupil to perform community service off school grounds during non-school hours in lieu of disciplinary action.

STUDENT DRESS AND GROOMING (E.C. 35183, 35183.5, 48900, 48900.5, 48901.5, 48907, 212.1, 220, 32280-32289.5, BP & AR 5132) - The Board of Education believes dress and grooming can contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate.

The following guidelines shall apply to all regular school activities:

1. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.
2. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
3. Appropriate closed toed footwear must be worn at all times.
4. Hats, caps, and other head coverings can be worn as long as they are free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
5. Clothes shall be sufficient to conceal undergarments and abdomens.
6. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.
7. The dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists.

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size. School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code. When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students. Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

The Board of Education has approved a dress code policy adopted by your child's school which aligns with the board policy. A copy of the dress code is available at the Principal's office. School sites will abide by district dress code policy and not impose a school-wide uniform.

ABSENCES AND ATTENDANCE (E.C. 46010)

MANDATORY ATTENDANCE - Attendance at school is mandatory. In addition, no pupil is permitted to leave school without a guardian, at

recess or any other time before the regular hour of closing without the approval of the school principal or designee. Violations will be considered as trancies.

ATTENDANCE AFTER ABSENCE (C.A.C. Title V, Sec. 306) - The school requires a satisfactory explanation from a parent or guardian, by phone, in person or by written note whenever the pupil is absent for all or part of the school day. The explanation is not required until the day after the absence. Parents may call the school office to verify absences.

Children are allowed to attend school unless otherwise stated by a licensed health provider. If your child sees a doctor for any of the reasons listed below, please request a note from the doctor indicating when he/she may return to school along with any instructions that might be necessary to ensure their safety at school.

- Casting or splinting of an extremity
- The need to use crutches, walkers or wheelchairs at school
- Following a visit to the Emergency room, hospitalization, surgery or medical procedure.
- Following any initial diagnosis of a chronic medical condition, such as, but not limited to, severe allergies, hemophilia, seizures, or diabetes
- Following exclusion from school for any potential contagious illness
- To explain frequent illness absences

Per AR 5113: After five days of consecutive or nine days of cumulative absence for medical reasons in any one school year, to officially excuse the absences a parent/guardian may be required to provide written verification of illness from a physician, District school nurse, or office staff member. If this verification is not provided, the absences will be marked "unexcused."

Excused absences; average daily attendance computation - (E.C. 48205)

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- 1) Due to the pupil's illness. Including an absence for the benefit of the pupil's mental or behavioral health.
 - 2) Due to quarantine under the direction of a county or city health officer.
 - 3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - 4) For the purpose of attending the funeral services of a member of their immediate family so long as the absence is not more than five days per funeral.
 - 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, including absences to care for a sick child for which the school shall not require a note from a doctor.
 - 7) For justifiable personal reasons, including, but not limited to, attendance in court, attendance at a funeral service, observance of a holiday or ceremony of their religion, attendance at religious retreats [see (c) below], attending cultural ceremonies or events, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - 8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - 9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - 10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 - 11) For the purpose of participating in a cultural ceremony or event.
 - 12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence
(B)(i) A middle or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.
(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional absences in the discretion of a school administrator, as described in subdivision (C) of section 48260.
 - 13) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed one school day per semester, cumulative.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state

apportionment payments.

(e) For purposes of this section, the following definitions apply:

(1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.

(2) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.

(3) "Immediate family," means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

ABSENCES FOR RELIGIOUS PURPOSES (EC §§46014, 48980): With your written consent, your child may be excused to leave early from school in order to participate in religious exercises or to receive moral and religious instruction at your child's place of worship or at other suitable place or places away from school property designated by the religious group. Your child may not be excused from school for this purpose on more than four days per school month. Each pupil so excused shall attend school at least the minimum school day for their grade level.

PREGNANT AND PARENTING PUPILS (EC §§ 222.5, 46015, 48205, 48980; BP 5146): A pregnant or parenting pupil is entitled to eight weeks of parental leave from school, as specified, but is not required to take all or part of the leave. Absences taken for parental leave shall be excused absences until the pupil is able to return to school. A pupil will not be penalized academically for leave taken and is entitled to opportunities to make up work missed during their leave, including makeup work plans and re-enrollment in courses.

UNEXCUSED ABSENCES - An unexcused absence is an absence which occurs with the knowledge and approval of the parent or guardian when there has been no prearranged agreement with the school administration for the absence. Some examples of unexcused absences are: baby-sitting, oversleeping, etc.

TRUANCY (E. C. 48260, 48264) - A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

HABITUAL TRUANCY (E.C. 48262) - Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year or has nine consecutive unexcused absences. Therefore, any pupil subject to full-time education who is absent from school without a valid excuse and/or tardy or absent for more than a 30-minute period during the school day for a total of five days or more or nine consecutive days in one school year is an habitual truant.

CHRONIC ABSENTEE - A chronic absentee is a student who is absent for any reason on 10 percent or more of the days the student is enrolled. A student is determined to be chronically absent when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays. Example, a student enrolled for 80 days and absent 8 of those days is considered a Chronic Absentee.

School Attendance Review Board (E.C. 48263) - If any minor pupil in any district of a county is an habitual truant or is defined as a chronic absentee, the pupil may be referred to a school attendance review board for remediation.

WITHDRAWING STUDENTS DURING SCHOOL HOURS - If it becomes necessary to take your child from school after they have arrived on campus for the day, please go directly to the office to identify yourself and sign the child out. Office staff are permitted to release students only to legal guardians and persons 18 years and older listed on the child's emergency contact list after verifying proper identification and written or verbal authorization from the parent/guardian. The school will require verification from a physician (e.g. medical, dental, optometric) when the pupil is absent for more than a 30-minute period during the school day. Please refer to Truancy Ed Code E.C. 48260.

ENROLLMENT

ENROLLMENT REQUIREMENTS (E.C. 48900, 48216, H.S.C. 3381)

Birth Date Verification - In California, birth date verification for entrance into transitional kindergarten, kindergarten and first grade is established by state law. Per California regulations, children turning 4 years old by September 1st will be registered for Transitional Kindergarten (TK); Children turning 5 years old on or before September 1, qualify to be registered for Kindergarten.

- Verification of birth date is determined by an original birth certificate, baptismal certificate, passport, or birth certificate affidavit (available at the school site) is required for enrollment.

PHYSICAL EXAMINATIONS

IMMUNIZATIONS/VACCINATIONS- California law **requires** that students be immunized against certain diseases before they can be admitted to school. A student must have been immunized against Polio, Diphtheria, Tetanus, MMR - Measles (Rubeola), Mumps, Rubella (German Measles), Hepatitis B, and Varicella (chickenpox). Children less than seven years old must have a Pertussis (Whooping Cough) immunization also. **Children ages 4 to 6 years** must have, in addition to the above, a second varicella, a second measles and a series of three Hepatitis B vaccinations. California Immunization Requirement Schedule can be found [here](#).

A child may be enrolled and attend class when a documented, up-to-date immunization record of required immunizations is presented to the school. The written record of immunizations must include: name, birthdate, type of vaccine administered, date of immunization (including month and year), and signature or stamp of physician or agency administering the vaccine. Computer-generated or Immunization Registry records will also be accepted. Any pupil who has not been immunized properly will be excluded from school unless the pupil has a **Medical Exemption** issued through the **California Immunization Registry – Medical Exemption website (CAIR-ME)** by a physician licensed in California as outlined in **SB 276 and SB 714**.

Conditional Enrollment - New students who have received their first doses of immunizations with medical documentation may be admitted to school on conditional enrollment and may remain in class as long as a medically approved schedule of required immunizations is followed and completed within the required timeframe according to California law.

Exclusion - (1) If the parent has not provided documentation of immunization by the expiration date of the conditional enrollment period, the parent will be notified that their child is excluded until requirements are met. (2) The school will keep a record of the number of days of exclusion.

Exemption – An exemption may be obtained for a student who has a medical condition for which immunization is not considered safe. A Medical Exemption can only be obtained through the CAIR-ME website by a licensed physician. (CAC Title 17, 6050; H & C 3386)

Immunizations and physical examinations are held throughout the community. Call 1-800-564-8448 for a clinic near you.

ORAL HEALTH ASSESSMENT (Education Code Section 49452.8) - California law now requires that all transitional kindergarten, kindergarten or first grade students, whichever is their first year in public school, present a certificate of a dental assessment. Assessments that have happened by April 30th of the current year that your child enters school meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional. A waiver signed by the child's parents or legal guardian indicating they do not want or are unable to obtain an examination for their child, will be accepted in place of the certificate.

MCKINNEY-VENTO HOMELESS EDUCATION ACT:

McKinney-Vento Homeless Education Act:

This Act requires every school district to appoint a homeless liaison to ensure parents of students living in homeless situations are informed of educational and related opportunities available to their children. .

Circumstances for eligibility include:

- Lacking a fixed, regular, and adequate nighttime residence (substandard housing)
- Sharing housing due to economic hardships (doubled up/tripled up)
- Living in a shelter, hotel, or motel
- Living in a public place not designated for sleeping (cars, parks, street)
- Living at a campground
- Living with family or friends due to being a runaway, unaccompanied youth, or migrant youth

Parents of children who are living in a homeless situation have the right to the following according to the best interest of their child:

- Enroll and attend classes while the school arranges for the transfer of required school records or documents
- Enroll and attend classes even while the school and guardian seek to resolve a dispute over enrollment
- Qualify for special programs and services
- Qualify automatically for child nutrition programs (free and reduced priced lunches and other district food programs)

Pupils living in homeless situations have certain rights under California and United States law. For information concerning these rights, please contact the District's liaison for homeless children and youth, who may be contacted through the *Success for All* office at (714) 517-7117.

TRANSFERS

STATUTORY ATTENDANCE OPTIONS (EC §§35160.5, 46600, 48204, 48980): The District is required to advise each parent/guardian of all existing statutory attendance options and local attendance options available in the District. These are options for attending schools other than the school designated for the local attendance area in which the parent/guardian resides. The options include intradistrict transfer, interdistrict transfer, transfer based on parental employment, "district of choice" if established by Governing Board resolution, and district of enrollment pursuant to the Open Enrollment Act, as specified. You may access interdistrict transfer permit information and policy on the District's website at <https://anaheimelementary.org/pupil-services/transfers/>.

INTRADISTRICT ATTENDANCE (for students who live within AESD, and wish to attend an AESD school other than their school of residence) (E.C. 35160.5) - A pupil will normally attend the school in their official attendance area, however, requests can be submitted to attend another District school during the Open Enrollment Transfer Application Period. Intradistrict transfer requests may be initiated by the parent/guardian and applications submitted between **February 1 and June 30** of the school year prior to the desired year of attendance. To apply for an intradistrict

transfer parent/guardians may complete our Intradistrict Transfer form found on www.anaheimelementary.org/pupil-services/transfers/. Notifications of approval or denial of your intradistrict transfer will be communicated to the parent/guardian by email 15 days before the new school year. Children whose parents/guardians have not initiated a request for intradistrict transfers by **June 30** must attend their school of residence. The next opportunity to apply for transfers will occur two weeks after the start of the school year. Notifications of approval or denial of your intradistrict transfer will be communicated to the parent/guardian by email within 30 days. **Due to enrollment challenges, there may not be space at your desired school, but the district will consider second and third school choices listed on your transfer application.** For additional information about the intra-district transfer process, you may visit the district website at: www.anaheimelementary.org/pupil-services/transfers/.

INTERDISTRICT ATTENDANCE -for students who wish to attend a school district other than the district in which they live- (E.C. 46600 – 46621) Parents/guardians have the option of choosing to attend a school outside the district in which they live. To apply for a transfer to attend the Anaheim Elementary School District, parents/guardians may obtain an approved Interdistrict Transfer Agreement from their District of Residence, and submit it to the AESD district via email to transfers@aesd.org. To apply for an interdistrict transfer from AESD to attend another school district parents/guardians may complete our Interdistrict Transfer form found on the AESD website at www.anaheimelementary.org/pupil-services/transfers/. Notifications of approval or denial of your interdistrict transfer will be communicated to the parent/guardian by email 15 days before the new school year for next year transfer requests. For current year transfer request notifications of approval or denial of your interdistrict transfer will be communicated to the parent/guardian within 30 days by email. If a parent wishes to appeal the denial of a transfer they may request an appeal within 15 days of the notice of denial to the Assistant Superintendent of Educational Services. If the parent is dissatisfied with the final decision of the district, the parent may file an appeal with the Orange County Board of Education through the County Supervisor of Attendance at (714) 966-4000.

INSTRUCTION

SCHEDULE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC § 48980): The District is required to advise all parents/guardians of the schedule of minimum days and pupil-free staff development days. Please refer to the Student Calendar at aesd.org and Attachment 1 to this notice for scheduled minimum and non-student days. If any minimum or pupil-free staff development days are scheduled following the distribution of this notice, the District will notify you as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

Student Success for AESD

Every student in the district will be provided with an electronic library card through an established partnership with the Anaheim Public Library (APL). The partnership makes it easy for students to access tutoring, eBooks, language learning, and more for free on the Anaheim Public Library's Student Success portal. AESD students are able to use APL online resources by using their AESD Student username anytime they are prompted to enter a library card number. Please note that your student will have access to the Anaheim Public Library's entire eBook catalog, which does include books intended for adults.

If you would like your student to participate, there is no further action required on behalf of the parent or legal guardian beyond enrollment. All students in the district will be automatically enrolled into the program at the beginning of October and information on how to access this resource will be shared at Back to School Night. If you choose to not have your student automatically enrolled, please notify the school office by the end of September. If you have any questions, please contact the Curriculum & Instruction Department.

EVERY STUDENT SUCCEEDS ACT (ESSA) ("ESSA", 20 USC §6301 *et seq.*; EC 313.2, 440) The Every Student Succeeds Act (ESSA) was signed into law on December 10, 2015, replacing the previous version of the law, the No Child Left Behind Act (NCLB). The ESSA is a US law passed that governs the country's K-12 public education policy. The main purpose of ESSA is to ensure public schools provide a quality education for all students. This is accomplished through the development of a multi-tiered system of support defined as a comprehensive continuum of evidence-based, systemic practices to support a rapid response to students' needs, with regular observation/assessment to facilitate data-based instructional decision-making. The law also modifies provisions relating to the periodic standardized tests given to students.

Right to Information Regarding the Professional Qualifications of Teachers and Paraprofessionals: The ESSA grants parents the right to request information regarding the professional qualifications of the children's classroom teachers, including the following:

- Whether the teacher meets applicable state certification and licensure requirements for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

- Whether the student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals, and, if so, provide their qualifications.

The District will provide to each individual parent of a child who is a student in such school timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

In addition, districts must

- Notify the parents and families of each student attending a Title I school
- Notify the parents that they may request information on any State or LEA policy regarding student participation in the assessments
- Provide information on the purpose and time spent on required assessments
- Develop jointly, agree upon, and distribute to parents a written parent involvement policy.

In AESD we conduct periodic assessments of student learning and skills to ensure we are meeting the needs of all students. We will administer a student self assessment in grades 3-6 focusing on their Social Emotional Learning (SEL) skills. Student responses in the areas of *Social Awareness, Self-Management and Emotion Management* will provide invaluable insights into individual/classroom/school skill development and how to improve and adapt our instruction to meet their needs. This survey will be administered trimesterly. **If for any reason you do not want your student to participate in this self-assessment, please notify your school administrator.** For further information on this assessment, please contact Jason Ferrell at (714) 517-7526.

PARENT ENGAGEMENT AT SCHOOL SITES

The California Family-School Partnership Act (Labor Code section 230.8) allows parents, grandparents, and guardians to take time off from work to participate in their children's school activities—including parent conferences. Certain restrictions apply. Ask your employer how you can take advantage of this opportunity.

PARENT ENGAGEMENT & TITLE I Funding (BP 6020)

The Every Student Succeeds Act (ESSA) was designed to improve the academic achievement of low-income disadvantaged students. Title I programs, activities, and procedures shall be developed and agreed upon with parents/guardians of participating students.

The Board of Education recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with parents/guardians and family members to jointly develop and agree upon policy and strategies to meaningfully involve parents/guardians and family members in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

Title I Schools

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and shall distribute at least 90 percent of those reserved funds to eligible

schools, with priority given to high-need schools as defined in 20 USC 6631. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities. (20 USC 6318) Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

If the district also receives funds under federal Title IV, Part E, to coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

HOMEWORK POLICY (AR 6154) – Homework is intended to reinforce skills and information learned in the classroom and that the student is able to complete independently. Homework assignments will generally require 20 to 40 minutes for K-2 students and 40 to 60 minutes for 3-6 grade students; these minutes are inclusive of reading practice.

SHORT-TERM INDEPENDENT STUDY (E.C. 6158) – Independent Study procedures apply to students who are absent for three or more consecutive days, for reasons other than illness. Students who participate in the Independent Study Program must receive advanced approval from their principal/vice principal and teacher by completing an Independent Study Agreement. This agreement enables students to receive attendance and school credit for work completed during their absence for up to 15 cumulative days. The principal or vice principal will coordinate the Independent Study Agreement. The "due date" for an absent student's Independent Study assignment shall be the day the student returns to classroom attendance. Parties (designated school staff and students) are not obligated to enter into this agreement.

GIFTED AND TALENTED EDUCATION (GATE) PROGRAM - All 2nd grade students are tested for the GATE program in Anaheim Elementary School District. Students who qualify for GATE will be placed in a GATE Cluster Classroom at their own school site in 3rd grade. Students in grades 3-5 are tested based on Parent and/or Teacher Referral. If you DO NOT want your student tested for the GATE program, please submit the OPT-OUT of GATE Testing form available at your school's office. If you have any questions, please contact your child's teacher, School office staff, Principal, or the Curriculum & Instruction Office.

DISSECTION OR OTHERWISE HARMING OR DESTROYING ANIMALS (EC §32255 et seq.): If your child has a moral objection to dissecting or otherwise harming or destroying animals, he/she has a right to notify the teacher regarding this objection and to refrain from participation in an education project involving the harmful or destructive use of animals which must be substantiated with a note from a parent/guardian.

PROGRAMS FOR EMERGENT BILINGUALS (ENGLISH LEARNERS) - In accordance with California Education Code Section 313 and ESSA, 20 USC §6301 *et seq.*, school districts are required to assess the language proficiency of all kindergarten through twelfth grade students where

the home language is other than English. As a result of this assessment, children will be designated as fluent English proficient (FEP) or as emergent bilinguals (English learners or EL). Parents of students identified as emergent bilinguals (English learners) will be informed of

1. the reasons for identification and in need of placement in a language instruction program;
2. the child's level of English proficiency, how such level was assessed, the status of the child's academic achievement;
3. the methods of instruction used in the program in which the child is participating, the methods of instruction used in other available programs;
4. how the program in which the student is participating will meet the educational strengths and needs of the child;
5. how such program will specifically help the child learn English and meet age-appropriate academic achievement standards for grade promotion;
6. the specific exit requirements for the program;
7. in the case of a child with a disability, how such program meets the objectives of the individualized education program (IEP) of the child;
8. Information pertaining to parental rights that includes written guidance detailing the right that parents have to have their child immediately removed from such program upon their request, and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the District.
9. California E. C. Sections 305-306 require the district to provide pupils effective and appropriate instructional methods including establishing language acquisition programs to ensure that all pupils, including emergent bilinguals, have access to the core academic content standards, including the English language development standards, and become proficient in English. At a minimum, structured English immersion shall be provided. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English.

Language Acquisition Programs in AESD

Structured English Immersion (SEI): To ensure English acquisition rapidly and effectively, Anaheim Elementary School District offers emergent bilinguals two distinct language acquisition programs within the broad SEI umbrella to differentiate instruction for students demonstrating needs in oral language development and written language development. Nearly all classroom instruction is provided in English in both programs for emergent bilinguals, with curriculum and a presentation designed for pupils who are learning English. This includes daily Designated and Integrated ELD.

- **Accelerated Language Academy (ALA):** The goal of the Accelerated Language Academy is for emergent bilinguals (ELs) with beginning or somewhat developed oral language proficiency to attain well developed oral language proficiency in English. Curriculum and lessons are specifically designed for students learning the language. Students in this setting will be taught overwhelmingly in English. Instruction may include primary language support to motivate, clarify, direct, support, and explain. Students will also receive daily, Designated and Integrated English Language Development (ELD) instruction. While students will be instructed in all California Common Core English Language Arts standards, emphasis will be given to the standards in the language and listening/speaking strands. Access to the core content is accomplished through instructional strategies using Specially Designed Academic Instruction in English (SDAIE) techniques that enable emergent bilinguals to gain access to grade level subject matter in mathematics, language arts, social studies, science, and other subjects. After one year of instruction in the ALA program, emergent bilinguals with beginning or somewhat developed oral language proficiency may be exited based on local assessment criteria.
- **English Language Mainstream (ELM):** This model is designed for students with moderate to well-developed oral language proficiency in English and the goal is for them to reclassify as fluent English proficient. The ELM program provides all instruction in English with additional and appropriate services. All emergent bilinguals (English Learners) in this setting will receive daily, Designated and Integrated English Language Development (ELD). Specially Designed Academic Instruction in English (SDAIE) is a major feature of this program and may include primary language support. English Language Mainstream teachers are responsible for providing SDAIE instruction to access core subjects so that content knowledge is comprehensible to the student.

Dual Language Immersion (DLI): This program provides language learning and academic instruction in two languages for native speakers of English, Spanish, Korean, Mandarin or any other language. AESD's Dual Language Immersion Academy begins in TK or Kindergarten (depending on the school) and continues to sixth grade. The program follows a 90-10 model for Spanish DLI and an 80-20 model for Korean and Mandarin DLI. Program goals include academic excellence in two languages and appreciation of diverse cultures. Parents are empowered to become active participants in their children's education. Following the DLI research on best outcomes, the subjects in the primary grades are taught primarily in the partner language of Spanish, Korean or Mandarin. Each year, instruction in English gradually increases until it reaches 50% English instruction and 50% in partner language in fourth through sixth grade.

Regardless of program placement, all emergent bilinguals (English learners) receive daily, leveled Designated English Language Development (ELD) instruction, Integrated ELD, and Specially Designed Academic Instruction in English (SDAIE).

Regardless of program placement, emergent bilinguals (English learners) who demonstrate grade-level academic competency in

English will be reclassified to fluent English proficient (FEP) status. Parents will be given the opportunity to participate in the reclassification process.

Parent Notification

- Parents shall receive a written and verbal description of all program options and educational materials to be used in each available setting.
- Parents have the right to visit their child's classroom and review instructional materials used. (A prior appointment is requested to minimize class disruption.)
- Parents are encouraged to participate in school and district advisory bodies. Information regarding these committees is available at the school office.
- Parents may at any time contact their school administrator verbally or in writing to request that their child be placed in the language acquisition program that best suits their child's needs.

How to Enroll Your Child in a Language Acquisition Program

Once parents have reviewed the available language acquisition programs, parents or legal guardians may choose a program that best suits their child. To make a program change, contact the site principal. The principal will alert the Department of Assessment, Translation, and Accountability (DATA) staff, who will document the request and make necessary changes within the student information system (Aeries), as well as their student's teacher. Please contact Rhonda Robertson, Director of the Department of Assessment, Translation, and Accountability (714) 517-7520 for the above information that is specific to your child or with any additional questions.

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. If interested in a different program from those listed above, please contact the Assistant Superintendent of Educational Services (714) 517-7500, to ask about the process.

Parent Requests for New Programs

Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (EC Section 310[a].) Parents requesting a new language acquisition program submit a verbal or written request to the principal of their school. The principal will alert the DATA staff, who will document the request. DATA staff will bring the request to the next Multilingual Services Council and the next Curriculum, Instruction, and Assessment committee to assess the feasibility of opening the requested program. DATA staff will provide a response to the site principal and parents or legal guardians making the request.

Assessment and Records

In accordance with California Education Code Section 313, school districts in California are required to assess the language proficiency of all kindergarten through twelfth grade students whose home language is other than English. Assessments include the areas of listening, speaking, reading, and writing.

- Parents shall be notified, by mail or in person, of their child's language assessment results.
- Parents have the right to request a consultation to discuss the assessments used to determine their child's language proficiency level.
- The confidentiality of each child's records shall be maintained.
- Parents may examine all records concerning their child.
- The school will respond to the parent's request to review their child's records within five days of that request.

REQUEST BY PARENT OR GUARDIAN TO ESTABLISH PROGRAM (E.C. 58502) - The parent or guardian of any pupil may request the governing board of a school district to establish an alternative school program or programs in the district.

STATEWIDE ASSESSMENT

The California Assessment of Student Performance and Progress (CAASPP) (EC 60615; 5 CCR § 852)

The California Assessment of Student Performance and Progress, or CAASPP, is the state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress and ensure that all students leave high school ready for college and career. CAASPP includes assessments in English-language arts and mathematics for third-sixth graders as well as science for fifth graders. CAASPP also includes a Spanish assessment for third-sixth graders participating in Spanish Dual Language Immersion programs. Parents may annually submit to the school a written request to excuse their child from any or all parts of the CAASPP. The District will provide timely information on the level of achievement of your child in each of the state academic assessments.

PUPIL PROMOTION AND RETENTION (E.C. 48011, 48070) - Students will normally progress annually from grade to grade. Students determined to require support for academic or social growth academically will be provided an action plan with interventions to extend learning or develop skills for success. The parent/guardian will be notified as early in the school year as possible if their child is at risk of retention and an action plan describing academic intervention will be developed.

- TK & Kindergarten: Requests for promotion or retention of TK aged students and requests to retain Kindergarten students based on academic or social emotional concerns will be referred to the school's Student Study Team to develop and progress monitor an

intervention plan which will support the student's instructional and social emotional growth, thereby promoting student success and positive engagement in school.

- 1st-6th Grades: If a parent or staff member requests the retention or promotion of a student, a thorough assessment of the student's academic and social emotional development will be conducted and analyzed. The School will provide parents with a recommendation based on the assessment results. If the parent does not agree with the School's recommendation, the School and parent will meet with the District Grade Change Committee to determine a final decision. Parents have a right to appeal the decision to the Assistant Superintendent of Education Administration.

SCHOOL LIBRARY – The school library is an extension of the regular classroom. It is the intent of the District to provide a variety of resources to enable students and parents to select books by individual interests, independent reading level and curriculum needs. Every student, TK through sixth grade, has the opportunity to check out library books weekly, as well as learn important library skills. Additionally, students have access to updated information using multiple mediums of technology, including desktop computers, laptops, hand-held devices and can research information and library book collection through the electronic card catalog, available both in the library and their classroom. There will be no denial of access to books due to damage or loss of books.

Students and parents are expected to be responsible for the materials they borrow by returning them on time and in good condition. When a book, magazine or other materials borrowed by the student is lost or damaged, the school will request that parents, when possible, pay for the lost resources. Every school has a procedure for collecting money for these materials. In the event that a parent is unable to pay for the item, the school will work with the classroom teacher and family to ensure continued student access to library resources is sustained.

MUSIC PROGRAM & INSTRUMENTS - Students in grades PK-6 will participate in music instruction from certificated music teachers during the school day. Students will have access to instruments and resources to support their music exploration and learning. Students and parents are expected to be responsible for the musical instruments and materials they borrow by returning them on time and in good condition. When an assigned instrument or other music classroom materials borrowed by the student are lost or damaged, the school will request that parents, when possible, pay for the lost resources. Every school has a procedure for collecting money for these materials. In the event that a parent is unable to pay for the item, the school will work with the classroom teacher and family to ensure continued student access to music instruments and resources is sustained.

ACCESS TO EXTENDED DAY (ELO-P): Students in grades (TK-6) have access to a before and after school program at each school site. The *Anaheim Elementary Succeeds!* The program is organized and managed by a site Leadership Assistant, as part of Anaheim Elementary School District's School, Family & Community Engagement Department (SFACE). The program supports families with child care and enhances the academic and enrichment experience for all students. Parents must enroll their child in the program and receive confirmation before the child can stay for programming to support the safety of all participants.

SPECIAL EDUCATION - Rights of Students with Disabilities and their Parents (E.C. 56031, 56029, IDEA and 20 U.S.C. 1415 {c}) - "Special Education" means specially designed instruction that is provided to individuals with exceptional needs when those needs cannot be met with solely the modification of the general education instruction program. This instruction and any related services are provided at no cost to the parent. Special education is an integral part of the public education system and provides education in a manner that promotes maximum interaction between children or youth with disabilities and children or youth without disabilities in a manner that is appropriate to the needs of both. Special education provides a full continuum of program and service options to meet the educational needs of individuals with exceptional needs in the least restrictive environment. Parents are entitled to receive a full explanation of procedural safeguards upon referring their child for an evaluation to identify possible exceptional needs. Parents are entitled to a description of any proposed action regarding their children and the basis for such action. They are entitled to give voluntary consent for educational evaluation and placement and to participate in instructional planning meetings for their children.

Reasonable Accommodation: Accessibility of Programs [(Rehabilitation Act of 1973, §504, 29 U.S.C. §794, 34 CFR §104.22(f)] - Interested persons including individuals with vision and/or hearing impairments, can obtain information regarding services, activities, and facilities that are accessible and usable by individuals with disabilities in order to provide access to educational programs and extracurricular activities.

CHILD FIND (EC §§56300, 56301): The District has a duty to identify, locate and assess children with disabilities who may be in need of special education and related services. If you believe that your child is in need of special education and related services, you may initiate a referral for assessment by contacting the Special Services Department at (714) 517-7525.

Procedural Safeguards (Rehabilitation Act of 1973, §504, 34 CFR §104.36)

Parents of students with disabilities have the right to examine relevant records and to an impartial hearing and review procedure.

Opportunity to Present Complaints - Individual with Disabilities Education Act (IDEA) - Sec. 1415(b)(6) grants parents an opportunity to present complaints with respect to any matter relating to the identification, evaluation, or educational placement of their child or the provision of a free appropriate public education to their child. Parents are encouraged to file their complaint directly at the school district through the Senior Director of Special Services. A meeting will be scheduled to discuss the complaint. The complaint will then be investigated in a timely manner and an attempt made to resolve the concerns. If the dispute remains unresolved either the parent or the district may refer the case for dispute

resolution. Such a request should be filed with the superintendent.

Dispute Resolution; Mediation (E.C. 56500.3) - It is the intent of the Legislature that parties to special education disputes be encouraged to seek resolution through mediation prior to filing a request for a due process hearing. It is also the intent of the Legislature that these voluntary mediation conferences be an informal process conducted in a non-adversarial atmosphere to resolve issues to the satisfaction of both parties. If the mediation conference fails to resolve the issues to the satisfaction of all parties, the party who requested the mediation conference has the option of filing for a state-level hearing. Any individual, public agency or organization may file a complaint if it is believed that the school district is not complying with federal or state laws or regulations pertaining to Special Education and related services for a child. A review of the complaint will be made in a timely fashion. A complaint must be in writing and all relevant facts specified. A complaint should be filed with the school district or the federal or state government at the addresses below:

Anaheim Elementary School District
Kristin Cinco, Senior Director of Special Services/SELPA
1001 S. East Street
Anaheim, CA. 92805

State Supt. of Public Instruction
Calif. State Department of Education
Compliance Unit, 721 Capitol Mall
Sacramento, CA. 95814

United States Dept. of Education
Office for Civil Rights
Old Federal Building, 50 United Nations Plaza, San Francisco, CA 94102

If further information is desired regarding the rights of students with disabilities and their parents or the complaint procedure, please call the Special Services office at (714) 517-7525 or the Orange County Department of Education.

Note: Anaheim Elementary School District, in cooperation with the California Department of Health Services and Education, has a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services (such as hearing and vision screenings, health assessments) provided to eligible students at school. In accordance with established guidelines, you are being notified that eligible student records may be forwarded to the District's billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act). School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents will never be billed for services by the school district.

SECTION 504 REHABILITATION ACT/ NONDISCRIMINATION (E.C. 56000, Federal Regulations, Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973) The Anaheim Elementary School District does not discriminate on the basis of race, color, national origin, actual or perceived sex (including sexual harassment), disability, or age in any of its policies, procedures, or practices in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to disability), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities, including vocational education.

No otherwise qualified individual in the United States shall, solely, by reason of their disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The Rehabilitation Act of 1973 defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); or
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Anaheim Elementary School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs or practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to examine relevant records and a right to a hearing with an impartial hearing officer. (CFR 104.36; 104.22F)

Inquiries regarding the equal opportunity policies, the filing of grievances, or the obtaining of a copy of the grievance procedures covering discrimination complaints may be directed to:

Senior Director of Special Services
1001 S. East Street, Anaheim, CA. 92805
(714) 517-7525

The Anaheim Elementary School District recognizes its obligation to provide overall program accessibility throughout the District for persons with disabilities. Contact the Compliance Officer to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Inquiries regarding Federal laws and regulations concerning non discrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights
U.S. Department of Education
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, California 94102

PARENT RIGHTS TO INFORMATION (E.C. 48985, E.C. 51101) - If 15 percent or more of the pupils enrolled in a public school speak a single primary language other than English, as determined from the census data in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language.

MINIMUM DAYS AND INSTRUCTIONAL PLANNING DAYS: WEDNESDAYS (E.C. 48980 {c}) – Some Wednesdays are designated for early dismissal and include minimum days and instructional planning days. Instructional hours are extended on the other days of the week to allow for this schedule. A schedule of the exact time of dismissal is sent home with each child and is available in the school office. **Minimum days** are scheduled at various times during the school year to provide additional preparation time for teachers. These occur at Open House, Back-to-School Night, report card preparation time and before school vacation periods. **Instructional planning days** are scheduled to provide collaborative planning time for teachers. Research indicates that teachers become more effective when they have an opportunity to plan together.

HEALTH AND WELLNESS

CANCER PREVENTION ACT (EC § 48980.4; H&SC § 120336): The parents and guardians of pupils admitted or advancing to the sixth grade level are hereby notified that the State of California advises that pupils adhere to current immunization guidelines, as recommended by the Advisory Committee on Immunization Practices (ACIP) of the Federal Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth grade level. HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. Please refer to attachment #10 for a model notice providing information required to be provided to parents of students admitted or advancing to the 6th grade regarding HPV immunization.

DANGERS OF SYNTHETIC DRUGS (EC § 48985.5): The District is required to share information annually about the dangers associated with using synthetic drugs that are not prescribed by a physician (such as fentanyl), and the possibility that dangerous synthetic drugs can be found in counterfeit pills. Additional information regarding the dangers of synthetic drugs and counterfeit pills can be found on the District's website as well as each individual school's website.

MEDICATIONS (E. C. 49423, 49423.1, 49480) – Parents or legal guardians of pupils needing daily medication (whether taken at home or at school) must inform the school nurse or other designated certificated employee of the medication, the current dosage, and the supervising physician. For any student taking medication at school, District Board policy requires that the [MEDICATION AUTHORIZATION FORM](#) (available in the school office), signed by both the parent and the doctor, be completed and on file in the school health office. This Parent and Physician MEDICATION AUTHORIZATION FORM must be signed by the doctor for over the counter products as well, such as topical creams, ointments, cough drops, etc. Products containing SPF, such as sunblock or chapstick, which provide for protection from sunburn do not require a doctor's order. For the protection of children, any medication, prescription or non-prescription, must be brought to the office by an adult. Medication will be administered by a designated/trained staff member. Upon written request by the parent/guardian and the approval of the student's healthcare provider, a student with a medical condition that requires emergency medication may be allowed to self-administer this medication. Written statements from doctor and parent must be submitted annually. Please contact your school nurse for more information.

MEDICATION ADMINISTRATION DURING MEDICAL EMERGENCY (ALLERGIC REACTION) (E.C.49414)

Effective January 1, 2015, California law requires all public schools to stock epinephrine auto-injectors ("Epi-Pens") and provide them to school nurses or trained personnel who have volunteered to administer them to a student who is suffering from a severe allergic reaction. Each year, AESD office staff and health clerks are trained by AESD school nurses to administer this emergency medication. Under this new law, persons who volunteer to administer epinephrine will also be trained on the symptoms of anaphylaxis, standards and procedures for storage, restocking and emergency use of Epi-Pens, emergency follow-up procedures, recommendations on the instruction and certification of cardiopulmonary resuscitation certification, and how to determine whether to use the junior or adult dose auto-injector.

ADMINISTRATION OF IMMUNIZING AGENTS (EC §§49403, 48980): The District Governing Board may permit any person licensed as a physician and surgeon, any person licensed as a registered nurse, or other licensed healthcare practitioners acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to a pupil. You have the right to consent in writing to the administration of an immunizing agent to your child.

ILLNESS: Students may not come to school if they have any of the following symptoms:

- Fever of 100.4° F or greater
- Diarrhea
- Vomiting
- Red/pink eyes with yellowish drainage
- Skin rash

Students may return to school when:

- Students have not had a fever the night before and in the morning, without taking a fever reducing medicine like ibuprofen or acetaminophen.
- Students have not had vomiting or diarrhea for 24 hours.
- Students do not have red/pink eyes, or do not have drainage or discharge. Or has been cleared to return to school by a healthcare professional.
- Student no longer has a skin rash or has been cleared to return to school by a healthcare professional.

TYPE 1 DIABETES(EC §49452.6): Please refer to Attachment #9 for information required to be provided to parents regarding type 1 diabetes.

CONTROL OF PEDICULOSIS (HEAD LICE) - A cooperative effort between the Anaheim Elementary School District and parents can affect positive results to control pediculosis (head lice) infestation.

You can help minimize the problem by observing the following:

- Check your child daily for signs of scratching, evidence of eggs deposited on the hair shaft, or the presence of the louse on the head or on clothing articles. The louse is about 1/8" long with a slender, tapering body, and three pairs of legs with delicate hooks. It may vary in color from gray to brownish. The eggs of lice are called nits and are about half the size of a pin-head. They can be seen hanging off the side of a hair in a teardrop shape.
- Lice do not fly or jump. Transmission occurs almost exclusively from head-to-head contact. It is estimated that only about 10% of lice cases are transmitted at school, because head-to-head contact is not as common as in family or social activities. Encourage children not to put their heads in close contact with other children.
- If your child stays at another home where there are other children (babysitting, slumber party, visiting, etc.), examine your child's hair when he/she returns for evidence of live lice. Re-examine in two to four weeks when lice and eggs may be seen.
- Children should use only their own combs, brushes, towels, hats or other articles of clothing. This will decrease the chances of lice being transmitted.
- If you suspect that your child has head lice, please notify the school so that control measures can be initiated.

The Anaheim Elementary School District has also adopted procedures to help identify and prevent pediculosis. If your child is suspected of having head lice, you will be notified. The school will provide information and guidance to help with any problems you may have in providing effective treatment. If a student has live lice, they may stay until the end of the school day and will be checked the following morning before school. If there continues to be live lice on the child's head, the student will not be allowed to stay at school, but will be excluded to go home for hair combing and removal of live insects and nits. The child may return when there are no live bugs in their hair. Parents are expected to continue to work on removal of the nits until the hair is clear to avoid hatching of nits resulting in reinfestation of live lice.

HEALTH SCREENINGS (E.C. 49452, Title 17)

Screening (Hearing) - Every pupil shall be given a screening test for hearing in TK, K, second, and fifth grades or by teacher referral or as new enrollees to California schools. Parents may submit a written statement refusing to consent to their child's participation. Screenings may be waived due to a public health pandemic.

Screening (Vision) - Every pupil shall be given a screening test for vision in TK, K, second, and fifth grades or by teacher referral or as new enrollees to California schools. Parents may submit a written statement refusing to consent to their child's participation. Screenings may be waived due to a public health pandemic.

Screening (Dental) – As a courtesy, dental screening may be conducted by school nurses or other accredited health care agencies. Parents will be notified if the student appears to need dental care. Referrals for low-cost dental care are available through the school nurse. Parents

may submit a written statement refusing to consent to their child's participation.

MATURATION (E.C. 51550, 51240, PPRA) - Parents of fifth grade students will be notified in writing prior to the lesson in which human reproductive organs and their functions or processes are described, illustrated, or discussed. This lesson is provided by certificated personnel. Parents may review such materials prior to instruction. This section does not apply to descriptions or illustrations of human reproductive organs which may appear in any science, hygiene or health textbook.

Parents have the right to excuse their child from all or part of health or growth and development education classes upon written parental request. An alternative educational activity will be made available to those students.

HEALTH INSTRUCTION: CONFLICT WITH RELIGIOUS TRAINING AND BELIEFS (E.C. 51240) - Upon written request, parents/guardians may request their child be excused from a part of the health instruction that conflicts with religious training and beliefs.

MEALS and NUTRITION (E.C. 49520, 49557) - The Family Nutrition Education Services Act requires school districts to notify parents of provisions for qualifying for nutritionally adequate, free, or reduced price meals. Notice of this is sent to parents and/or guardians of every pupil enrolled in the Anaheim Elementary School District. Information regarding participation in this program may be used by District personnel to identify students eligible for specified services under the Every Student Succeeds Act. Parents are required to notify the lunch clerk and office staff of all food allergies their child may have, and a medical statement form must be submitted.

CALIFORNIA UNIVERSAL MEALS (E.C. 49501.5) Commencing in school year 2022-23, all Anaheim Elementary School District students shall receive two meals free of charge (breakfast and lunch) during each school day. E.C. 49501.5 requires high poverty schools to apply for a special Federal meal provision allowing students to receive breakfast and lunch at no charge. Families will not submit free or reduced price meal applications in the school year 2025-26.

FOOD & BEVERAGES PROVIDED/SOLD ON CAMPUS (BP 5030, AR 5141.27) Food and beverages provided or sold to students at school shall meet or exceed state and federal nutritional guidelines and must be store bought. **A maximum of one classroom celebration per trimester is permitted upon approval by the school principal.** Classroom celebrations shall be held after the lunch period and all food/beverages must adhere to federal nutritional guidelines:

Federal Nutritional Guidelines

Compliant foods: Fruit, non - fried vegetables, dairy food, nuts, seeds, legumes, eggs, cheese, whole grain items AND contain:

35% or less calories from fat , 35% or less sugar by weight, < 10% calories from saturated fat , < .5 grams trans fat per serving, < 200 milligrams of sodium or less and 200 or less calories per item/container.

Compliant Beverages:

1. Fruit or Vegetable juice (≤ 8 fl. oz. serving size) with. ≥ 50% juice and no added sweeteners
2. Milk (≤ 8 fl. oz. serving size), 1% (unflavored), or nonfat (flavored, unflavored), and contains Vitamins A & D, and. ≥ 25% of the calcium Daily Value per 8 fl. oz, and
≤ 28 grams of total sugar per 8 fl. oz.
3. Non-dairy milk must contain (≤ 8 fl. oz. serving size), ≥ 276 mg calcium, ≥ 8 g protein, ≥ 500 IU Vit A, ≥ 100 IU Vit D, ≥ 24 mg magnesium, ≥ 222 mg phosphorus, ≥ 349 mg potassium, ≥ 0.44 mg riboflavin, ≥ 1.1 mcg Vit B12, and ≤ 28 grams of total sugar, . ≤ 5 grams fat per 8 fl. oz.
4. Water, No added sweeteners and no serving size

TOBACCO FREE SCHOOLS (H&SC §104420, BP 3513.3) - The District Governing Board has adopted and enforces a tobacco-free District policy. The policy prohibits the use of products containing tobacco, nicotine, and non-nicotine vaporized solution products, at any time, in District-owned or leased buildings, on District property and in District owned and leased vehicles and sites leased by the district.

TOBACCO CESSATION PROGRAMS

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. When appropriate, intervention services may be provided as an alternative to suspension for tobacco possession, such as: Anaheim Regional Medical Center free cessation programs; individual counseling sessions; telephone hotline or support groups at 1 (866) NEW-LUNG or KickitCA.org. School community members may also text "DITCHVAPE" TO 887-09 to receive support in order to stop vaping.

TEMPORARILY DISABLED STUDENTS: RESIDENCY REQUIREMENTS (E.C. 48207, 48208, 48980) - A pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is outside of the school district in which the pupil's 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 shall be the primary responsibility of the parent or guardian of the pupil with the temporary disability to notify the school district in which the hospital or health facility is located of the pupil's presence in that hospital or health facility.

HOME HOSPITAL INSTRUCTION/PUPILS WITH TEMPORARY DISABILITIES: INDIVIDUALIZED INSTRUCTION (EC §§48206.3, 48207.3, 48207.5, 48980) - If your child should suffer a temporary disability which makes attendance in regular day classes or an alternative education program in which the child is enrolled impossible or inadvisable, your child shall receive individual instruction provided by the district in which he/she is deemed to reside. Individual instruction includes instruction provided in your home, in a hospital or other residential health facility, excluding state hospitals, or under other circumstances prescribed by state law. If your child is well enough to return to school during the school year in which individual instruction began, he/she must be allowed to return to the school that he/she attended prior to receiving individual instruction. Individual instruction in your home must commence no later than five working days after the district determines your child shall receive this instruction. Parents must provide the school office with a completed copy of the district's form titled *Physician Recommendation for Home/Hospital Instruction*.

TEMPORARY EXCLUSION (E.C. 48213) - Whenever there is good cause to believe that a child has been exposed to, or is suffering from a recognized contagious or infectious disease listed in H & S Section 120335 [10 required immunizations], the child may be temporarily excluded from the program until there is verification that any contagious or infectious disease does not exist. (Also H.& S.C.3118, 120335)

COMMUNICABLE DISEASE CONTROL (E.C. 49403) - 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.

FRAGRANCE-FREE POLICY - In order to create a safer learning environment for students as well as a safer work environment for staff, Anaheim Elementary School District intends to protect the indoor and outdoor air quality of its campuses. Strong scents and fragrances can contribute to poor indoor air quality that can be unhealthy to all students and school staff. Students and staff are asked to NOT wear perfume, cologne, scented lotions, or hair products to school. Cleaning products with strong scents will only be used after school hours. Cleaning products, deodorizers or other personal care products should not be brought into the classroom unless they are fragrance-free. If a student or employee is affected by a specific scent, school staff will make every effort to eliminate the cause of the offensive odor.

STUDENT MENTAL HEALTH SERVICES (EC §§49428, 48980 & AB2022))

Each school site provides social emotional and mental health services. Please contact your school administrator for more information on how to access these services. To find more information about community resources for mental health services, please call OC Links at 855-OC-LINKS or (855) 625-4657. This information will also be provided to all families in the second semester of each school year via email and is available on the district's website.

MEDICAL/HOSPITAL/INSURANCE SERVICES (E.C. 49472) - A school district may provide medical or hospital service for student injuries occurring while in or on the property of the district. No student shall be required to accept such service without the consent of their parent or guardian. *Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, contact Pacific Educators Insurance Services at 800-722-3365 - www.peinsurance.com or Covered California at 800-300-1506 - www.CoveredCA.com.*

GENERAL INFORMATION

STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973, BP 5145.3): The District does not discriminate on the basis of race, color, national origin, ethnic group identification, religion, sex/gender (gender identity, gender expression) physical/mental disability or immigration status. Your child has a right to a free public education, regardless of immigration status. Please refer to attachment #3 "Know Your Educational Rights" related to immigration. Additional resources for immigrant students and family members developed by the California Attorney General are accessible at <http://oag.ca.gov/immigrant/rights>. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. Complaints alleging noncompliance with the District's policy of nondiscrimination should be directed to the Director of Pupil Services, at (714) 517-7526. A copy of the District's nondiscrimination policy is available from the District office.

PERSONALLY IDENTIFIABLE INFORMATION RELATED TO PUPILS (federal Family Educational Rights and Privacy Act (FERPA) [20 U.S.C. § 1232g; 34 C.F.R. Part 99] and EC §§ 49060–49079): Student educational records are protected by strict privacy laws. These laws prohibit the unauthorized disclosure of personally identifiable information from a student's records to anyone other than the child's parents, guardians or other educational rights holders, or to those authorized under law with a legitimate educational interest. This means that a parent or guardian may not access or receive information pertaining to another student, including disciplinary actions, educational progress, contact information, or any other personally identifiable data. The privacy rights of all students are protected under federal and state law, and school districts are legally obligated to maintain the confidentiality of each student's education records. We appreciate your understanding and cooperation in respecting these legal protections.

PUPIL RECORDS

PUPIL RECORDS/NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC § 49063 et seq., § 49069.7, § 49073, 34 CFR 99.30, 34 CFR 99.34, and the federal Family Educational Rights and Privacy Act):

TYPES OF PUPIL RECORDS: A pupil record is any item of information directly related to an identifiable pupil, other than directory information, which is maintained by the District or required to be maintained by a District employee in the performance of their duties, whether recorded by handwriting, print, tapes, film, microfilm or other means. Pupil records include a pupil's health record.

RESPONSIBLE OFFICIALS: Your child's Principal is responsible for the maintenance of pupil records located at your child's school. For pupil records maintained at the District office, the responsible official for current students is the Director of Pupil Services and for former students it is the Director of Administrative Services.

LOCATION OF ACCESS LOG: The law requires that a log or record be maintained for each pupil's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests therefore. For records maintained at your child's school, the log is maintained in our student data system. For Special Education records maintained at the District office, the log is located in the Special Services Department.

SCHOOL OFFICIALS AND EMPLOYEES/LEGITIMATE EDUCATIONAL INTERESTS: School officials and employees who are authorized to review pupil records are school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, certificated employee, or support staff member (including, but not limited to, paraeducator, health or medical staff and school law enforcement personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, educational consultant or therapist); a vendor, contractor, or other party to whom the District has outsourced institutional services or functions; an agency caseworker of a state or local child welfare agency that has legal responsibility for the care and protection of a pupil, other public agencies providing services to pupils, as well as employees of other public schools or school systems where educational programs leading to high school graduation are provided or where a District pupil intends to or is directed to enroll; a minor's counsel of record. Access to pupil records is permitted only for records that are relevant to the legitimate educational interests of the requester. Upon request, the District discloses educational records without consent to officials of another school district in which the pupil seeks or intends to enroll. Legitimate educational interests are described in California Education Code section 49076 and in District Board Policy 5125.

RIGHT OF ACCESS AND REVIEW/EXPUNGEMENT: You have an absolute right to access to any and all pupil records related to your child, which are maintained by the District. A homeless child or youth or an unaccompanied youth who is 14 years of age or older may access their pupil records. If you wish to review records located at your child's school, please contact the Principal's office, or submit a written request that identifies the record(s) you wish to inspect. If you wish to review records located at the District office, please contact the Director of Pupil Services. The Principal or District office has five (5) business days from the day of the receipt of a request to provide access to the records. Upon satisfactory completion of the rehabilitation assignment of a pupil whose expulsion has been suspended by the District Governing Board, the Board may order the expungement of any or all records of the expulsion proceedings. If the Orange County Board of Education enters an order reversing the decision of the District Governing Board to expel a pupil, the County Board may direct the District Governing Board to expunge the record of the pupil and records of the District of any references to the expulsion action. When you submit a written revocation of consent after the initial provision of special education and related services for your child, the District is not required to amend the education records of your child to remove any reference to your child's receipt of special education and services.

DIRECTORY INFORMATION (E.C. 49063, 49068, 49069, 49073, 49076, FERPA) - In the course of your child's education, the school district will keep comprehensive student records. A pupil record is any item of information directly related to an identifiable pupil, other than directory information, which is maintained by the District or required to be maintained by a District employee in the performance of their duties, whether recorded by handwriting, print, tapes, film, microfilm or other means. Pupil records include a pupil's health record. School officials and employees who are authorized to review pupil records are school officials with legitimate educational interests.

A parent or guardian with educational rights may review these records during regular school hours by submitting a written request for access 5 days in advance. The parent/guardian may file a written request with the Director of Pupil Services to correct or remove from their child's records any information concerning the child which is alleged to be inaccurate, an unsubstantiated personal conclusion or inference, a conclusion or inference outside of the observer's area of competence, or not based on the personal observation of a named person with the time and place of the observation noted.

The superintendent or designee has established safeguards to protect the student and student's family from invasion of privacy. The District has designated the following items as "Directory information": student's name, address, telephone number, date of birth, dates of attendance, and most recent previous school attended, not pictures. Directory information does not include citizenship or immigration status, place of birth or any other information indicating national origin. Requests for information regarding citizenship, immigration status, place of birth or national origin require parental consent or a court order.

- The District has determined that the following individuals, officials, or organizations may receive directory information: Employees of AESD with a legitimate educational interest and designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct, kidnapping or for purposes of student welfare and safety. Directory information may be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks; a playbill, showing your pupil's role in a drama production; Honor roll or other recognition lists; graduation programs and sports activity sheets, a vendor, contractor, or other party to whom the District has outsourced institutional services or functions; However, no information may be released to a private profit making entity representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. No directory information regarding your child may be released if you notify the District that the information shall not be released. Please submit a written notice to the Principal of your child's school if you wish to deny access to directory information concerning your child. Release of directory information of a homeless child or youth is prohibited unless a parent or eligible pupil has given written consent that such information may be released.
- The custodian of records shall be responsible for the security of student records and shall maintain a log of persons accessing such records. Access is limited to officials, organizations, or individuals with a legitimate educational interest according to District policy (BP 5125). The custodian of records at the school site is the school principal.
- Access to student records and information shall not be denied to a parent because he/she is not the child's custodial parent.
- Those granted access are prohibited from releasing information to another person or agency without written permission from the parent/guardian.

CHALLENGING THE CONTENT OF RECORDS: You have the right to challenge the content of any pupil record by filing a written request with the District Superintendent to correct or remove any information recorded in the written records concerning your child which you allege to be any of the following: (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside the observer's area of competence, (4) not based on the personal observation of a named person with the time and place of the observation noted, (5) misleading, or (6) in violation of the privacy or other rights of the pupil.

ACCESS TO RECORDS WITHOUT PARENTAL CONSENT OR COURT ORDER: A judge or probation officer may access pupil records without parent consent for purposes of conducting a truancy mediation program for a pupil, or for purposes of presenting evidence in a truancy petition. The judge/probation officer must provide written certification that records shall be used for truancy purposes only. Any county placing agency may access pupil records for the purpose of educational case management required by the juvenile court to assist with school transfer or enrollment. School district officials shall release directory information or student records to law enforcement officials conducting a child abuse or criminal investigation or the minor student's counsel of record without parental consent. (E. C. 49073)

TRANSFER OF RECORDS: Whenever a pupil transfers from one school to another, the pupil's permanent record shall be transferred by the former school upon a request from the school where the pupil intends to enroll within 10 schooldays of the request. Any school district requesting such a transfer of a record shall notify the parent of his right to receive a copy of the record and a right to a hearing to challenge the content of the record.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA" 20 USC §1232g): United States law set forth in FERPA grants parents certain rights with respect to their student's records. A complaint may be filed with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

Family Policy Compliance Office
U. S. Dept. of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

CLASS ASSIGNMENTS

Many factors are considered in assigning students to classes to provide the most effective learning environment for all students. Per AESD Board Policy 6152, the principal may consider the following criteria when determining student assignments: recommendations of teachers and counselors, the skills and classroom management style of individual teachers, student skill level, creating a balanced class environment according to the academic, behavioral and readiness skills of students and student/teacher ratio requirements. While parents may provide the principal with information that would be helpful in making placement decisions, please be aware that a request for a specific teacher shall be just one of many factors which may be taken into account when determining your child's placement. During the school year, the principal or designee may make any adjustments in class placement which he/she considers beneficial to the student or the educational program. If a student's behavior involves substantiated harassment, intimidation, bullying or discrimination, the principal or principal's designee, in addition to considering adjustments in class placement, may contact the district office to consider possible transfer of the student to another school.

LETTER REQUESTS - Many parents request letters or written documentation from administrators and teachers for a variety of reasons. Letters or documentation requested that is not an existing student record will not be provided in print or via electronic communication, however school staff may provide copies of report cards, attendance printouts, and other existing student records pertinent to the needs of the authorized

requesting party. An official stamp and administrator signature will be provided for verification purposes if needed.

CHILD CUSTODY ORDERS

Parents are asked to provide the school office a complete copy of current court documents regarding custody arrangements for students. School personnel must follow documents provided by the courts and are not to become involved in custody matters, as custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a legal guardian or biological parent access to their child and/or school records. The only exception is when signed restraining orders or court documents specifically stating visitation or student record limitations are on file with the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency contacts attempts to pick up a child.

SCHOOL ACCOUNTABILITY REPORT CARD (E.C. 35256, 33126, 32286) - The District Governing Board annually issues a School Accountability Report Card (SARC) for each school in the District. The SARC includes, but is not limited to, assessment of school conditions specified in California Education Code section 33126. The SARC also includes an annual report on the status of the safety plan for your child's school, including a description of its key elements. Copies of this document will be available upon request at the school site or on the Internet at anaheimelementary.org/data-accountability. Each school's safety plan is referenced in this document and on file at the school site and at the District Office.

TECHNOLOGY

USE OF THE INTERNET (E.C. 51871.5) - It is AESD's goal to provide Internet service to teachers, staff, and students to promote educational excellence through resource sharing, communication, and innovation.

- **Rules and Procedures:** Teachers are encouraged to post specific guidelines for appropriate classroom use of technology and review them with the students on a regular basis. The district's Digital Education Services Department has provided recommended measures for each teacher to review with their students.
- **Filtering:** In order to comply with the Children's Internet Protection Act (CIPA), Anaheim Elementary School District provides a system of network filters to guard against access to inappropriate material on the Internet. While extremely effective, no system is entirely reliable. It is impossible for the district to restrict access to all advertising and controversial materials. We support and respect each family's right to decide whether or not to permit student access.
- **Cyber bullying, Internet Safety, Social Networking and Activity Monitoring:** Both CIPA and the Broadband Data Improvement Act requires schools that receive federal E-Rate funds to educate minors on appropriate online behavior, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms. The district complies with the CIPA requirement to monitor online activities of all minors. State Education Code defines harassment or bullying by electronic means equivalent to harassment or bullying by physical or verbal means and can therefore be punished by suspension or expulsion.
- **Instruction:** Teachers use technology regularly with meaningful activities that support the classroom curriculum. Technology at each school is equipped with software that has been carefully selected by education technology specialists to provide curricular support across all content areas.

Classrooms have access to Internet-connected computers. The intent is to empower students and teachers to explore thousands of learning activities, libraries, databases, museums, etc., and to communicate with other Internet users around the world. A teacher will always be present when students are on the Internet. When applicable, teachers will preview web sites used in instruction prior to the lesson or activity. The Internet provides access to a variety of communication tools for use in the classroom.

While the district blocks or filters access to many websites we understand that students need to be prepared to deal with the technologies they encounter online. Therefore, teachers will educate students about appropriate online behavior, cyber bullying, interacting with other individuals on social networking websites and in chat rooms.

NOTE: Students without permission to use the Internet will be assigned alternative work in another location and will not learn valuable online encyclopedia research and online information literacy skills, as well as cyber bullying awareness, online behavior and social networking interaction. The District also utilizes internet based math and reading programs, and an online streaming video service that teachers use to show educational videos about subjects they are teaching. Students who are not allowed on the Internet will not have the same learning experience. If a parent does not want their student on the Internet for educational purposes, they must make the request in writing to the school administrator.

Your child is authorized to use Anaheim Elementary School District's online services (with teacher supervision) when he/she and a

parent/guardian read, discuss, and agree to the following:

Responsible Use

1. Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of Anaheim Elementary School District.
2. Students must behave ethically and responsibly, and only access technology when supervised by an AESD staff member.
3. Copyright laws will be followed when utilizing, modifying, downloading, or installing computer programs, files, or information belonging to others.
4. Wasting or abusing school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, etc.) is prohibited.
5. Altering computers, networks, printers or other equipment is prohibited except as directed by a staff member.
6. Students may be held responsible for vandalism or intentional damage done to any school site technology.
7. Students must keep all personal information private and not place it on the Internet or in electronic communications.
8. Logging into an account other than your own is prohibited.
9. Immediately tell your teacher or another adult if you receive any messages that are inappropriate or make you feel uncomfortable.
10. If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
11. Students will create, publish, submit or display materials/media that are specific to classroom instruction or projects approved by the teacher. Materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal are prohibited and must be reported immediately.
12. Students have access to email, online document sharing, and website creation tools through Google Apps, as directed by the classroom teacher. Students are responsible for safe, appropriate use of these tools, and teachers may at any time log in to a student's account to monitor their activity.
13. Students may use devices to record, transmit, or post photographic images, sound, or video only for educational purposes when directed by school staff.
14. Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
15. The AESD network will filter all Internet use and students will not attempt to bypass any filtering.
16. Devices may only be used to access files on computer or Internet sites that are relevant to the classroom curriculum. Games are only permitted when allowed by staff.
17. The District may review files and communications to ensure responsible use.
18. Any bullying or harassment that is done at any time (on or off campus) with a computer or any type of communications device will result in discipline at school up to and including expulsion, legal action, or prosecution by the authorities.

Bring Your Own Device Standards for Responsible Use

1. Students may not use cell phones, smartphones, smart watches, or other mobile communication devices on campus once they have entered campus for the instructional day.
2. When allowed to use personal devices, students must use the AESD filtered wireless network during the school day on personal electronic devices. Airplane mode must be enabled to assure students are not using data plans while at school.
3. Students assume the risk if they bring personal devices to school. The school will not investigate or look for lost/stolen devices.
4. Staff will not use or troubleshoot a student's device.
5. In the event that a student's device must be given to an administrator, staff will secure the device in a locked cabinet until the administrator is able to take possession.
6. Student cell phones and other communication devices shall be turned off and placed out of sight and stored (e.g. placed in backpack, purse, locker, desk drawer, closet, belt bag) during the school day.
7. The school or District has the right to request to examine any device that is suspected of causing problems that violate either a school rule or law of the state of California as defined in the California Education Code.

Consequences for Violation:

- Suspension or revocation of information network access and privileges
- Suspension or revocation of computer access
- School suspension or expulsion
- Legal action and prosecution by the authorities

Parent Acknowledgement

In the event that my child does not follow the Responsible Use guidelines explained above, I understand that he/she will face appropriate

discipline by school personnel and/or be subject to legal action.

I give permission to the Anaheim Elementary School District to provide access to district technology, the school's computer network and the Internet to my child. In compliance with California State Law AB 1442 and AB 1584 I understand and acknowledge that Anaheim Elementary School District is notifying me that the district may create online accounts for my students exclusively for educational purposes, to be monitored by the school, teacher, and district. These accounts include, but are not limited to: Accelerated Reader, Benchmark Advanced, Twig Science, Lexia, Istation, Qualtrics, ST Math, Google, individual email accounts, Seesaw, Scratch, and My Math. By acknowledging your review of the Parent-Student Rights & Responsibilities Handbook on the Aeries Parent Portal during initial enrollment or the yearly Data Confirmation Process, you give permission for the district to create these accounts for your child.

If you do not wish to have these accounts created for your child, please submit your request in writing to your school principal.

PHOTOGRAPHS, INTERNET & MEDIA COVERAGE

There are many activities and accomplishments that take place in our schools which the Anaheim Elementary School District feels are positive, newsworthy, and of interest to the community. District representatives and program partners will, from time to time, use still photography or videography for the purpose of highlighting student achievements or chronicling classroom/school activities.

Those images may be used in informational newsletters, school brochures, class pictures, yearbooks, social media, and other printed material published by the Anaheim Elementary School District and those acting under its permission. It is possible that those images might be used on school and/or district web sites and may also be submitted to the news media for possible publication.

If, for any reason, you do not want your child's likeness to be used by the Anaheim Elementary School District or by the news media for the purpose of positive publicity about school activities or student achievement, please submit your request in writing to your school principal.

TRANSPORTATION

SCHOOL BUS SAFETY (C.A.C., Sec. 14103) - Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. The driver shall be held responsible for the orderly conduct of pupils while they are on the bus or being escorted across the street.

The following standards of conduct apply to students on any bus trip.

Walking to and From the Bus Stop

1. Leave home in time to arrive at the bus stop five (5) minutes before the bus is due.
2. Only use the bus and bus stop assigned to you.
3. Allow more time to get to the bus stop in bad weather.
4. For safety, follow the school's dress standards.
5. Walk on the sidewalk or in a single file at the edge of the street.
6. Cross only at street corners.
7. Respect other people's property.

At the Bus Stop

1. Stay well away from the street.
2. Hold your books, lunch and jackets. Do not put anything down.
3. Stand quietly; keep hands, feet, objects to yourself.
4. When the bus approaches, lineup in a single file, 12 steps away from the street.

Bus Loading

1. When the bus comes to a complete stop and the driver opens the door, move forward with no pushing or shoving.
2. Hold onto the handrail as you go up the steps.
3. Scan your bus pass
4. Do not crowd the aisle.
5. Once a school bus has deactivated the red lights, is ready to leave a designated stop, and has completed the loading procedure, the driver may not reopen the bus door to load a student arriving late. This is per California V.C. Section 22112.

Riding in the Bus

1. Put on your seat belt (if the bus has seat belts).
2. Face forward at all times; keep your feet out of the aisle.
3. Remain in the same seat and stay seated at all times.
4. Place all belongings in your backpack and hold it on your lap.

5. Follow the school standards:
 - ⇒ Keep your hands, feet and objects to yourself;
 - ⇒ Do not eat, drink or chew gum; and
 - ⇒ Talk quietly to people in your same seat.
6. Open or close windows with the driver's permission only.
7. Keep your head and arms inside the bus.
8. Do not hold or throw any object outside of the bus.

Bus Unloading

1. Hold onto your belongings, and be ready to exit when the bus comes to a complete stop.
2. Get off at your designated bus stop, unless you have written permission from your parents and the principal to get off at another stop.
3. Do not crowd the aisle.
4. Scan your bus pass
5. Hold onto the handrail as you go down the steps.
6. Walk straight away from the bus toward your destination (school or home).
7. Wait for the driver to escort you if you must cross to the opposite side of the street from which the bus is parked. Remain on the curb and follow the driver's instructions. (Parents and students must follow this rule.)

Note: TK and Kindergarten parents or authorized persons over the age of 18 must be at the bus stop to meet the student or the student will be taken back to the school of attendance.

8. NEVER run or reach down near the bus to pick up something you may have dropped

School buses, like any form of mass transportation, are significantly affected by many uncontrollable factors. These factors may include students absent from the bus, weather, road repair/closure, traffic, etc. The Transportation Department strives to keep all our buses running as close to a student's departure time as possible. When a bus is running late for pick up, the students are instructed to wait at the bus stop. The school is notified as soon as a late bus is confirmed. If you feel the bus is running 10 minutes late, please contact the Transportation Department. For after school bus routes, parents must be available at the bus stop or available to receive a telephone call within 10 minutes after school dismissal to meet an early bus or the student will be returned to their school site.

Transportation of Property on the School Bus

1. Any item carried by a student must be contained in a student's backpack (bookbag, plastic grocery bag, and brown paper bag).
2. Food of any kind must remain in closed backpacks or lunch boxes.
3. The following items may not be carried on the bus at anytime:
 - Scissors or glass
 - Full or frozen water bottles.
 - Insects, fish or animals
 - Aerosol cans, (hair spray, paint, glue, etc.)
4. Group singing is not allowed.

Consequences - The Transportation Department and the school administrators work together to provide appropriate consequences when students fail to follow the prescribed rules. Parents are notified with a bus ticket and/or phone call. A parent conference may be required. Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient reason for a pupil to be denied bus transportation. (C.C.R. Title V, Sec. 14103)

SECURITY CAMERAS ON BUSES (E.C. 35160; PC 632, 647{k}) - The District may exercise its right to install security cameras on buses used for student transportation. If security cameras are in use on a school bus, signs will be posted in clear view alerting students, employees, and others stating the following: "All activity on this bus may be photographed or recorded."

BICYCLES - Students may ride bicycles to school in grades 4, 5, and 6. Students should follow the bicycle safety rules below.

1. Know and follow bicycle traffic laws.
2. Park and lock the bicycle in bicycle rack only.
3. Remain away from the bicycle area during school hours.
4. Walk bicycle to and from bike rack; do not ride bike on any part of the school grounds..
5. Wear a bicycle helmet per California Vehicle Code (Section 21212).

Minimum Days & Pupil Free Staff Development Days
2025 - 2026

August 20th Back To School Night for:

Barton, Franklin, Guinn, Lincoln, Loara, Madison, Marshall, Olive Street, Orange Grove, Ponderosa, Westmont

August 27th Back To School Night for:

Edison, Jefferson, Gauer, Henry (Harbor Ball South), Juarez, Mann, Price, Revere, Roosevelt, Ross, Stoddard, Sunkist

September 17

September 18th and September 19th - Parent Conference Days-No school for students

October 6 - Staff Development Day (No school for students)

October 15

November 10 - No school for students

December 19

February 11

March 20

April 6 - No school for students

April 22

May 14 - Open House

May 20

June 5

**PLANNED PESTICIDE USE
2025-2026 School Year**

Here at the Anaheim Elementary School District we work diligently to ensure each child attends school in a clean and healthy environment. At times this requires the use of pesticides to keep our schools free of pests and protect the health of our plants and lawns.

We have implemented safety procedures in our application of pesticides and follow a state approved method for you to be notified in advance of the type of pesticide used and the date and area of application. Our schedule will only vary in an emergency situation. All applications will be preceded by a written notification that will be posted at each application site, 24 hours prior to the application and remain posted for 72 hours following the application.

The Healthy Schools Act requires all California school districts to notify parents and guardians of any pesticide(s) they expect to apply during the school year. Please note that not all of these pesticides will be used at your school site. This is our last resort after every other pest management method has failed.

Name of Pesticide	Purpose	EPA Number	Active Ingredients
565 Plus XLO	Insecticide	499-290	Pyrethrins, Piperonyl Butoxide, Bicycloheptene Dicarboximide
Ace Cap	Insecticide	37979-1	Acephate (O,S-Dimethyl Acetylphosphoramidothioate
Activator 90	Avicide	34704-50034	4-Aminopuidine
Award (Fire Ant Bait)	Insecticide	100-722	Abamectin
Captan 50	Fungicide	66330-234	Trichloromethylthio-4-cyclohexene-1,2-dicarboximide
CB-80 Extra	Insecticide	9444-175	Pyrethrins; Piperonyl Butoxide, Technical
Crawling Insect Killer Residual	Insecticide	4816-333-37265	Phosphorothioate, Pyrethrins, Petroleum Diatillite
Deadline M-Ps	Slug Control	5481-507	Metaldehyde
Embark	Plant Growth Regulator	2217-759	Diethanolamine
Enforcer Wasp & Hornet Killer	Insecticide	40849-77	Tetramethrin, Permethrin, Piperonyl Butoxide
Florel	Growth Regulator	54705-8	Ethephon (2-chlorethyl) Phosphonic Acid
Gallery	Herbicide	62719-145	ISOXABEN
Greencure	Fungicide	70870-1	Potassium Bicarbonate
Ground Clear	Herbicide	239-2657	Glyphosate, Isopropylamine salt; Imazapyr
Insecticidal Soap	Insecticide	42697-1	Potassium Salts
Kicker	Insecticide	432-1145	Pyrethrins; Piperonyl Butoxide, Technical
Killer	Herbicide	84396-30	Magnesium Chloride
Lesco Weed & Feed	Herbicide	51036-236-10404	2,4-dichlorophenoxyacetic acid, propionic acid, Dicamba
Masterline	Insecticide/ Termiticide	73748-7	Bifenthrin
Maxforce Granular Insect Bait	Insecticide	64248-19	Hydramethylnon
Merit 0.5 G	Insecticide	432-1328	Imidacloprid, Imidazolidinimine

Monterey Aliette	Fungicide	264-556-54705	Aluminum Tris (O-ethyl phosphonate)
Mosquito Bits	Insecticide	6218-73	Bacillus thuringiensis subspecies israelensis
M-Pede	Insecticide/ Fungicide	62719-515	Potassium salts of fatty acids
No Foam A	Surfactant	1050775-50022	Alkyl phenol ethoxylate, Isopropanol
Orthene	Insecticide	59639-91	Acephate (O,S-Dimethyl acetyl-phosphoramidothioate
Ortho GroundClear	Herbicide	73327-19-239	Dipyrido pyrazinediium,7-dihydro-,dibromide
Power Force	Insecticide	3125-506-72155	Cyfluthrin
QuickPro	Herbicide	524-535	Glyphosate, Diquat dibromide
Reward	Herbicide	100-1091	Dihydrodipyrido pyrazinediium dibromide
Rodeo	Herbicide	62719-324	Glyphosate, N-(phosphonomethyl)glycine , Isopropylamine salt
Ronstar G-50	Herbicide	432-886	Oxadiazon
Roundup Max Control 365	Herbicide	365-71995-49	Glyphosate
Roundup Pro	Herbicide	524-579	Glyphosate
SedgeHammer	Herbicide	81880-1-10163	Halosulfuron-methyl
Sluggo	Slug Control	67702-3-54705	ron Phosphate
Spurge Power	Herbicide	228-317-54705	Isooctyle (2-ethylhexyl) Ester; Butoxyethanol Ester; Dicamba Acid
Surflan	Herbicide	70506-43	Dipropyl-sulfanilamide
Talstar N Granular	Insecticide	279-3130	Bifenthrin
Term-Out	Insecticide	35054-2	resmethrin,methyl,cyclopropanecarboxylate
That's-It-Dry	Slug Control	8278-4	Metaldehyde
Turflon Ester	Herbicide	62719-258	Triclopyr; Ethylene
Ultra-Fine Oil	Insecticide/ Fungicide	862-23-499	Paraffinic Oil, Emulsifier
Varsity (Fire Ant Bait)	Insecticide	100-893	Abamectin
VectoBac G	Larvicide	73049-10	Bacillus thuringiensis,subspecies israelensis
Year Round Spray Oil	Herbicide	6218-71	Mineral oil; Petroleum distillate

Annual Written Notification of Pesticide Application: For Parents

Dear Parent or Guardian,

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of pupils with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives.

Parents or guardians may request prior notification of individual pesticide applications at the school site. People listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return the form below and mail it to: **1411 S. Anaheim Blvd., Anaheim, CA 92805 Attn: IPM Coordinator.**

Any questions, please contact: Maintenance and Operations. Phone: 714-517-7551

Sincerely,

IPM Coordinator

.....
REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION

NAME OF SCHOOL: _____

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

I would prefer to be contacted by (circle one): E-mail Phone

Name of Parent/Guardian: _____ **Date:** _____

Address:

Cell Phone: () _____ **E-Mail:** _____

Return to:

1. ENTER SCHOOL: _____ CONTACT NAME: School Office Coordinator
ADDRESS: _____

2. **M&O** - Operations Center CONTACT NAME: **Alex Luna - IPM Coordinator**
ADDRESS: 1411 S. Anaheim Blvd., Anaheim, CA 92805

AESD Integrated Pest Management Plan (IPM) FY 25-26

This IPM Plan meets the Healthy Schools Act requirements.

Contacts

Anaheim Elementary School District 1001 S. East St. Anaheim, Ca. 92805

School District Name

Address

Alex Luna

714-517-7551

aluna@aesd.org

District IPM Coordinator

IPM Coordinator's Phone Number

Email Address

IPM statement

It is the goal of Anaheim Elementary School District to implement IPM by focusing on long-term prevention or suppression of pests through accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels, and by making the habitat less conducive to pests using sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective.

Our pest management objectives are for long-term pest prevention through approved Integrated Pest Management best practices. Our goal is to reduce the amount of pesticides with a least toxic method that provides a safe and healthy environment for our students and staff.

IPM team

In addition to the IPM Coordinator, other individuals who are involved in supervising, training, purchasing, making IPM decisions, Applying pesticides and complying with the Healthy Schools Act requirements, include:

Name	Title	Role in IPM Program
Alex Luna	Supervisor of M&O - Operations	IPM Coordinator
Dina Gamez	Director Of Maintenance & Operations	Advisor
Tracey Golden	Sr. Director of Risk Management	Advisor
Omar Pulido	Compliance Specialist	Advisor
Victor Perez Jr.	Supervisor of M&O - Operations	Advisor

IPM Tech Pest Management Inc., Fenn Termite & Pest Control, & Pest Option Inc.

Pest management contracting

Pest management services are contracted to a licensed pest control business.

Pest Control Business
name(s):

Prior to entering into a contract, the school district has confirmed that the pest control business understands the training requirement and other requirements of the Healthy Schools Act.

Pest identification, monitoring and inspection

Pest Identification is done by: Orange County Vector Control, District Staff, IPM Tech Pest Management Inc., Fenn Termite & Pest , Pest Option Control

Monitoring and inspecting for pests and conditions that lead to pest problems are done regularly by:

Custodial staff, Maintenance staff and Certified Pesticide Handlers. All results are communicated to the IPM Coordinator.

Specific information about monitoring and inspecting for pests, such as locations, times, or techniques include:

Custodial, Site Staff, Grounds and Maintenance continually walk and monitor the schools on a daily basis, checking planter beds, cracks and crevices. Any problems or issues are communicated via district work order system and email.

Pests and non-chemical management practices

This school district has identified the following pests and routinely uses the following non-chemical practices to prevent pests from reaching the action level:

Pest	Remove food	Fix leaks	Seal cracks	Install barriers	Physical removal	Traps/ Baits	Manage irrigation	Monitoring	Other
Gophers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mechanical and physical removal, mulch
Weeds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mechanical and physical removal, mulch
Cockroaches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Treat with soapy water
Ants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Treat with soapy water, OC Vector Control for Red Imported Ants
Birds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Visual deterrents, screens, audio- chasers
Biting/Stinging Insects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Distinguish between traveling swarms vs established hives
Crawling Insects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes crickets, silverfish, millipedes, centipedes, & beetles
Fleas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Must inspect for infestation prior to treatment, vacuum daily
Flying Insects	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Includes flies, gnats, crane flies, fruit flies, & any other non-biting insects.
Landscape Insects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High pressure hose, beneficial insects, proper plant care
Mosquitos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contact OC Vector Control as needed
Rat/Mice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contact OC Vector Control as needed

Red Imported Fire Ants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contact OC Vector Control as needed
Snails/Slugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Physical Removal
Spiders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contact licensed structural pest control operator
Termites	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mechanical and Physical removal, mulch

Chemical pest management practices

If non-chemical methods are ineffective, the school district will consider pesticides only after careful monitoring indicates that they are needed according to pre-established action levels and will use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property and the environment. This school district may apply the following pesticides (pesticide products and active ingredients) during the year. (This list includes pesticides that will be applied by school district staff or licensed pest control businesses.)

Healthy Schools Act

- ☒ This school district complies with the notification, posting, recordkeeping, and all other requirements of the Healthy Schools Act. (Education Code Sections 17608 - 17613, 48980.3; Food & Agricultural Code Sections 13180 - 13188)

Training

Every year school district employees who make pesticide applications receive the following training prior to pesticide use:

- ☒ Pesticide specific safety training (Title 3 California Code of Regulations 6724)
- ☒ School IPM training course approved by the Department of Pesticide Regulation (Education Code Section 16714; Food & Agricultural Code Section 13186.5).

Submittal of pesticide use reports

- ☒ Reports of all pesticides applied by school district staff during the calendar year, except pesticides exempt¹ from HSA recordkeeping, are submitted to the Department of Pesticide Regulation at least annually, by January 30 of the following year, using the form provided at www.cdpr.ca.gov/schoolipm. (Education Code Section 16711)

Notification

This school district has made this IPM plan publicly available by the following methods (check at least one):

- ☒ This IPM plan can be found online at the following web address: <https://anaheim elementary.org>
A copy of the IPM plan is also available at each site.
- ☒ This IPM plan is on the Districts website and made available to all parents, guardians and staff annually.

Review

- ☒ This IPM plan will be reviewed and revised, if needed at least annually to ensure that the information provided is still true and correct.

Date of next review: May 1, 2026

I acknowledge that I have reviewed this school district's IPM Plan and it is true and correct.

Signature:

Date: May 12, 2025

Dina Gamez, Director of Maintenance and Operations

¹ These pesticides are exempt from all Healthy Schools Act requirements, except the training requirement: 1) products used in self-contained baits or traps, 2) gels or pastes used as crack and crevice treatments, 3) antimicrobials, and 4) pesticides exempt from U.S. EPA registration. (Education Code Section 17610.5)

Know Your Educational Rights

Your Child has the Right to a Free Public Education

All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.

- In California:
- All children have the right to a free public education.
- All children ages 6 to 18 years must be enrolled in school.
- All students and staff have the right to attend safe, secure, and peaceful schools.
- All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of the child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena. (Ed Code 49076)
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice

Family Educational Rights and Privacy Act (FERPA) – 20 U.S.C. § 1232g; FERPA Regulations – 34 C.F.R. Part 99; Education Code, §§ 49060–49085, Section 49076; Section 49073.

Family Safety Plans if You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported. You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of their actual or perceived nationality, ethnicity, or immigration status.

2025-2026 NOTICE OF UNIFORM COMPLAINT PROCEDURES

(UCP) (E. C. 4621, 4622.5 CCR, BP 5145.7, BP 1312.3)

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties.

The Anaheim Elementary School District annually notifies students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The *Anaheim Elementary School District* is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A notice shall be posted regarding the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code (HSC)* a notice shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers of both of the following:

- The health and safety requirements under Title 5 of the California *Code of Regulations (5 CCR)* apply to California state preschool programs pursuant to *HSC* Section 1596.7925.
- The location at which to obtain a form to file a complaint. Posting a notice downloadable from the California Department of Education (CDE) website shall satisfy this requirement

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred.

The staff members responsible to receive UCP complaints in our agency are:

Student Complaints	Employee Complaints
<p>School Principals and Leslie Hansen Director Pupil Services 1001 S. East Street Anaheim, CA 92805 (714) 517-7526 lhansen@aesd.org</p>	<p>Tammie Ledesma (714) 517-7559 and Natalia Gonzalez (714) 517-7560 Director Human Resources 1001 S. East Street Anaheim, CA 92805 tledesma@aesd.org ngonzalez@aesd.org</p>

Complaints will be investigated and an Investigation Report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal the Investigation Report of complaints regarding specific programs and activities subject to the UCP to the California Department of Education (CDE) by filing a written appeal within 30 days of receiving our Investigation Report and including a copy of the originally-filed complaint and a copy of the Investigation Report.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge and are available on our District's website at anaheim elementary.org

Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 maintained by the school. These rights transfer to the eligible student when he/she reaches the age of 18 or attends a school beyond the high school level. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) 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. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. The right to request that a school correct the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students who wish to ask the School to correct a record should write the School principal [or appropriate school official], clearly identify the part of the record they want corrected, and specify why it should be corrected. 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 advise them of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the records setting forth their view about the contested information.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education records. However, FERPA permits schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate education interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. 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.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public private school attended by the student. However, schools must inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. School official must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

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 20202-8520

NOTICE OF ALTERNATIVE SCHOOLS

California Education Code Section 58501

The following notice must be sent along with the Notification to Parents and Guardians required by EC § 48980. 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.

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

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of their desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in their own time to follow their own interests. These interests may be conceived by him/her totally and independently or may result in whole or part from a presentation by their teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

The Anaheim Elementary School District offers an online Independent Study Program with virtual instruction. This alternative educational program, the Anaheim Elementary Online Academy (AEOA), is offered for students in grades K-6. For more information about the AEOA, please contact your school principal.

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

Firearms Safety Memorandum

To: Parents and Guardians of Students in the Anaheim Elementary School District

From: Jesus Chavarria, Superintendent

Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Anaheim Elementary School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.^[1]
 - Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.^[2]
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.^[3]
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.^[4]

Note: Your county or city may have additional restrictions regarding the safe storage of firearms. You can find additional information on the California Department of Justice website at

<https://oag.ca.gov/firearms/tips>.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

Jesus Chavarria

California Department of Education 07/01/2023

^[1] See California Penal Code sections 25100 through 25125 and 25200 through 25220.

^[2] See California Penal Code section 25100(c).

^[3] See California Civil Code Section 29805.

^[4] See California Civil Code Section 1714.3.

CDC Opioid Fact Sheet

PRESCRIPTION OPIOIDS: WHAT YOU NEED TO KNOW

Prescription opioids can be used to help relieve moderate-to-severe pain and are often prescribed following a surgery or injury, or for certain health conditions. These medications can be an important part of treatment but also come with serious risks. It is important to work with your health care provider to make sure you are getting the safest, most effective care.

WHAT ARE THE RISKS AND SIDE EFFECTS OF OPIOID USE?

Prescription opioids carry serious risks of addiction and overdose, especially with prolonged use. An opioid overdose, often marked by slowed breathing, can cause sudden death. The use of prescription opioids can have a number of side effects as well, even when taken as directed:

- Tolerance—meaning you might need to take more of a medication for the same pain relief
- Physical dependence—meaning you have symptoms of withdrawal when a medication is stopped
- Increased sensitivity to pain
- Constipation
- Nausea, vomiting, and dry mouth
- Sleepiness and dizziness
- Confusion
- Depression
- Low levels of testosterone that can result in lower sex drive, energy, and strength
- Itching and sweating

As many as
1 in 4
PEOPLE*



receiving prescription opioids long term in a primary care setting struggles with addiction.

* Findings from one study

RISKS ARE GREATER WITH:

- History of drug misuse, substance use disorder, or overdose
- Mental health conditions (such as depression or anxiety)
- Sleep apnea
- Older age (65 years or older)
- Pregnancy

Avoid alcohol while taking prescription opioids. Also, unless specifically advised by your health care provider, medications to avoid include:

- Benzodiazepines (such as Xanax or Valium)
- Muscle relaxants (such as Soma or Flexeril)
- Hypnotics (such as Ambien or Lunesta)
- Other prescription opioids



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention



American Hospital
Association®

C3264107C

May 9, 2016

KNOW YOUR OPTIONS

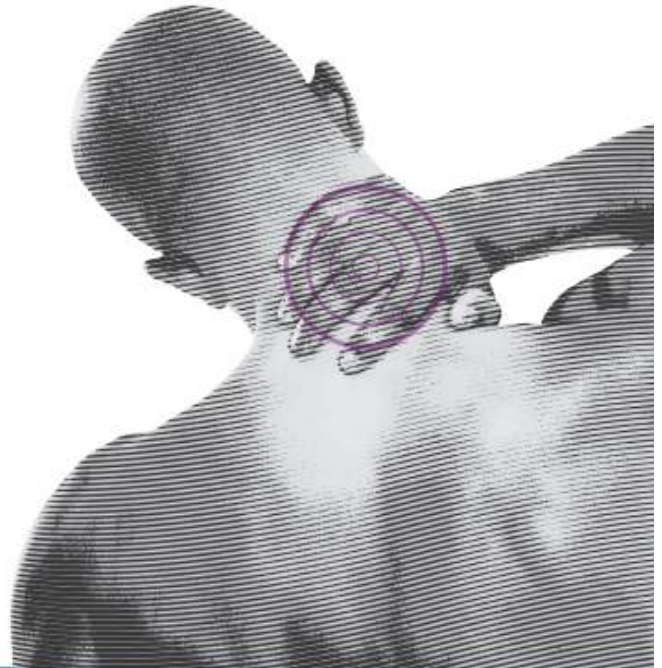
Talk to your health care provider about ways to manage your pain that don't involve prescription opioids. Some of these options **may actually work better** and have fewer risks and side effects. Options may include:

- ❑ Pain relievers such as acetaminophen, ibuprofen, and naproxen
- ❑ Some medications that are also used for depression or seizures
- ❑ Physical therapy and exercise
- ❑ Cognitive behavioral therapy, a psychological, goal-directed approach, in which patients learn how to modify physical, behavioral, and emotional triggers of pain and stress.



Be Informed! ←

Make sure you know the name of your medication, how much and how often to take it, and its potential risks & side effects.



IF YOU ARE PRESCRIBED OPIOIDS FOR PAIN:

- ❑ Never take opioids in greater amounts or more often than prescribed.
- ❑ Follow up with your primary health care provider within ____ days.
 - Work together to create a plan on how to manage your pain.
 - Talk about ways to help manage your pain that don't involve prescription opioids.
 - Talk about any and all concerns and side effects.
- ❑ Help prevent misuse and abuse.
 - Never sell or share prescription opioids.
 - Never use another person's prescription opioids.
- ❑ Store prescription opioids in a secure place and out of reach of others (this may include visitors, children, friends, and family).
- ❑ Safely dispose of unused prescription opioids: Find your community drug take-back program or your pharmacy mail-back program, or flush them down the toilet, following guidance from the Food and Drug Administration (www.fda.gov/Drugs/ResourcesForYou).
- ❑ Visit www.cdc.gov/drugoverdose to learn about the risks of opioid abuse and overdose.
- ❑ If you believe you may be struggling with addiction, tell your health care provider and ask for guidance or call SAMHSA's National Helpline at 1-800-662-HELP.

LEARN MORE | www.cdc.gov/drugoverdose/prescribing/guideline.html

Type 1 Diabetes Information

Pursuant to California Education Code Section 49452.6, this type 1 diabetes information is for local educational agencies to provide to parents and guardians of incoming elementary school students beginning January 1, 2023.

Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated, and the guidance provided in this information sheet is intended to raise awareness about this disease.

Description

Type 1 diabetes usually develops in children and young adults but can occur at any age

According to the U.S. Centers for Disease Control and Prevention (CDC), cases of type 1 diabetes in youth increased nationally from 187,000 in 2018 to 244,000 in 2019, representing an increase of 25 per 10,000 youths to 35 per 10,000 youths, respectively.

The peak age of diagnosis of type 1 diabetes is 13-14 years, but diagnosis can also occur much earlier or later in life.

Type 1 diabetes affects insulin production

As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells. The pancreas makes insulin, a hormone that moves glucose from the blood into the cells. In type 1 diabetes, the body's pancreas stops making insulin, and blood glucose levels rise. Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia. Untreated hyperglycemia can result in diabetic ketoacidosis (**DKA**), which is a life-threatening complication of diabetes.

Risk Factors Associated with Type 1 Diabetes

It is recommended that students displaying warning signs associated with type 1 diabetes, which are described below, should be screened (tested) for the disease by their health care provider.

Risk Factors

Researchers do not completely understand why some people develop type 1 diabetes and others do not; however, having a family history of type 1 diabetes can increase the likelihood of developing type 1 diabetes. Other factors may play a role in developing type 1 diabetes, including environmental triggers such as viruses. Type 1 diabetes is not caused by diet or lifestyle choices.

Warning Signs and Symptoms Associated with Type 1 Diabetes and Diabetic

Ketoacidosis warning signs and symptoms of type 1 diabetes in children develop quickly, in a few weeks or months, and can be severe. If your child displays the warning signs below, contact your child's primary health care provider or pediatrician for a consultation to determine if screening your child for type 1 diabetes is appropriate:

Increased thirst
Increased urination, including bed-wetting after toilet training
Increased hunger, even after eating
Unexplained weight loss
Feeling very tired
Blurred vision
Very dry skin
Slow healing of sores or cuts
Moodiness, restlessness, irritability, or behavior changes

DKA is a complication of untreated type 1 diabetes. DKA is a medical emergency. Symptoms include:

Fruity breath
Dry/flushed skin
Nausea
Vomiting
Stomach pains
Trouble breathing
Confusion

Types of Diabetes Screening Tests That Are Available

Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

Random (non-fasting) blood sugar test. A blood sample is taken any time without fasting. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes.

Fasting blood sugar test. A blood sample is taken after an overnight fast. A level of 126mg/dL or higher on two separate tests indicates diabetes.

Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 1 Diabetes Treatments

There are no known ways to prevent type 1 diabetes. Once type 1 diabetes develops, medication is the only treatment. If your child is diagnosed with type 1 diabetes, their health care provider will be able to help develop a treatment plan. Your child's health care provider may refer your child to an endocrinologist, a doctor specializing in the endocrine system and its disorders, such as diabetes.

Contact your student's school nurse, school administrator, or health care provider if you have questions.

References:
Centers for Disease Control and Prevention
KidsHealth
Mayo Clinic
National Library of Medicine and National Institutes of Health's MedLine
Questions: Office of School-Based Health Programs | schoolnurse@cde.ca.gov
Last Reviewed: Tuesday, January 24, 2023

Anaheim Elementary School District

1001 S. East Street, Anaheim

5-31-2024

Dear Parent or Guardian and AESD student:

As a parent or guardian, we know how important your child's health is to you. That's why we want to share information about human papillomavirus (HPV) and an effective way to protect your child from the cancers it can cause through immunization.

What is HPV?

HPV is a very common virus that 8 out of 10 people will get at some point in their lifetime. Some HPV infections can lead to cancer later in life.

HPV is estimated to cause about 37,000 cases of cancer in men and women every year in the U.S. – that's the same as the average attendance for a major league baseball game!

Only cervical cancer, one of the cancers caused by HPV, can be detected early with a Pap test. The other cancers caused by HPV (cancers of the throat, genitals, or anus) may not be detected until they are more serious. HPV vaccination prevents infections that cause these cancers.

How can I protect my child from HPV?

HPV vaccination can prevent over 90% of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. With more than 135 million doses given in the U.S. since 2006, HPV vaccine has a long safety record that's backed by over 15 years of monitoring. Common side effects are mild and get better within a day or two. These include pain, redness, or swelling where the shot was given, similar to other vaccines.

HPV vaccination works extremely well. Since HPV vaccination was first recommended in 2006, infections with HPV types that cause most HPV cancers have dropped 88% among teen girls and 81% among young adult women.

Vaccination against HPV is recommended by the federal Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. It's also recommended by the American Cancer Society and California's Cancer Prevention Act.

Who should get the vaccine and when should they get it?

Because the vaccine is more effective when given at younger ages, two doses of HPV vaccine are recommended for all kids between the ages of 9 to 12 years, and the second dose should be given before the start of 8th grade.

(Kids who wait until later to get their first dose of HPV vaccine may need three doses.) The HPV vaccine is often given at the same time as other adolescent vaccines, like Tdap to prevent whooping cough and meningococcal vaccine to prevent bacterial meningitis.

Where can I get the HPV vaccine for my child?

Ask your health care provider, pharmacist, or local health department to learn more about HPV vaccine and where you can get it. The vaccine is covered by most health insurance plans. If you don't have health insurance, your child can still get vaccinated. The Vaccines for Children (VFC) Program offers free vaccines to children up to age 18 years without insurance or whose insurance does not cover the cost of vaccines.

Ask your healthcare provider or [local health department](#) about VFC, or learn more [here](#). Find doctors participating in VFC [in your area](#).

For more information on HPV, the vaccine, and cancer prevention, visit the [Centers for Disease Control and Prevention](#).

Sincerely,

Pupil Services

Access to Public Benefits and Insurance**2025-26**

This notice is provided to you as parents, legal guardians, care giving adults, surrogate parents or court appointed responsible adult, because during the 2025-26 school year, your child may be receiving medically necessary health related services covered under California's Medicaid State Plan Title XIX and/or receive special education services under the Individuals with Disabilities Education Act (IDEA). School districts are required to provide prior written notice of your rights and protections when it seeks to use your child's public benefits (i.e., Medi-Cal) or insurance to pay for special education and/or and medically necessary related services. This Notice will be given to you before the school district seeks to use your child's public benefits or insurance for the first time, and annually thereafter.

The school district may submit claims to your child's public benefits or insurance program, such as the California Medi-Cal program (Medicaid) or to your private insurance in order to be reimbursed for the cost of providing the service. Personally identifiable information such as student name, date of birth, gender, and nature and extent of medically necessary services may be disclosed to the third party biller in which the school district contracts with (CFR 99.30 and 34 CFR 300.622). All personally identifiable information is Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) compliant.

The school district cannot require parents to sign up for or enroll in public benefits or insurance programs in order for your child to receive a free appropriate public education (FAPE) under IDEA. The school district cannot require parents to incur an out-of-pocket expense such as the payment of a deductible or co-pay amount incurred in filing a claim for services and reimbursement through Medi-Cal (34 CFR 300.154 [d][2][i]) The school district cannot use a student's benefits under Medi-Cal if that use would:

- Decrease available lifetime coverage or any other insured benefit
- Result in the family paying for services that would otherwise be covered by the public benefits or insurance program (Medi-Cal) and are required for the child outside of the time the child is in school
- Increase premiums or lead to the discontinuation of public benefits or insurance (Medi-Cal)
- Risk loss of eligibility for home and community-based waivers, based on aggregate health related expenditures (34 CFR 300.154 [d][2][iii][A-D])

You Have The Right To:

- Voluntarily provide the school district with written consent to disclose educational records containing your child's personally identifiable information such as individual educational programs (IEP) or assessment reports to Medi-Cal, other public benefits or insurance programs, or private insurance billing purposes.
- Withdraw your consent to the disclosure of your child's personally identifiable information to Medi-Cal, other public benefits or insurance programs, or private insurance at any time.
- Refuse to provide consent to the disclosure of your child's personally identifiable information to Medi-Cal, other public benefits or insurance programs, or private insurance for billing purposes. If you withdraw your consent or refuse to provide consent for the school district to use Medi-Cal, other public benefits or insurance programs, or private insurance to pay for eligible related services, the school district must continue to ensure that all required special education services are provided at no cost to you.