

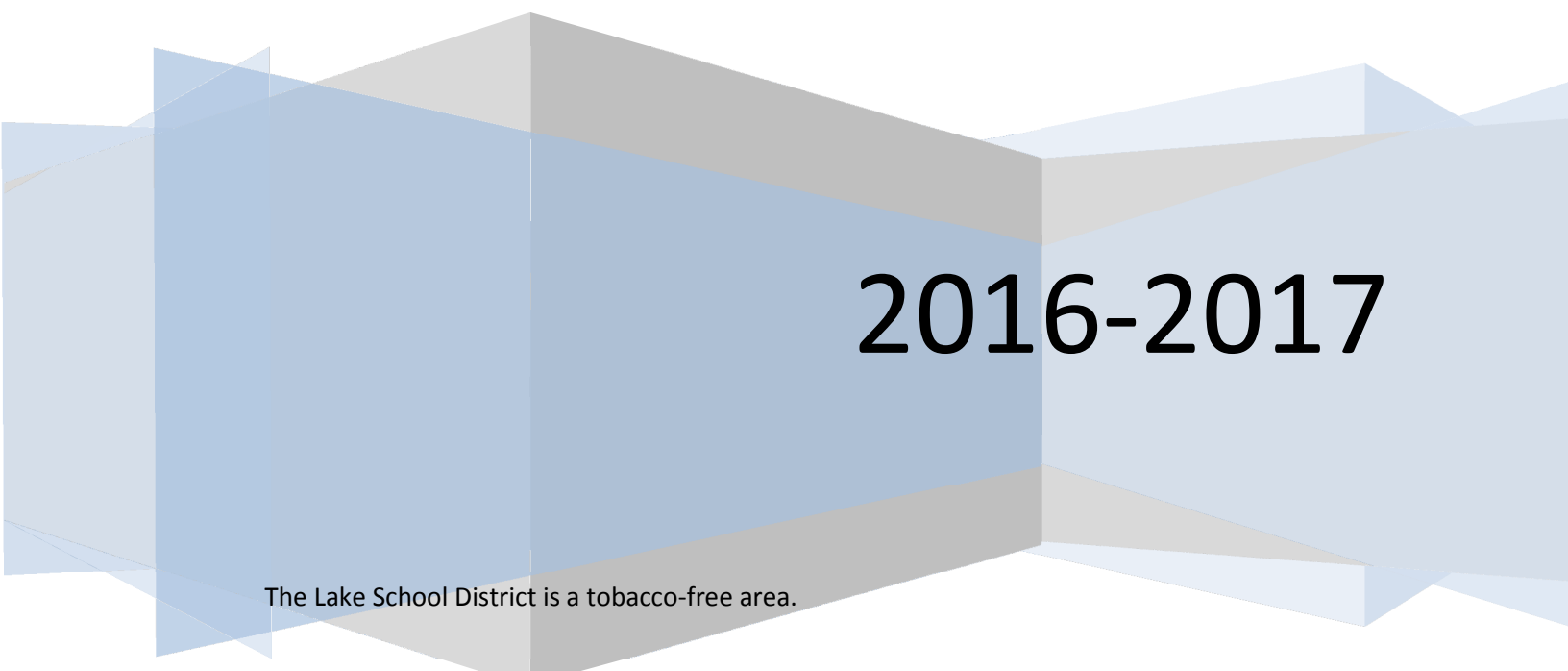
# LAKE ELEMENTARY SCHOOL DISTRICT

## Student/Parent Handbook

Lake School District  
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Orland, California 95963

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<http://www.lakeschool.org>



# 2016-2017

The Lake School District is a tobacco-free area.

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**LAKE ELEMENTARY SCHOOL STAFF**

**2016-2017**

**Board of Trustees**

Mr. Mike Karle, Clerk	Mr. Daniel Skala	Mrs. Yolanda Martinez
Superintendent/Principal .....		Nikol Baker

**Certificated Staff**

Kindergarten.....	Sharon Story
First Grade .....	Lisa Wright
Second Grade.....	Sarah Schager
Third Grade .....	Chelsea Quillen
Fourth Grade.....	Kyle Goings
Fifth Grade.....	Nathan Sonberg
Sixth Grade .....	Alison Mason
Seventh Grade.....	Robbie Bianchi
Eighth Grade .....	Garrett Edwards
Education Specialist .....	Christine Taylor
Art .....	Ellen Heise
Music.....	Christell Rhoades
Physical Education .....	Keri Goings

**Classified Staff**

Business Manager.....	Cheri Pruett
Cafeteria Manager .....	Bobbi Fissori
Transportation Manager/Custodian/Groundskeeper .....	Shannon Deitz
Confidential Secretary.....	Gianna Machado
Instructional Aide .....	Kathie Jantzen
Instructional Aide .....	Heather Murillo
Bilingual Aide .....	Kathy Valle
Learning Center Aide .....	Chelsea Barajas
Playground Supervisor.....	Heather Wyman

## BELL SCHEDULE

2016-17

### **I. Regular Schedule**

8:30	Class begins
10:00 – 10:15	K-3 Recess
10:15 – 10:30	4-8 Recess
11:30 – 11:50	K-2 Lunch/3-5 Recess
11:50 - 12:10	3-5 Lunch/K-2 Recess
12:10 - 12:30	6-8 Lunch
12:30 - 12:50	6-8 Recess
12:10	K-5 Bell Back to Class
12:50	6-8 Bell Back to Class
12:50 - 1:30	Electives (T/TH) Grades 4-8
2:55	Dismissal

### **II. Minimum Day**

Same as above, all students dismissed at 12:50

### **III. Friday Lunch Schedule**

Same as Regular Schedule, with the exception of lunch.

11:30 – 11:50	K-2 Lunch/6-8 Recess
11:50 - 12:10	6-8 Lunch/K-2 Recess
12:10 - 12:30	3-5 Lunch
12:30 - 12:50	3-5 Recess

## **LAKE SCHOOL BOARD OF EDUCATION MEETINGS**

Regular meetings are scheduled for the third Tuesday of each month, with the exception of July when no meeting is held. Meeting agenda and minutes can be found on the school's website.

## **AFTER SCHOOL PROGRAM (PANTHER CLUB)**

The Lake School After School Program is run under the auspices of the Glenn County Office of Education (GCOE). After school programs are currently funded by federal and state grants, as well as community donations.

The Panther Club is in session every regular school day with the exception of the last day of school and the last day before Christmas Break; no Panther Club will be held on those two school days.

### **PANTHER CLUB STAFF**

Ellen Heise- Program Director

Kathy Romero-Valle- Program Staff

Johnette Ciriniconi- Program Staff

### **MISSION**

To provide high quality learning opportunities that transform lives and strengthen the communities we serve.

### **VISION**

To serve our community by expanding opportunities to improve social/emotional development among our students and build 21<sup>st</sup> Century Skills through interactive learning opportunities that: Expands Horizons, Builds Mastery, is Active, Meaningful, and Collaborative.

Recent local evaluations indicate that students involved in the after school program:

- Demonstrate positive attitudes toward school, enhanced self-concept, and increased educational aspirations
- Show improved social skills and behavior as well as reduced disciplinary incidents suspensions at school
- Demonstrate an increase in standardized test scores
- Have an increase in regular school day attendance, which leads to improved academic achievement
- Show large improvements in achievement among the most high-risk students.

## **LAKE PANTHER'S PTO**

The Lake Panther's PTO meets in the evenings at Round Table Pizza once a month throughout the school year. Dates and times of these meetings will be announced in advance. This club is organized to give parents the opportunity to become involved in their child's education. Some of the activities provided by this organization are: fund raising projects to provide money for playground equipment, assistance with field trips, classroom supplies, and organization of school parties, Summer Reading rewards from Barnes and Noble, Scholarships and much more. We host Grandparents day in October, Santa's Workshop in December, the Scholastic Book Fair in March and an end of the year BBQ for students and families on the last day of school. Our biggest fundraiser of the year is the Spaghetti Dinner and Carnival which will be held in November this year. We also have a drive-through dinner fundraiser in May.

The Lake Panther's PTO needs your support! There will be a membership drive held at Back to School Night.

## LAKE ELEMENTARY SCHOOL RULES

**Safety, respect for others, and acting responsibly are the cornerstone of all school and class rules.**

**Parents please read and discuss the following matrix and playground rules with your children.**

**The gates will open at 7:45 a.m. Students are allowed on campus then and should go directly to the cafeteria.**

### PROGRESSIVE DISCIPLINE MATRIX

#### **Consequences for Inappropriate Student Behavior**

- A. Warning to student without parent contact
- B. Warning to student, parent contacted
- C. 1 day in-school suspension, parent contacted
- D. 1 day out-of-school suspension, parent conference
- E. 2 to 3 days out-of-school suspension, parent conference, Student Study Team meeting
- F. 4 to 5 days out-of-school suspension, parent conference, Student Study Team meeting
- G. Report to police or appropriate authorities
- H. Maximum suspension from school, recommend alternative program or expulsion

**In-school suspension** will convene from 8:30 a.m. – 2:50 p.m. on an as-needed basis.

**Out-of-school suspension** will be out of school and off premises. Students may not be on campus or at school-related activities throughout the duration of the suspension. This includes promotion ceremonies.

Offense	Occurrence and Consequence				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>Class “A” Offense</b>					
Violating dress code	A	B	B	C	D
Tardies (total for all classes, not for each class)	A	B	B	C	D
Public displays of affection (consensual)	A	B	B	C	D
Unauthorized electronic devices	A	B	B	C	D
Gum/Candy	A	B	B	C	D
<b>Class “B” Offense</b>					
Littering	A	A	B	C	D
Loitering out of bounds	A	B	C	C	D
Disruption of school operations/activities	A	B	C	D	E
Profanity	A	B	C	D	E
<b>Class “C” Offense</b>					
Cheating/plagiarism	B	C	D	E	F
Truancy/cutting class or school function	B	B	C	C	D
Possession or use of tobacco/e-nicotine products	C	D	E	F	G
Graffiti, vandalism, defacing property	C	D	E	F	G
Misuse/inappropriate use of technology	B	C	D	E	F
<b>Class “D” Offense</b>					
Pushing, shoving, or challenging to fight	C	D	E	F	F
Harassment/intimidation (bullying and/or cyberbullying)	B	C	D	E	F
Forging or falsifying documents	B	C	D	E	F
Obscene act/habitual profanity or vulgarity	B	C	D	E	F
Willful defiance/hinder school officials	B	C	D	E	F
<b>Class “E” Offense</b>					
Hazing	C	C	D	E	F
Willful force (mutual combat)	D	E	F	G	H
Sexual harassment	D	E	F	G	H
Throwing any object at another person (unauthorized)	C	C	D	E	F
Hate violence/involvement	D	E	F	G	H

<b>Class "F" Offense</b>					
Theft/receiving stolen property	D	E	F	G	H
Raising a false alarm	D/E	F	G	H	*
Possession/controlled substance/paraphernalia	E	F	G	H	*
Aids or abets infliction of physical injury	F/G	H	*	*	*
Harassed, threatened, or intimidated a witness	E	F	G	H	*
<b>Class "G" Offense State Mandated Expulsion 48915</b>					
Possessing, selling or furnishing a firearm	G/H	*	*	*	*
Brandishing a knife at another person	G/H	*	*	*	*
Sale of controlled substance	G/H	*	*	*	*
Sexual assault or battery 48900 (n)	G/H	*	*	*	*
Possession of an explosive	G/H	*	*	*	*

Administration may impose different degrees of accountability depending upon circumstances. For instance, a second grade student would not receive a suspension for "pushing, shoving challenging to fight" on the first offense whereas a seventh grade student might. Also the severity of the offense would play a role in the consequence as well. For example "graffiti, vandalism, defacing property"

- Writing on desk 1st offense, teacher may make student clean desk
- Carving into desk 1st offense, ISS and pay for damages
- Entering school grounds during off hours and spray painting walls etc., expulsion hearing, charges filed.

1 <sup>st</sup> Suspension under Ed Code 48900	Parent Conference
2 <sup>nd</sup> Suspension under Ed Code 48900	SST/Behavior Contract/12 weeks suspension of privileges
3 <sup>rd</sup> Suspension under Ed Code 48900	Rescind Inter-district Agreement/Possible expulsion hearing

### *Extracurricular Status Consequence*

Another consequence for students who continue to violate school policies is the suspension of extracurricular privileges including, but not limited to, dances, field trips, sporting events, award ceremonies and class trips. Eighth grade students who receive excessive disciplinary referrals may be subject to loss of all privileges including eighth grade trip and promotion privileges.

Any student suspended from school for violating school policies will be excluded from participating in school functions as stated below.

3 <sup>rd</sup> referral	4 weeks suspension of privileges
4 <sup>th</sup> referral	8 weeks suspension of privileges
5 <sup>th</sup> referral	12 weeks suspension of privileges SST/Behavior Contract
6 <sup>th</sup> referral	Yearlong suspension of privileges (including promotion)
7 <sup>th</sup> referral	Change of placement/expulsion

### **PLAYGROUND RULES**

1. Obey the yard duty supervisor at all times.
2. Play fair and with no arguments. Lines are considered in.
3. Proper footwear is required when using playground equipment or when playing on the yard. Flip-flops or thongs are not allowed. Students are encouraged to use tennis shoes when playing.
4. Students should remove earrings or other jewelry before participating in physical education activities or team games. Exceptionally large earrings are not encouraged and must be removed when on the playground.
5. Do not throw objects other than balls.
6. No dangerous games are allowed. When in doubt ask the Yard Duty Supervisor.
7. Use all equipment for its intended purpose. Jump ropes are not to be tied up or used improperly.
8. Students are not allowed to cross streets, climb fences, open gates, or climb on roofs to retrieve equipment unless given permission by an adult in authority.
9. Students should not climb trees or backstops.

10. Balls are not to be thrown or kicked against any wall. Throwing balls from half court is not allowed.
11. Do not kick rubber balls or abuse any equipment.
12. Put away all equipment at the end of the play period.

On rainy days the supervisors and/or teachers will determine the location for recess.

**II. Use of playground equipment: When primary students are present upper grade students are not allowed on the equipment.**

1. Giant yellow spider: no more than eight students at a time.
2. Swings: do not swing double, wind ropes, stand up, or jump from swings.
3. Use all equipment in the correct manner. Do not abuse the equipment or play in a dangerous fashion.

**LAKE SCHOOL DRESS CODE**

AR 5060.1

Board Approved May 16, 2016

All Lake Elementary School students are required to dress in a manner that is neat and modest. In addition the students must wear clothing that is safe and appropriate for an active school day. This regulation is also in affect at any school-related trip or activity off campus. If a student is inappropriately dressed and is in violation of the following requirements he/she will be asked to change into appropriate clothes. If clothing is not available at school the student may call home for assistance. Failure to comply with this regulation will result in suspension from school.

**Dress Standards**

Tops

1. Tops must have shoulder straps at least one inch wide. No half-shirt, half-blouse, tank tops, halter-tops, tube tops, fishnet shirts, or any kind of low cut blouse are allowed. The stomach/midriff area may not be exposed, including when reaching.
2. No shirts, sweatshirts, jackets, etc. are allowed that are decorated with inappropriate language, drugs, tobacco, alcohol, violence, or sexual references.

Pants

1. Pants must not be overly baggy or overly tight as to draw undue attention.
2. Pants must be worn above the hips at all times and able to stay at hip level while walking.
3. No pajama pants may be worn at school unless approved as part of a school-wide function.
4. "Leggings", "Jeggings", and Yoga pants are not allowed in grades 4-8 unless worn underneath a top/tunic/dress that hits the leg at mid-thigh length; "leggings", "jeggings", yoga garments may not be worn solely as pants. Mid-thigh is defined as the midpoint between the hip and knee. Fingertip measurements do not apply and will not be used to determine appropriate length.

Shorts/Skirts/Dresses

1. Shorts, skirts and dresses with slits may be worn but must be of reasonable length that must be mid-thigh.
2. Shorts, skirts and dresses with slits, the top of the slits much also conform to the length rule.

Shoes

1. Shoes at K-8 level must be appropriate for campus activity and physical exercise.
2. Shoelaces must be properly laced in eyelets, tongues in, and all buckles used.
3. Sandals must have a back strap and may be worn with or without socks. Coaches may approve exceptions during sports events.
4. Slippers are only allowed in classrooms when approved as part of a school function.

Undergarments

1. No undergarments may be showing at any time.



## Hats

1. No hats are to be worn when inside any campus building. "NO hats under a roof."

## Body Piercing and Tattoos

Body piercing and tattoos are illegal in California for children under the age of 18. Neither of these will be allowed to be on display at Lake Elementary.

## Gang Related Apparel

The superintendent/principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students. Gang related behavior and/or offenses will be referred to the police.

## **SCHOOL BUS PASSENGER CONDUCT**

BP 5131.1

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.
9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
10. Riders shall not put any part of the body out of the window nor throw any item from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
12. Service animals are permitted on school transportation services; all other animals are prohibited. (Education Code 39839; 13 CCR 1216)
13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.

The driver or any passenger shall report any violation of the district's bus rules to the Superintendent/Principal or designee. The Superintendent/Principal or designee shall notify the student's parent/guardian of the misbehavior, determine the severity of the misconduct, and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the Superintendent/Principal or designee.

## STUDENT USE OF TECHNOLOGY

### AR 6163.4(a)

The Superintendent/Principal or designee shall oversee the maintenance of the school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Technology Acceptable Use Policy describing expectations for appropriate use of the system. Staff shall also be provided with information about their role in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.

#### Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Technology Acceptable Use Policy.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
2. Students shall use the district's system safely, responsibly, and **only** for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
  - a. *Harmful matter* includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)
4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.
  - a. *Personal information* includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.
5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.  
Students shall report any security problem or misuse of the services to the teacher or Superintendent.

The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the district for the purpose of ensuring proper use.

Whenever a student is found to have violated Board policy, administrative regulation, or the district's Technology Acceptable Use Policy, the Superintendent/Principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

### **ELECTRONIC GAMES**

Electronic games, music devices, or other similar items are not allowed at Lake Elementary School. Any such items found at school will be confiscated by a staff member and returned only to the student's parent/guardian.

### **CELL PHONES**

Cell phones are to be used for home to school communications and only before or after school hours. Students that need to contact a parent/guardian due to an emergency during the school day will be allowed to use the district's phone. Cell phones should be out of sight, either in a back pack or pocket. The misuse of a cell phone will result in it being confiscated and returned only to the parent/guardian.

### **BRING YOUR OWN DEVICE (BYOD) POLICY**

#### **INTRODUCTION**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. With the BYOD policy, students are encouraged to bring their own technology devices to school to assist their learning experiences. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of instructional activities.

#### **DEFINITION OF "DEVICE"**

For purposes of BYOD, "Device" means a privately owned wireless and/or portable electronic hand held tool that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, hand held systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### **INTERNET**

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices, such as, but not limited to, cellular phones /cellular network adapters are not permitted to be used to access outside Internet sources at any time.

#### **SECURITY AND DAMAGES**

Responsibility to keep the device secure rests with the individual owner. Lake Elementary School District is not liable for any device stolen or damages to it on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

#### **BYOD STUDENT/PARENT AGREEMENT**

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cellphone or other electronic device while at school without the approval of school personnel. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all Board policies, particularly Technology Acceptable Use (Policy 6163.4(a)). Furthermore, the student and parent(s) must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- The technology must be in silent mode while on school campuses and while riding school buses.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The technology may not be accessed during recess.
- The student accesses only files on the device or Internet sites which are relevant to the classroom curriculum.
- The student complies with a teacher's request to shut down the device or close the screen.
- The student complies with classroom policies regarding storage of device during school.
- The student acknowledges that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them.
- The student understands that bringing on the school premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.

As a student of Lake Elementary School District, I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action.

## **HEAD LICE TREATMENT INFORMATION**

### **BACKGROUND**

Lice can come from almost anywhere – a classmate, a cloth-upholstered seat in a movie theater or automobile, or another child’s sweater or hat. Head lice are common among school children and even the cleanest child can easily become infested. Lice are very small. Usually it is easier to find the “nits”, which are clusters of louse eggs. Nits appear as tiny white lumps on hair strands. The louse bite leaves only a pinpoint red spot. Lice like to be close to a warm body all the time and will not stay long in clothing not being worn, bedding, etc. Lice stay alive by sucking blood of people (not pets). Head lice eggs hatch in 8 – 11 days. The lice mature in 8 – 9 days. They are small (1 – 2 mm). Often the lice are not seen because there are so few of them, but you see the lice eggs.

### **INSPECTION FOR HEAD LICE**

Head lice should be suspected when there is intense itching and scratching of the scalp and the back of the neck. If you look closely at the scalp of an infested person, you will see small white or gray/brown eggs (nits) firmly attached to the hair. They are most often at the nape of the neck and about the ears. The eggs may look like dandruff. However, dandruff can be easily removed from the hair, while the nit eggs must be pulled off the hair.

### **PREVENTION FROM SPREADING**

It is important that you act immediately to prevent the spread of head lice to other members of your family. Teach your child not to share combs, hats, or sweaters with other children.

### **RETURN TO SCHOOL**

Lake School District Policy requires that students must be free of head lice and/or nits before they can be re-admitted to school. Families must bring the child back to school so an inspection can be done in their presence prior to re-entering school. Students will not be allowed to ride the bus or enter class until the inspection shows them to be nit-free.

Parents should follow the recommended steps for removal of the nits and cleaning of clothing, etc. that is necessary for complete eradication of the pest as soon as possible. Parents are required by law to insure their children attend school on a regular basis. In most cases students should be able to return to school within one day. Extended absences may result in a report being made to the Glenn County School Attendance Review Board.

## HEALTH GUIDE FOR PARENTS

### IMMUNIZATION REQUIREMENTS

(Health and Safety Code Sections 120325-120380)

To enter or transfer into public and private elementary and secondary schools grade kindergarten through 12, children under the age of 18 years must have the following shots.

1. Diphtheria.
2. Haemophilus influenzae type b, except for children who have reached the age of four years and six months.
3. Measles.
4. Mumps, except for children who have reached the age of seven years.
5. Pertussis (whooping cough), except for children who have reached the age of seven years.
6. Poliomyelitis.
7. Rubella.
8. Tetanus.
9. Hepatitis B for all children entering the institutions listed in this subdivision at the kindergarten level or below on or after August 1, 1997.
10. Varicella (chickenpox), effective July 1, 2001. Persons already admitted into California public or private schools at the kindergarten level or above before July 1, 2001, shall be exempt from the varicella immunization requirement for school entry. This paragraph shall be operative only to the extent that funds for this purpose are appropriate in the annual Budget Act.
11. All seventh grade students must receive the Tdap immunization prior to the start of school in 2011 and all future years. Parents/guardians must provide the school office with proof of immunization before students will be allowed to enter school. Tdap protects against three dangerous diseases: tetanus, diphtheria, and whooping cough (pertussis).

The law allows parents/guardians to elect exemptions to immunization requirements based on their personal beliefs and physicians of children to elect medical exemptions. The law does not allow parents/guardians to elect an exemption simply because a record is lost or incomplete.

### VISION AND HEARING SCREENING

(Ed. Code Sections 49452-49457)

Evaluation of vision and hearing of a child (tests for visual acuity, color vision, and impaired hearing) by the school nurse or other authorized person, if authorized, will be made upon the first enrollment and at least every third year thereafter until the child has completed the eighth grade. The evaluation may be waived upon presentation of an appropriate certificate from a physician or optometrist. This provision does not apply if the parent files with the principal a written statement to a well-recognized faith or teachings, which depend on prayer for healing.

### SCOLIOSIS SCREENING

(Ed. Code 49452.5)

Every female in grade 7 and every male pupil in grade 8 shall be screened for the condition known as Scoliosis (curvature of the spine). Mandatory notification of the parent of any pupil suspected of having Scoliosis will include an explanation of the condition, the significance of treatment, and public services available for treatment. A statement in writing from the parent will exempt the pupil from the above screening.

### **EXEMPTION FROM PHYSICAL EXAMINATION**

(Ed. Code Sections 49450-49451)

A physical examination will not be given to a child whose parent requests his/her exemption in writing. However, the child may be sent home if, for a good reason, he/she is believed to be suffering from a recognized contagious or infectious disease.

### **EMERGENCY CARD**

It is sometimes necessary for a child to go home because of illness. The school does not provide transportation to send them home during the school day. For this reason it is important that an "Emergency Data Card" be on file in the school office. This emergency data card will let school officials know which physician to contact in case of emergency and also serves as authorization to allow the student to receive medical services.

### **ILLNESS GUIDE FOR PARENTS**

From past experience, we have learned that sick children seldom, if ever, gain anything by attending school. They are much better off at home where they are most likely to get the necessary care for recovery and early return to school. Keeping ill children at home also protects other children, their parents and the teacher.

When you suspect illness in your child observe the following signs. Please keep your child(ren) at home. If these signs persist, contact your physician.

- An elevated temperature
- General fatigue or listlessness
- A skin rash
- Sore throat
- Nausea
- Pain

### **ADMINISTRATION OF PRESCRIBED MEDICATION FOR PUPIL**

(Ed. Code Sections 49423, 49480)

Prescribed medication will be administered to students during the school day only upon written request of both the student's physician and the student's parent/guardian. The parent may authorize, in writing, an individual who is not an employee of the district to administer the medication in accordance with school policy and administrative regulation. In all other cases a designated school employee will administer prescribed medication in accordance with the written instructions of the student's physician. The parent/guardian must annually provide the district with a new written statement from the physician and himself/herself or whenever the medication, dosage, frequency of administration or reason for administration changes.

Students who need to take asthma medication prescribed by a physician during the school day may carry and self-administer inhaled asthma medication if the school district has received written instructions from the student's physician stating the name of the medication, how it is to be used, dosage, and confirmation that the student is able to self-administer the medication. The school district must also receive a written statement from the student's parent/guardian that consents to allow the student to self-administer the prescribed medication, authorization to allow the designated school personnel to communicate with the student's physician if questions or concerns arise, and a release absolving the school district and personnel from civil liability if the self-administering student suffers an adverse reaction.

All student medications must be provided to the district in a properly labeled original container along with the physician's instructions. All medications must be kept in the nurse's office unless it is self-administered by the student in accordance with district policy and administrative regulation.

The parent/guardian must notify the district when his/her child is on continuing medication for a nonepisodic condition such as asthma, hay fever, hyperactivity, diabetes, epilepsy, etc.

### **MEDICAL AND HOSPITAL SERVICES**

(Ed. Code Sections 49470-49474)

Pupils injured at school or school-sponsored events or while being transported may be insured at District expense.

## **COMMUNICABLE DISEASES**

(Ed. Code Section 49403)

A parent must give consent in writing for a licensed physician or registered nurse under supervision of a physician to administer an immunizing agent. No immunization will be given at school without parent permission in writing.

It is not necessary for a child to remain out of school on the basis of exposure to a communicable disease. However, your child should stay home if he/she has any of the symptoms listed on the previous page. When your child has had a communicable disease, he/she should stay out of school at least the following minimum length of time.

Cold: Stay home when acute or coughing a great deal.

Mumps: 10 days from swelling onset or on release from the doctor, (note from doctor) and when symptom free.

Chicken Pox: 7 days after appearance of LAST crop of Vesicles. If crop is particularly heavy and unsightly or child does not feel well, he/she should stay home longer.

Head Lice: Exclude until under treatment and symptom free.

Hepatitis: Readmit on advise of physician.

Impetigo: Exclude until under treatment. Cover lesions while in school unless advised otherwise by doctor. If not covered, exclude until non-infectious.

"Pink Eye": Conjunctivitis – May return to school 24 hours after starting medication.

Ringworm: Exclude until under doctor's treatment. Cover lesions while in school.

Scabies: Exclude until under doctor's treatment or until symptom free.

Scarlet Fever or Scarletina: Exclude for 7 days if not seen by a physician. Non-contagious after 24 hours if taking antibiotics.

Measles: When symptom free and at least 7 days after appearance of rash.

## **COMPULSORY SCHOOL ATTENDANCE**

(Ed.Code Sections 48200, 48400)

The law states that school attendance of children and youths between the ages of 6 and 18 are subject to compulsory full-time attendance. All youths 16 to 18 are subject to compulsory continuation education attendance. For every out-of school youth under 18, a legal disposition is required.

As a way of improving attendance, Glenn County School Districts have implemented SARB (School Attendance Review Board), an attendance program and have acquired an attendance officer through Glenn County Probation Department to assist with this program.

## **RESIDENCY REQUIREMENTS FOR SCHOOL ATTENDANCE**

(Ed. Code Section 48204)

To establish the right for attendance in a school district, a child of compulsory attendance age (6-18) must be living with a parent, relative, guardian, or a foster parent who resides in the district and must provide proof of residency in the school district.

## **INTERDISTRICT ATTENDANCE AGREEMENT**

(Ed. Code Sections 46600, 48204, 48980)

A parent/guardian outside of the district boundaries may apply for an Inter-district Attendance Agreement for their child to attend Lake School District. A parent/guardian residing within the Lake School District boundaries may apply for an Inter-district Attendance Agreement for their child to attend a school in another district. (Board Policy 5125)

**JUSTIFIABLE ABSENCES**  
(Ed. Code Sections 48205)

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

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

Any child absent from school for justifiable personal reasons shall not have his/her grade reduced or lose academic credit when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

When your child is absent please send a note to the teacher or call the attendance office stating the reason (include date of absence), i.e., Johnny had an upset stomach; Mary had to go to the dentist, etc.

In cases of absences of 3 or more consecutive days, a written statement from a licensed healthcare provider attesting to the reason for the absence and/or that the student may safely return to school shall be required. Failure to provide this statement will result in the absence being reclassified as unexcused.

When any student has had ten (10) absences during any school year for illness verified by the methods discussed above, (*by telephone (as confirmed by the school attendance office), electronic or written format in a manner acceptable to the site administrator.*), **any further absences must be verified by a physician.** Failure to provide this statement will result in the absence being reclassified as unexcused.

**STUDENT SIGN-IN AND SIGN-OUT**

Students who leave school for any appointments, etc., during the day need to be signed out at the office by the responsible parent or guardian. When they return to school they need to be signed back in. Students who are tardy must also be signed-in by their parent/guardian.

**ADULT SIGN-IN AND SIGN-OUT**

All visitors, including parent volunteers, need to sign-in and sign-out at the office. Visitors will be given a visitor badge to wear while on campus.

**LOST AND FOUND**

Please label your child's valuables such as coats, sweaters, caps, and lunch pails. Due to similarity in clothing and lunch pails, it is difficult to keep track of what belongs to whom. If an item is lost, please check with the school office. At the end of the year all remaining items are donated to a local charity.

**REPORTING SYSTEM**

Parent-Teacher conferences will be held at the school at the end of the first quarter. Progress Reports will be sent out on a regular basis. Report cards will be sent out at the end of each quarter. Any time throughout the school year the teacher or parent may request a conference to discuss a child's progress.

**REPORTING STANDARDIZED TEST SCORES TO PARENTS**

(Ed. Code Sections 33031, 60605 (g), (h) and Section 60641)

Lake School District shall report, in writing, the results of each pupil's test to the pupil's parent of guardian, within no more than twenty (20) working days from receipt of the test results from the publisher.

If the district receives these reports for the designated achievement test or the primary language test from the publisher after the last day of instruction for the school year, the District shall send the pupil results to the



parent or guardian by U.S. mail at the parent's or guardian's last known address. If the report is non-deliverable, the District shall make the report available to the parent or guardian during the next school year.

**SCHOOL LUNCH PROGRAM**

Lake School serves an "Offer vs. Serve" lunch which means that we offer a complete lunch of five food groups. The children have a choice to take the complete lunch or choose three (3) food groups out of the five. Since the children have the choice of what they want to eat, we require that they eat everything they take.

Food groups offered are (1) meat/meat alternate, (2) vegetable, (3) fruit, (4) bread, and (5) milk. Students may take a minimum of three groups.

Parents are welcome to come and eat meals with their children, but we do need a 24-hour notice. This ensures that adequate amounts of food are available. Adult lunches are \$3.50 and breakfast is \$2.25.

Student meal prices are as follows for kindergarten through eighth grade:

	<b><u>Daily</u></b>	
Full Price Student Lunch.....	\$2.25	Reduced-Price Student Lunch .....
Full Price Student Breakfast ....	\$1.00	Reduced-Price Student Breakfast...
Milk.....	\$0.25	

**Free or Reduced Price Meals**

*(Ed. Code Section 49510 et Seq.)*

The District provides free or reduced price meals to students who qualify. Applications and instructions for applying are sent home to all parents at the beginning of the school year. Applications may also be obtained at any time during the school year at the office. The district does not operate a free milk (only) program.

**School Breakfast Program**

Lake School offers breakfast to **ALL** students who wish to participate. Students must take at least 3 items offered; one of the items must be a fruit. Breakfast will be served daily from 7:45 a.m. to 8:25 a.m. Prices for breakfast will be \$1.00 for full-price and \$.30 for reduced price.

**BREAKFAST/LUNCH CHARGES POLICY**

With the exception of students who are eligible to receive meals at no cost, students or their parents/guardians may pay on a per-meal basis or may submit payments in advance. The Superintendent/Principal or designee shall maintain an account indicating payments received from each student or his/her parents/guardians for the purchase of school meals.

Students and their parents/guardians shall be notified whenever their account has a zero balance.

Whenever a student's account has an unpaid balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice.

Please help us to enforce this policy. It is in the best interest of your child and the district.

**PARENTAL RIGHTS**

**STUDENT RECORDS**

*(Ed. Code Sections 49060-49078; 20 U.S.C. Section 1232g etseq., 34 CFR Part 99)*

Compiling appropriate facts and records pertaining to each student is a necessary function of the District. This information is needed as a record of each student's progress. The educational records for your child are available for your review upon request to the building principal. You may receive a copy of these records. You have a right to request an amendment to your child's educational records, file a complaint with the U.S. Department of Education for failure to comply with federal law, and a hearing to challenge their contents. You have a right to consent to disclosures of personally identifiable information contained in your child's educational records.

You may obtain a copy of the District policy on student records. The policy, which is located in the District Office, identifies the procedures for reviewing your child's records.

### **TRANSFER OF STUDENT RECORDS**

*(Ed. Code Section 49068, CCR Title 5 Section 438)*

If your child changes schools, his/her cumulative school records will be forwarded upon request by and to another school district or private school. Special records (medical, psychological, or special education records) are also sent with the cumulative records.

### **CONFIDENTIALITY OF STUDENT RECORDS**

*(Ed. Code Sections 49060, et seq., 20 U.S.C. Section 1232g, et seq., 34 CFR Part 99)*

Parents and adult students are hereby notified that all student records are confidential except as noted in Ed. Code Sections 49060 - 49078. Parents, upon request, may review the educational records of their child. Such written requests shall be honored in no more than five days after the request has been made. A list of district personnel having access to pupil records is available at the school site.

### **STUDENT DIRECTORY INFORMATION**

*(Ed. Code Sections 49060-49076; CCR Title 5 Sections 430-438; 20 U.S.C. Section 1232g, et seq.; 34 CFR Part 99)*

Student directory information may be released to those cooperative agencies normally connected with the activities of a school or school district. These include PTA's, representatives of the news media, public and government agencies, employers and prospective employers. Directory information includes the following: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (entry and withdrawal), degrees and awards received and most recent previous education agency or institution attended by the student. District Policy: Parents desiring this information not be released are requested to make this know in writing to the building principal of your child's school.

### **DESTRUCTION OF STUDENT RECORDS**

*(Ed. Code Sections 35253, 49062, CCR Title 5 Section 437)*

The cumulative school records of students, except for specified mandatory records, shall be destroyed during the third year after the school year the student is no longer enrolled in the district.

### **DRUG, ALCOHOL, AND TOBACCO AWARENESS**

*(Ed. Code Sections 51202, 51203, 51260)*

Instruction will be given (K through 12) regarding drug, alcohol, and tobacco prevention education. Curriculum will include the effects of alcohol and other drugs on prenatal development.

### **EXCUSE FROM HEALTH INSTRUCTION WHICH CONFLICTS WITH RELIGIOUS OR MORAL BELIEFS**

*(Ed. Code Section 51240)*

During the school year, the instructional program in some classes at some grade levels may include instruction about health. If such instruction will conflict with your religious training, beliefs, or personal and moral convictions, please advise the principal of your school in writing, not to include your child in this phase of the instructional program.

### **FAMILY LIFE AND COMMUNICABLE DISEASE INSTRUCTION**

*(Ed. Code Sections 51550-51551 and 51820)*

Family life education programs may be provided in grades K through 12. Venereal disease instruction will be provided in grades 7 through 12. If instruction about human reproductive organs and their functions, processes, and diseases are included in your child's class, you will have the opportunity to inspect, review, and evaluate the written or audio-visual materials to be used. You shall be given the opportunity to request in writing, that your child not attend the class.

### **AIDS PREVENTION INSTRUCTION**

*(Ed. Code Sections 51201.5, 51553, 51554, 51555)*

AIDS prevention instruction is taught to all students at least twice, once in the middle schools, and once in high school. You may exclude your child from this instruction by written notice to the principal of the school. Parents/students may obtain a copy of Ed. Code Sections 51201.5 and 51553 from the school office.

### **RELEASE FOR RELIGIOUS INSTRUCTION**

*(Ed. Code Section 46014)*

California school districts may release pupils from school (after the minimum school day) with written

parental/guardian consent to participate in certain kinds of religious exercises. Request forms for this purpose may be obtained in your school office.

### **COURSES USING ANIMALS**

*(Ed. Code Section 32255 et seq.)*

As part of a course of instruction, a teacher may require dissecting live or dead animals or animal parts as part of the instructional experience. If your child morally objects to dissecting animals or animal parts, he/she should notify his/her teacher of the objection and determine if an alternative education project can be performed. The District does not discriminate against students who exercise their rights under this law.

### **LIMITED ENGLISH PROFICIENCY**

*(Ed. Code Sections 52132, 52133, 52164.1, 52165, 52173)*

As per Proposition 227, all parents of LEP students who are to be enrolled in an English Immersion class must be notified in writing in English and their primary language of the following:

1. Their child's English and primary language assessment results.
2. Their child's enrollment in one of the Proposition 227 options.
3. A non-technical description of the program in which their child is to be enrolled.
4. Other program options that may be available.
5. Their right to visit the program.
6. Their right to participate in school and district advisory committees.
7. Their right to withdraw their child from the program by signing a waiver available at the school. In addition, parents of English-proficient students must be notified of their child's enrollment in an Immersion Program option or an impacted language program and must give their approval orally or in writing of such placement.

## **EDUCATION**

### **ALTERNATIVE SCHOOLS**

*(Ed. Code Section 58501)*

Senate Bill 445 authorizes school districts to provide alternative schools in order to provide maximum opportunity for students. Parents/guardians may obtain information regarding alternatives by contacting the administrative office of the District.

### **SPECIAL EDUCATION**

*(Ed. Code Section 56300)*

Section 56300 et seq. provides for the education of an exceptional student requiring services and facilities, which may or may not be part of the local program, at no cost to the parent/guardian.

- Any child, ages 0 through 21, suspected of or having a disabling condition, shall be entitled to a free and appropriate education.
- Each pupil has the right to be referred for special education services only after the resources of the regular education program have been considered and, where appropriate, utilized (Ed. Code Section 56031).
- Any parent/guardian is encouraged to participate in the Community Advisory Council for parents and community members for programs students with exceptional needs.
- Parents/guardians of pupils with exceptional needs are hereby notified of the right to electronically record the proceedings of I.E.P. meetings with 24 hour prior notice to the I.E.P. Team.

### **AWARD OF ATTORNEYS' FEES**

*(20 U.S.C. Section 14 15(e))*

The Individuals with Disabilities Education Act states that a court may award reasonable attorneys' fees to a parent/guardian of a disabled pupil who is a prevailing party in any action or proceeding brought under the procedural safeguard's section of the Act.

### **NOTICE OF ALTERNATIVE SCHOOLS AND PROGRAMS**

*(Ed. Code Sections 58500, 58501)*

California State law authorizes all school districts to provide for alternative school. Currently, the District

operates the following Alternative Programs through a consortium with the Glenn County Office of Education: Independent Study including Home School and a Post Expulsion Program, Home and Hospital Instruction.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools the County Superintendent of Schools and the administrative office of this district 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.

### **NOTICE TO PARENTS/GUARDIANS: COMPLAINT RIGHTS**

*Education Code 35186 requires that the following notice be posted in your child's classroom:*

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or miss-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.
  - Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year. If the position is a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester.
  - Miss-assignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. To file a complaint regarding the above matters, complaint forms can be obtained at the school office or downloaded from the school's web site at [www.lakeschool.org](http://www.lakeschool.org). You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

### **WATER QUALITY EMERGENCY NOTIFICATION**

The primary method of notifying parents and other interested parties will be by written letters or notices sent home with students at the end of the school day. Notices will be posted in the main building and at facets/drinking fountains on the school grounds. All outside sources of water (faucets and drinking fountains) will be turned off and bottled water will be provided to students, staff and guests until the water meets state standards.

### **NOTIFICATION OF ASBESTOS MANAGEMENT PLAN AVAILABILITY**

DATE: May 9, 2016  
TO: All Concerned Persons, Students, Parents, of Students and General Staff  
FROM: Office of the AHERA Program Manager  
Lake Elementary School District (530) 865-1255

Pursuant to Title 40 CFR Part 763 Subpart E (AHERA), the local education agency is required to inform you that:

- A copy of this school's AHERA management Plan is available for your inspection in the administrative offices of both the school and the local education agency.
- This management plan contains information regarding inspections, re-inspections, response actions, and post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress.

Should you wish to review the AHERA Management Plan, please contact my office to arrange for an opportunity. An application (Form ACC-1) will be sent to you to document your request. Application review and report preparation will require a maximum of five (5) days.

### PEST CONTROL SERVICE

Lake School has contracted with Larry's Pest Control to provide monthly pest control service for our campus. The outside of all buildings will be sprayed for pests the second and fourth week of every month at times when students are not present, and on non-school days such as winter, spring and summer breaks. Signs will be posted two days prior to the day of the service and will remain up 72 hours after each day, in accordance with the Healthy Schools Act of 2000. The signs will include the name of the pesticide to be used and the reason for the treatment.

The proposed chemicals that will be used are: Wisdom TC, Conquer, Nyguard IGR, UP-Cyde Pro 2.0 EC, Evercide EC, Tempo Ultra WSp Insecticide Water, Surflan A.S., Round-Up Pro, Hillyard (Crawling, Flying, and Wasp and Hornet Spray) Insect Killer ,information is available about each of these chemicals at the school office. Any parent that wishes may review this information.

If any parent wants to receive a reminder of the spray dates they should send a letter to the superintendent with this request and the school will send a notice to them each month.