

Welcome Back Parents,

Welcome to the start of the 2018-2019 school year. We are so excited to have your child enrolled in our school and we are looking forward to a fun and rewarding academic year.

Tonight you received an envelope containing a handbook, a Regulation and Policy agreement form, and a copy of your child's emergency card. Please read through the handbook and complete the Regulation and Policy agreement form. In addition, look over the completed emergency information sheet and either make necessary changes or check the "No Change" box at the top and sign below. You will need to complete and return the color emergency card and Regulation and Policy agreement form to your child's teacher on the 1st day of school. Please keep the handbook to reference throughout the school year.

**If you choose to participate in the following programs, please pick up an application in the office:**

Prescription/Over the Counter Medication kept at School  
Statement for Car Insurance Coverage to Drive on School Field Trips

**Reminders:**

Picture Day: August 23<sup>rd</sup> (Thursday)

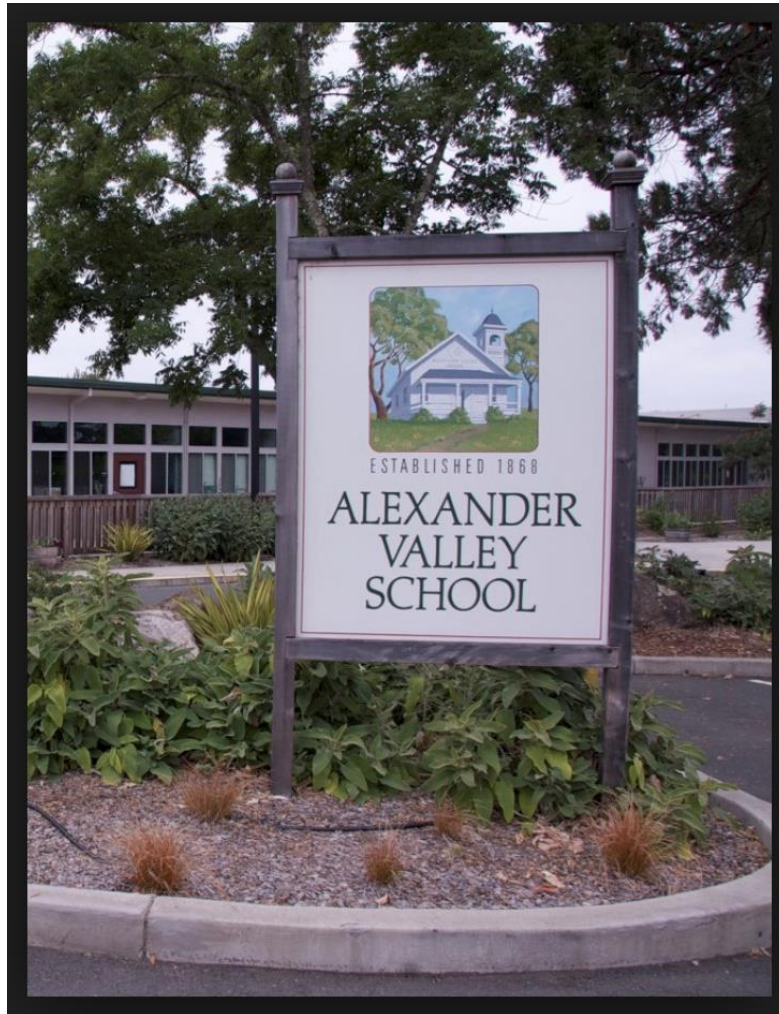
AVSPC's Coffee Get-Together & 1st Meeting of the school year: August 15th  
@8:30am

**We appreciate your time to complete and return the forms by Wednesday, August 15th.** This information will help us better serve your child. We hope your Back to School Night and the 2018-2019 school year are rewarding for you and your child/children.

Sincerely,

The AVS Staff

# Alexander Valley School



## Handbook 2018-2019

**Alexander Valley School**  
**8511 Highway 128**  
**Healdsburg, CA 95448**  
**www.alexandervalleyusd.org**  
**Phone 707-433-1375      Fax 707-431-0102**

Welcome to Alexander Valley School! The entire staff of Alexander Valley School would like to extend our sincere welcome to each student and parent for the 2018-2019 school year! Our school is dedicated to working as a team with students, parents, staff and community to provide students with a positive learning environment and a high quality educational program. We encourage your active participation and involvement in our school programs and our very own AVSPC (Alexander Valley School Parent Club).

This handbook has been prepared to provide our parents and students with information about our programs and normal operating procedures. If you have questions or concerns regarding your child's instructional program, homework, grades, test scores, behavior, etc., please don't hesitate to request a conference with your child's teacher. If your questions are not completely answered, please call the office at 433-1375 to request a meeting with the principal.

BOARD OF TRUSTEES

President: Alison Doran  
**adoran\_wine@yahoo.com**

Clerk: Laura Hawkes  
**laura@carpenterwine.com**

Board Member: Yvonne Kreck  
**yvonne@millcreekwinery.com**

Board Member: Derek Peachey  
**derek@floodlightdigital.com**

Board Member: Steve Smit  
**ssmit8000@gmail.com**

DAILY SCHEDULE

REGULAR DAY GRADES K-6  
8:30 – 3:07 (337 Instructional Minutes)  
10:10-10:30 Morning Recess  
12:10-12:50 Lunch  
3:07pm Dismissal

3:15 Students on campus will be sent to After School Program

WEDNESDAY KINDERGARTEN  
8:30 – 1:30 (240 Instructional Minutes)  
10:10-10:30 Recess  
12:10-12:50 Lunch  
1:30pm Dismissal

MINIMUM DAY GRADES K-6  
8:30-12:15 (185 Instructional Minutes)  
10:10-10:30 Recess  
11:50-12:10 Lunch  
12:15pm Dismissal

Drop-off  
Adult supervision begins on the playground at 8:00 am each morning. If a hardship exists and your child needs to arrive before 8:00am, please contact the office.

Pick-up  
Immediately after school, a parent or caregiver must pick up students. Students who are not picked up will be sent to our after-school program. Please see afterschool times and prices at the end of the handbook.

Please be sure that your child always knows how he/she will be getting home after school. If there is a change in the routine after school pick up, please make sure to send a note in the morning with your child. If there are unforeseen changes throughout the day, please call as soon as possible so the office can inform your child and the teacher.

Bus Service  
Bus service is provided to and from school for those students who live within the Alexander Valley School District Boundaries. Those students who live beyond our District's boundaries must be picked up by 3:15pm, or enroll in our After Care Program.

ATTENDANCE

When students are absent or come to school late, they miss valuable class instruction and can be disruptive when entering the classroom. Please be on time!

### Tardy Procedures

Any student who arrives at school after 8:30 a.m. must report to the office to check in and receive a slip for admittance to class. Please contact the office to request a school lunch for your child, as school lunch orders are submitted by 9:00am.

### Should my child stay home from school?

In order to prevent the spread of illness, please use the following guidelines:

<i>Symptom that Requires absence from school:</i>	<i>Return to school when:</i>
Temperature above 99 degrees F	Temperature is normal (98.6 or lower) for 24 hours without medication.
Vomiting	No vomiting for 24 hours without medication.
Diarrhea	No symptoms for 24 hours.
Impetigo	Lesions/Sores must not be open or crusty.
Pink eye	Treatment with antibiotic is necessary for 24 hours, prior to student returning. A doctor's note is requested upon return.
Ringworm	Treatment is required. Student must have a doctor's note to return.
Scabies	Treatment is required. Student must have a doctor's note to return.
Unidentified Rash	Student must have a doctor's note.
Head Lice	No nits present.

### Absence Procedures

If your student is not going to be at school, please contact our office before 9:00 am and leave a message including the name of your student, the reason for the absence and your name and contact phone number. Remember to speak clearly. If you do not call, the office staff will call you to determine why your child is not at school. In addition, AVS has a mobile APP that allows a parent to submit digitally if their child is out ill. Please contact our office if you have any questions.

### Independent Study

If your child is going to have an extended absence (5 or more days) we ask that you complete an Independent Study Form available from your child's classroom teacher. There is no replacement for your child's daily instruction by his or her teacher. It is the best way for your child to learn.

The Governing Board authorizes Independent Study as an optional alternative instructional strategy. Independent Study is designed as a safeguard for necessary absences and unavoidable absences. The teacher will provide the student with assignments that must be completed. This is an extra duty the teachers are asked to do beyond planning and implementing their regular curriculum for the entire class. For these reasons, please note your child's teacher will need a minimum of 5 days prior notice.

### Procedures for Early Dismissal of Students

Students are allowed to be checked out during the school hours for medical or dental appointments. Please make sure to send a note with your child indicating the pick-up time. In order to protect each child who needs to leave the school before dismissal time, the parent must personally come to the office and sign the student out. Students will only be released to adults listed on their emergency card if the parent has written a note indicating they would be picked up early and who will be picking them up. Please return your child to school after your appointment if school is still in session. Adults who are on the emergency list but who are not recognized by office staff will be asked to show a photo I.D. A parent must notify the office to give permission for the child to leave school early. Emergency pick up designees do not have the authorization to grant early dismissal from school.

### Truancy, SARB and Excessive Illness

Good attendance habits are formed early in a child's school career. In order to improve graduation rates, reduce dropout rates and close the achievement gap, Alexander Valley School will use the **S**chool **A**ttendance

**Review Board (SARB)** process to meet the needs of pupils with school attendance problems.

The SARB process begins when a student has excessive absences and/or is habitually tardy as determined by state regulations and local school board policies. The Education Code Section 48260 states, “a pupil who is absent from school without a valid excuse for three days in one school year or is tardy or absent for more than any thirty-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the District’s Superintendent.”

**In addition, students are only allowed a total of seven (7) absences due to illness during a school trimester. Any absence that exceeds the seven illness days will be unexcused unless a doctor note is provided.**

If you have any questions or concerns regarding the school attendance or the SARB process, please contact the school office.

COMMUNICATION: TUESDAY MAIL

Our Tuesday mail will be sent home every Tuesday. Please look for the Tuesday mail, as it contains updated information, calendars and school news.

GRADES/CONFERENCES

We have a trimester system at AVS. Report cards are standards-based. This means we report to you on your child’s progress toward reaching the state standards. Your child’s teacher will talk about the standards at Back to School Night.

Conferences will be conducted in the Fall and in the Spring. Report cards will be given out at the end of each trimester. Optional spring conferences will be held in March.

HOMEWORK

Each grade level assigns homework according to the district adopted Homework Policy. It is recommended that Kinder and First grade students have 10-15 minutes

per night and Second-Sixth have 10 minutes per grade level. (i.e. 4th: 40min., 6th 60min.)

HEALTH AND SAFETY

The safety of all students is our primary concern.

Emergency Information

Up-to-date information must be on file in the school office for every student. Please notify the office immediately should you have an address or phone number change. Students will only be released to adults listed on the emergency information. We ask that you list one out of state emergency contact in addition to your local contacts. Please note that carpool arrangements are not necessarily considered emergency contacts. Please be specific.

Any medical condition of your child should be noted on the emergency paperwork (i.e. asthma, allergies, heart conditions, etc.). By being aware of his/her conditions, we can better help your child in a medical emergency.

For your child’s welfare, please keep the emergency information current.

California Immunization Law

The California Health and Safety Code requires that every child entering a California school be immunized against polio, diphtheria, tetanus, measles, mumps, rubella varicella and hepatitis B according to regulations of the State Health Department. If your child has not fulfilled these requirements, he/she will be excluded from school. Your child will be readmitted to school as soon as you present evidence that the necessary immunizations have been started.

All first grade children in California must show evidence of a health screening examination within 18 months of entering first grade. Your child must also have an oral health assessment in kindergarten or first grade; whichever is his or her first year of public school. Parents retain the right to waive all or part of either examination.

Medication

California Ed. Code Section 49423 provides that any pupil who is required to take medication during the regular school day prescribed by a physician may be assisted by the School Nurse or other designated school

personnel. If your student must take a prescription or over-the-counter medication in school, you may do any of the following:

1. You or an adult designated by you in writing, may come to school and give the medication to your child.
2. You may get a copy of the Authorization for Medication form from the school office and take it to your child's health care provider. This form must be filled out and signed by the health care provider and the parent/legal guardian. Once completed, return this form and the medication to the school office. The medication must be delivered to the office in its original container.
3. You may choose to discuss with your healthcare provider a schedule for giving medication outside of school hours.

### Emergency Plan

Student safety is our top priority. The school has developed a Safety Plan that is updated annually and covers what we will do in case of emergencies. This plan is available upon request.

Throughout the year, students participate in drills for events such as fire, earthquake and lockdown. We practice and evaluate the drills to provide the most efficient, prompt, and safe procedures for students and staff response to emergencies.

If a school emergency occurs, parents will be notified about the situation by the most appropriate form of communication. The communication format is dependent upon the emergency and may be a phone call home, an email to the address that you provided to the office staff, your child's teacher, a note taken home by your student and/or notification on our district website.

We ask that all families follow these guidelines in times of emergency:

1. Please do not drive to school. We must allow for access for emergency vehicles. We know that families are concerned for the safety of their children and want to be with them as soon as possible but we must not interfere with the ability of the appropriate agencies to respond.
2. We ask that you do not come onto campus and begin searching buildings for your student. Students will be in designated areas, supervised by staff members.
3. Turn on local radio (KZST 100.1 FM) and TV stations for information on what to do and where to respond.
4. Keep the phone lines open to receive information.
5. If student pick-up is necessary after a major disaster please proceed to the emergency "Student Release & Records Station" family reunification zone, located behind the school. AVS staff members will guide

you to the reunification zone (see lockdown/EVAC procedures.). Wait for your child to be dismissed by school personnel, please be prepared to show Photo I.D. We must carefully track the safety and whereabouts of each and every child who is at school.

6. Do not panic. As part of our emergency preparation we have essential supplies on hand to assist both the teacher and students during an emergency.

Through education, we can achieve our goal of a safe, appropriate and prompt response to any emergency situation. If you would like to assist as a member of our Safety Committee, contact the school office.

<b>LOCKDOWN/ EVACUATION PROCEDURES</b>
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### PARENT PROCEDURES

1. Office is informed of something that warrants Lockdown to be called campus wide. "Lockdown" is initiated by front office over intercom. A 911 call is made.
2. All Staff quickly open classroom doors, look for any students, staff, or parents in hallway. These individuals enter the closest room and take shelter in a Lockdown.
3. Staff member locks all classroom doors, pulls curtains/blinds closed and assembles students in safe corner of room while remaining silent.
4. Staff, via text or email communicates status and attendance updates to Office Staff.
5. Front Office Staff (also in Lockdown) communicates Via \*Home Alert System to Parents, when safe to do with status updates and Parent next steps.
6. All remain in Lockdown until Emergency Services arrive and situation is neutralized.
7. Parents informed with \*Home Alert Updates of situational evacuation procedures and next steps should an evacuation be required.
8. Only School Administrator or Emergency Service Personnel will deem the campus safe resulting in opening each classroom.
9. Once Campus is deemed SAFE, Parents arrive on campus, students are picked up in dedicated pick up safe zone.
10. Follow up next steps communicated via social media and \*Home Alert Updates.

### **AVS STUDENT EVACUATION PARENT PROCEDURES**

You will receive a \*Home Alert message via text/phone stating students are being evacuated, when it is safe to do so.

Be sure to check local road conditions via radio (KZST) /social media to ensure your safety to and from AVS to secure your child. Our \*Home Alert System is programmed to the first number you submitted on your emergency card. If your number has recently changed, please notify the office.

Parents arriving at AVS to pick up your child during an evacuation:

Our front parking lot will be blocked off for emergency vehicle access only. Signage will direct parents to enter the side access lane near school entry. Parents will drive down side access lane where they will reach the Family Reunification Zone. (see map on back) Here, each parent will need to show picture ID as we may have an individual managing the Parent Check-in station who may be unfamiliar with who you are. Also, we would only release students to whomever is on the emergency card, no exceptions. Students will be released by a staff member at back field gate. Parents should continue east on the access lane after securing their child and exit on to Hwy 128.

*\*Home Alert System: This system calls the number you placed as the primary contact line on your child's emergency card, if your primary contact number should change, inform the office immediately.*

PESTICIDE APPLICATION LIST

Amdro Grant's Ant Stakes, Ortho Hornet & Wasp Killer, Paul Koss K-Bomb Insect Killer, JT Faton Dust Boric Acid (for roaches), Orange Guard Inc., Orange Guard (for insects) are pesticides that are used at school. If you wish to receive notification regarding the application of the pesticides at school please indicate on the agreement form.

Department of Pesticide Regulation Website  
[cdpr.ca.gov/dprdatabase.htm](http://cdpr.ca.gov/dprdatabase.htm)  
[cdpr.ca.gov/docs/pur/purmain.htm](http://cdpr.ca.gov/docs/pur/purmain.htm)

FOOD SERVICES

Lunch is served each day. It is important to pay forward for lunch. Lunch is \$4.00 and \$.50 for an extra milk unless you qualify through the NSLP (National School Lunch Program). If you qualify for reduced price meals, you are responsible on the day of service for the reduced price of each meal. Reduced Lunch prices.

When you receive a bill for lunch service, you are responsible for prompt payment.

Students who bring lunch from home should have their name clearly written on the bag or lunchbox. **Students may bring a nutritious snack to be eaten at recess time.**

We encourage a healthy lifestyle and do not encourage students to bring candy, soda or energy drinks to school.

Your child may be eligible for free or reduced-price meals. Applications are included in the first day packet or you may obtain one from the office.

BIRTHDAY CELEBRATIONS

In working in partnership with all of you, we know how important your child's birthday celebrations can be, as well as the treats that come with these celebrations. In thinking about the impact that sugary treats can have on student learning, we encourage our parents to bring a healthy choice snack alternative. Below are a few suggestions from the AVS Wellness Committee that you might consider if you decide to bring in a "birthday treat".

- Honor their child's birthday by sending non-food treats such as stickers or pencils
- Ensure all food sent to school for birthday celebrations promote healthy food choices (100% juice instead of punch, 100% fruit juice freezer pops, Trail mix, fruit or vegetables, popcorn, dried fruits, yogurt, fruit leather, String cheese, or, Pretzel products)
- Ask your child's teacher what non-food or healthy rewards/incentives they are utilizing in the classroom.

TEXTBOOK & DIGITAL DEVICES

Textbook and digital devices will be assigned by the classroom teacher to your child. The student will care and use the books and devices as they are intended. They will responsible to pay for lost or damaged books and digital devices, including current price, tax, and replacement cost shipping. The following are approximate costs for such items: Workbooks \$15, textbooks up to \$75, digital device up to \$300.

## LIBRARY BOOKS

Students will go to the library once a week. Kindergarten may check out one book per week, while grades 2-6 may check out two books per week. They may check out two books at a time. Books must be returned on or before their due dates. If a book is lost or damaged the student will need to either replace the book or pay the replacement cost for the book.

## TRANSPORTATION

AVS provides transportation to and from school for those families who reside in within the District's boundaries. Bus routes typically begin at 7:40am getting students to school by 8:30am. Bus Departs at 3:15pm and typically has students home by 4:15pm. The office will provide detailed route schedules on an annual basis.

## DISCIPLINE

At Alexander Valley School we promote a positive and safe learning environment for all students. Each class will participate in lessons and assemblies that teach and practice appropriate behavior. Procedures for managing student behavior on the playground, in the classroom, in the cafeteria, at assemblies, on field trips, in the school bathrooms, at pick-up and drop-off times, while walking or rolling to and from school, on the play structures, and in the office and library are designed to allow students to correct inappropriate behaviors before more serious problems develop.

Our school **PRIDE** pledge highlights our student and staff culture at AVS.

**P: Passionate**  
**R: Responsible**  
**I: Inclusive**  
**D: Determined**  
**E: Empowered**

In addition, we also support the teachings and learning of our 3 B's program below.

### **Be Safe**

I will keep my hands, feet and objects to myself. I will walk quietly and safely.

### **Be Respectful**

I will respect others and myself. I will use kind words.

### **Be Responsible**

I will be a good listener, follow directions, and do my best. I will be on time to class and ready to learn.

Continued inappropriate behavior will follow a progressive discipline plan that begins with the student and teacher, then includes the parents, then, if still unresolved, includes the principal.

## APPROPRIATE DRESS

Students are expected to be neat and clean and appropriately dressed for school. **Shoes must be closed-toe.** Clothing must be free from unacceptable printing and not interfere with the learning environment. Clothing must cover underwear and be appropriate length. Hats are to be taken off indoors.

## PARENT INVOLVEMENT

We welcome parents and guardians to AVS. Parents and guardians are encouraged to participate in school activities such as volunteering in the classroom, joining our AVSPC (Alexander Valley School Parent Club), participating in PC sponsored events and fundraisers, attending School Site Council meetings, attending ELAC (English Language Committee) meetings, attending Parent-Teacher Conferences, celebrating with your student at performances and awards assemblies, etc.

Each and every time a parent or visitor comes to school he/she must sign in at the office. A visitor badge must be worn at all times while any non-employee is on campus and students are in school. For the safety of all students, this procedure must be followed. Please do not proceed to a classroom or onto campus without first signing-in.

## PERSONAL PROPERTY

Students' personal property (i.e. games, toys, balls, etc.) may be brought to school only with teacher permission. The items must be brought directly to the classroom and are not allowed in the cafeteria or on the playground. Teachers are authorized to confiscate any item that disrupts the learning process or student conduct. The school does not assume responsibility for personal property belonging to individual students.



Items that are not allowed at school include: weapon (real or look alike toys), shoes with wheels (heelies), water pistols, water balloons, lasers, aerosol sprays of any type, matches or lighters.

Lost and found is located in the breezeway. You are welcome to come look for missing items during regular office hours. Please identify your children's clothing by writing first and last name on all personal items (i.e. jackets, sweaters, lunch boxes, hats, etc.). Lost and found items will be donated three (3) times a year to a local Goodwill store, after every minimum day. These minimum days are: the Friday before Winter Break, the Friday before Spring Break and the last day of school.

## TRAFFIC AND SAFETY

A good day at school starts with arriving safely and on time. During drop-off and pick-up times, please keep in mind the following:

### When parking:

- Park in the front parking lot.
- **Do not park or leave your car unattended on the curb in the front circle, these lanes are for drop-off and pick-up only.**
- Please avoid blocking neighbor's driveways.
- Use crosswalks if you need to park across the street.

### When using the front curb

- Do not park or get out of your car as it holds up the entire line of cars behind you. Do not leave your care idling.
  - Pull forward as much as you are able to allow more cars to drop-off at the same time.
  - Children are to unload from the passenger side of the car.
  - If you need to get out of your car you must find a legal place to park.
  - If your child does not dismiss from the building in a timely manner, you may be asked to find a parking spot to wait.
  - Do not park on either side of the school enter or exit signs as it blocks visibility of incoming traffic.
- Please respect all school staff as they assist students and adults.

## ANNUAL RIGHTS NOTIFICATION

The annual notification is available in an electronic format at [www.alexandervalleyusd.org](http://www.alexandervalleyusd.org). A copy has been provided to you in your back to school packet.

### **Student Use of Technology-Board Policy**

The Alexander Valley Union School District Board of Trustees encourages the use of computers, video tapes, interactive video disc, distance-learning, Cable television, and other technologies to enhance an instructional program. The board recognizes these technologies to do the following:

- a. Give students new ways to access information and practice skills.
- b. Help teachers meet a wide range of learning styles.
- c. Enable teachers to move from whole class instruction to a mixture of small-group and individualized instruction.
- d. Assist students to develop reasoning and problem solving capabilities.

At the beginning of each school year, parents/guardians shall receive a copy of the district policy regarding access by students to the Internet and online sites (Education Code). This information shall be contained within the district acceptable use agreement form.

The Superintendent or designee shall oversee the maintenance of the districts technological resources any established guidelines and limits on their use. In addition, the Governing Board or designee shall conduct an annual review of the districts resources and use of technology and instruction. This review shall include consultation with the district technology committee and show result in annual revision of the district technology plan.

The Superintendent or designee shall establish procedures that govern student access to technology that is age appropriate. These procedures shall include the use of age-appropriate filtering software to block inappropriate Internet sites from students. These procedures shall prohibit access to harmful matter on the Internet which may be obscene or pornographic and preclude other misuses of the system. In addition, these procedures shall establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system. Students who failed to abide by district rules and procedures shall be subject to disciplinary action, revocation of use, and legal actions as appropriate.

Because the Internet contains an unregulated collection of resources, the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the District online resources, each student and his/her parent/guardian shall sign and return an acceptable use agreement. This agreement shall specify user obligations and materials acquired by this student on the system, violations by the student of copyright restrictions, users mistakes or negligence or any costs incurred by users (U.S. Code, Title 20, Education Code).

Student shall be supervised by staff while using the Internet and online services.

Alexander Valley Union School District

Board adopted: October 20, 2004

### **Computer/Internet- ACCEPTABLE USE CONTRACT**

Computer and Internet access is available to the Alexander Valley Union School District. The Internet offers vast, diverse, and unique resources to our school community. Our goal in providing this service is to students is to promote educational excellence in our school through resource sharing and communication that is curriculum based.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Alexander Valley Union School District has taken reasonable precautions to restrict access to controversy old materials including the use of Internet filtering software. However, on a global network it is impossible to control all materials in an industrious user they discover inappropriate information. The district firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may obtain unsuitable material.

### **TERMS AND CONDITIONS**

#### Network and Internet Etiquettes

All users are expected to abide by the generally accepted rules of network etiquette:

1. Be polite. Never send or encourage others to send abusive messages or encourage cyber-bullying.
2. Use appropriate language.
3. Do not monopolize the system.
4. Do not download or print large files without authorization.

5. Do not give out personal information about yourself or others, including name, address, or telephone number.

6. Do not call attention to inappropriate material. Remove such material from the screen immediately.

#### Unacceptable use

The use of the school computers and the Internet must be in support of education and research consistent with the educational objectives of the Alexander Valley Union School District. Following represents inappropriate uses and may violate state or federal law:

1. Using the network for commercial purposes.
2. Using the network for political lobbying.
3. Using the network to inappropriately obtain or use personal information about others.
4. Using the network for destructive purposes (destroying or damaging property directly or via viruses or deleting software).
5. Using the network for stealing from others (data, passwords, software programs, accounts, copyrighted materials, etc.).
6. Using the network for gaining an authorized access to any network or database.
7. Using the network to send/receive a message with someone else's name on it.
8. Using the network to send/receive a message that is inconsistent with the school code of conduct.
9. Downloading, uploading or transmission of copyrighted material (including but not limited to music, videos, software, text, graphics, etc.) in material protected by trade secret.
10. Transmission of threatening, harassing, racist, or obscene material.
11. Using the network to access chat rooms, personal email, instant messaging, and other instant communication services.

#### District Responsibilities/Limits

The Alexander Valley Union School District makes no warranties of any kind, whether expressed or implied, for the service it is providing and assumes no liability or responsibility for damages of any kind which the user may sustain as a result of using the service. This includes, but is not limited to, losses relating to delays in transmission, receipt, or interruptions in service. That Alexander Valley Union School District assumes no liability for the use or misuse of any information received or obtained via the network or the Internet. The user assumes all risk of such use or misuse. That Alexander Valley Union School District in no way assumes any liability for the accuracy or quality of any and all

information received or are obtained through the network or the Internet.

This contract is provided so that you are aware of the responsibilities that you are about to accept. The use of the Internet and other information technology is a privilege, not a right, and inappropriate use can result in removal of this privilege. If an Alexander Valley Union School District user violates any of these provisions, the District reserves the right to discipline the user including the suspension, limitation or denial of future access. In addition, the user will be held financially responsible for any damages resulting from misuse of the system.

A signature below is binding, and indicates that the party who signs it has carefully read and understood the significance of these contract terms and conditions. No user has permission to access the Internet or School District computers without this signed and dated contract on file with the district. I understand and will abide by the above computer/Internet acceptable use contract. I further understand that any violation of the regulation is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

As the parent/guardian of this user, I have read this agreement. I understand that this access is designed for educational purposes only. I recognize that the Alexander Valley Union School District has taken reasonable precautions to limit access to harmful material or material that is not approved for use within the public-school system, I also recognize it is important for Alexander Valley Union school District to restrict access to all harmful or unapproved materials, and I will not hold the district responsible for such materials acquired by my child on the network. Further, I accept full responsibility for any such material acquired by my child.

#### **Uniform Complaint Procedures**

Admin. Regulation 1312.3  
Community Relations

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination,

harassment, intimidation, or bullying, as specified and accompanying board policy.

(cf. 1312.1 – Complaints Concerning District Employees)  
(cf. 1312.2 – Complaints Concerning Instructional Materials)  
(cf. 1312.4 – Williams Uniform Complaint Procedures)  
(cf. 4031 – Complaints Concerning Discrimination in Employment)

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular school district speaks a single primary language other than English, the district policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 – Parental Notifications)

#### Compliance Officers

The following compliance officer(s) shall receive and investigate complaints and ensure insured district compliance with law:

Superintendent – Principal  
8511 Highway 128  
Healdsburg, CA 95448  
(707) 433 – 1375

The Superintendent-Principal or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent-Principal or designee.

(cf. 9124 – Attorney)

#### Notifications

The Superintendent-Principal or designee should annually provide written notification of the district's uniform complaint procedures to students, employees, parents/Guardians, the District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 5 CCR 4622)

(cf. 0420 – School Plans/Site Councils)  
(cf. 1220 – Citizen Advisory Committees)  
(cf. 3260 – Fees and Charges)  
(cf. 4112.9/4212.9/4312.9 – Employee Notifications)  
(cf. 5145.6 – Parental Notifications)

The notice shall:

1. Identify the person(s), position(s), or unit(s) for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements and that:
  - a. The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
  - b. The complaint and review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.
  - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision
  - e. That the appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision
  - f. Copies of the district's uniform complaint procedures are available free of charge.

#### Procedures

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegation shall be notified when a complaint is filed, when a hearing is scheduled, and when a decision or ruling is made.

#### Step 1: Filing a Complaint

Any individual, public agency or organization may file a written complaint of the districts of alleged noncompliance with federal or state laws or regulations governing and educational programs. (5 CCR 4630)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered a unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, from the date when the complaint first obtain knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However upon written request by the complainant, the Superintendent-Principal or destiny may extend the filing. For up to 90 calendar days. (5 CCR 4630)

A complaint alleging noncompliance with the law regarding the Pruitt petition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence for information leading to evidence to support an allegation of noncompliance. (Education Code 49013)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received providing each with a code number in a date stamp.

If the complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

#### Step 2: Mediation

Within three business days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator party gain access to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the districts timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

#### Step 3: Investigation of Complaint

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district investigator with documents or other evidence related to the allegations in the complaint, or their refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of the lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the District shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the District to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and could result in the imposition of remedy in favor of the complaint. (5 CCR 4631)

#### Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complaint tent a written report of the district investigation and decision, as described in Step #5 below, within 60 calendar days of when the District receives the complaint. (5 CCR 4631)

#### Step 5: Final Written Decision

The district decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and when required by Education Code 48985, complaint is in its primary language.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complaint tenant's right to appeal the district decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complaint must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student and employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

If the complaint alleging only noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the District shall provide a remedy to all affected students and parents/guardians, which, or applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)

**Appeals to the California Department of Education:**  
If dissatisfied with the district decision, the complainant may appeal and writing to the CDE. (Education Code 49013; 5 CCR 4632)

The complainant shall file his/her appeal within 15 calendar days of receiving the district decision in the appeal shall specify the basis for the appeal of the decision whether the facts are incorrect and/or the law has been misapplied. That appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district decision. (5 CCR 4632)

Notification by the CDE that the complainant has appealed the district's decision, the Superintendent-Principal or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and excess of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in a complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including when

the district has not taken action within 60 calendar days of the date the complaint was filed with the district. (5 CCR 4650)

#### Civil Law Remedies

A complainant may pursue available civil law remedies outside of the District's complaint procedures.

Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)

#### Regulation ALEXANDER VALLEY UNION SCHOOL DISTRICT

Approved: February 12, 2013

Healdsburg,

California

#### Sexual Harassment

Board Policy 4119.11

Personnel

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other person to comply, testify or otherwise participate in the complaint process established pursuant to this policy and administration regulation.

(cd. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 4030 – Nondiscrimination in Employment)

The Superintendent/Principal or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff (cd. 4112.9/4212.9/4312.9 – Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor or the Superintendent.

A supervisor or other district administrator who receives a harassment complaint shall promptly notify the Superintendent/Principal or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning discrimination in employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint. (cf. 4031 – Complaints Concerning Discrimination in Employment)

Any district employee who engages or participates in sexual harassment or aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicants, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 – Dismissal)  
(cf. 4118 – Suspension/Disciplinary Action)  
(cd. 4218 – Dismissal/ Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200.262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-200h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal. 4<sup>th</sup> 1026

Faragher v. City of Boca Raton, (1998) 118 S. Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S. Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S. Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S. Ct. 998

Meritor Savings Bank, FSB v. Vinson et. Al., (1986) 447 U.S. 57

Management Resources

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing:

<http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission:

<http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html>

Policy ALEXANDER VALLEY UNION SCHOOL DISTRICT

Adopted: April 23, 2009 Healdsburg, California

## **Bullying**

Board Policy 5131.2

Students

The Governing Board recognizes the harmful effects of bullying on student learning in school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 Conduct)  
(cf. 5136 – Gangs)  
(cf. 5145.3 – Nondiscrimination/Harassment)  
(cf. 5145.7 – Sexual Harassment)  
(cf. 5145.9 – Hate-Motivated Behavior)

Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful text, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 – Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420 – School Plans/Site Councils)  
(cf. 0450 – Comprehensive Safety Plan)  
(cf. 1220 – Citizen Advisory Committees)  
(cf. 1400 – Relations Between Other Governmental Agencies and the Schools)  
(cf. 6020 – Parent Involvement)

#### Bullying Prevention

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. Students shall be informed, through student handbooks and other appropriate means, of the district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 – Positive School Climate)  
(cf. 6164.2 – Guidance/Counseling Services)

The district may provide students with construction, in the classroom or other educational settings, that promotes effective communication and conflict resolution

skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertive skills, and inappropriate online behavior.

(cf. 4131 – Staff Development)  
(cf. 4132 – Staff Development)  
(cf. 4133 – Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent-Principal or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restaurants, and cafeterias.

#### Intervention

Students are encouraged to notify school staff when they're being bullied or suspected another student is being victimized. In addition, the Superintendent-Principal or other designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witnessed bullying shall immediately intervene to stop the incident when it is safe to do so. (Ed. Code 234.1)

When appropriate, the Superintendent-Principal or his/her designee shall notify the parents/guardians of the victims' perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

#### Complaints and investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the District's uniform complaint procedures specified in AR 1312.3 – Uniform Complaint Procedures.

(cf. 1312.3 – Uniform Complaint Procedures)

When a student is reported to be engaging in bullying off campus, the Superintendent-Principal or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activities, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to



notify a teacher, the Principal, or other employee so that the matter may be investigated.

When a student uses a social networking site, or service agency to bully or harass another student, the Superintendent-Principal or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

#### Discipline

(cf. 5138 – Conflict Resolution/Peer Mediation)  
(cf. 5144 – Discipline)  
(cf. 5144.1 – Suspension and Expulsion/Due Process)  
(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 6159.4 – Behavioral Interventions for Special Education Students)

#### Legal Reference:

##### EDUCATION CODE

200 – 262.4 Prohibition of discrimination  
32282 Comprehensive safety plan  
35181 Governing board policy on responsibilities of students  
35291-35291.5 Rules  
48900-48925 Suspension or expulsion  
48985 Translation of notices

##### PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor  
647.7 Use of camera or other instrument to invade person's privacy; punishment  
653.2 Electronic communication devices, threats to safety

##### UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

##### COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F. Supp.2d 1094  
Lavine v. Blaine School District, (2002) 279 F.3d 719

#### Management Resources

##### CSBA PUBLICATIONS

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012  
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011  
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010  
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten through Grade Twelve, 2008  
Bullying at School, 2003

#### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: harassment and Bullying, October 2010

#### WEB SITES

CSBA: <http://www.csba.org>  
California Cybersafety for Children:  
<http://www.cybersafety.ca.gov>

#### Visitors/Outsiders

Board Policy 1250  
Community Relations

The Governing Board believes that is important for parents/guardians and community members to take an active interest in the issues affecting school districts and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in educational programs.

(cf. 1240 Volunteer Assistance)  
(cf. 5020 Parent Rights and Responsibilities)  
(cf. 6020 – Parent Involvement)

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent/Principal or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the Principal or designee. When a visitor involves a conference with the teacher or Principal, an appointment should be scheduled during on instructional time.

(cf. 6116 – Classroom Interruptions)

Any person who is a visitor to shall register immediately upon entering any school building our grounds when school is in session.

(cf. 1112 – Media Relations)

The Superintendent-Principal or designee may provide a visible means of identification for all individuals were are not students or staff members while on school premises.

No electronic listening and recording device may be used by any person in the classroom without the teacher's and Superintendent/Principal's permission. (Education Code 51512)

The board encourages on the visuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the districts complaint process if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the Superintendent/Principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

(cf. 1312.1 – Complaints Concerning District Employees)  
(cf. 1312.2 – Complaints Concerning Instructional Materials)  
(cf. 1312.3 – Uniform Complaint Procedures)  
(cf. 1312.4 – Williams Uniform Complaint Procedures)  
(cf. 3515.2 – Disruptions)

#### Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the Superintendent/Principal before entering the school campus grounds. As necessary, the Superintendent/Principal shall consult with the local law enforcement authorities before allowing the presence of any such person at school or other school activity.

#### Legal Reference:

##### EDUCATION CODE

32210 Willful disturbance of public school or meeting  
32211 Threatened disruption or interference with classes; misdemeanor  
32212 Classroom interruptions  
35160 Authority of governing boards  
35292 Visits to schools (board members)

49091.10 Parental right to inspect instructional materials and observe school activities

51101 Parent Rights Act of 2002

51512 Prohibited use of electronic listening or recording device

##### EVIDENCE CODE

1070 Refusal to disclose news source

##### LABOR CODE

230.9 Discharge or discrimination for taking time off to participate in child's educational activities

##### PENAL CODE

290 Sex offenders

626-626.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

##### COURT DECISIONS

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4<sup>th</sup> 652

##### ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen.509 (1996)

#### ALEXANDER VALLEY UNION SCHOOL DISTRICT

Adopted: June 20, 2012

Healdsburg, California

#### FURTHER INFORMATION

As the year progresses, more information will be shared in the Tuesday mail sent home each week. Look for an emailed copy sent electronically, or a hard copy is available in the office. Please feel free to contact your child's teacher or the school office at any time for questions or concerns. We are here to make this school year a success for you and your child.

**ALEXANDER VALLEY UNIFIED SCHOOL DISTRICT  
2018-2019 SCHOOL CALENDAR**

Month	M	T	W	T	F	Workdays/Holidays	Days of Instruction
July 2018	2	3	4	5	6	July 4 Independence Day Holiday	0
	9	10	11	12	13		
	16	17	18	19	20		
	23	24	25	26	27		
	30	31					
August			1	2	3	Aug 9, 13, 14 Staff Development Day (Non Student Days)- 13 Back to School Night 15 First Day of School (Min Day) 23 School Photos	13
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31		
September						Sept 3 Labor Day Holiday	19
	3	4	5	6	7		
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
October	1	2	3	4	5	Oct 2-5 Parent Teacher Conferences 31 Minimum Days All Grade Levels Halloween Carnival	23
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30	31				
November				1	2	Nov 2 End of Trimester 1 12 Veterans' Day Holiday 20 Minimum Day 21-23 Thanksgiving Day Break	18
	5	6	7	8	9		
	12	13	14	15	16		
	19	20	21	22	23		
	26	27	28	29	30		
December						Dec 19 Holiday Program 20 Minimum Day 21 No School 24-31 Winter Break	14
	3	4	5	6	7		
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
	31						
January 2019		1	2	3	4	Jan 1-4 Winter Break 7 School Resumes 21 Martin Luther King Jr. Day	18
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31			
February					1	Feb 8 Valentine's Dance 15 Lincoln's Observance 18 President's Day	18
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28			
March					1	Mar 1 End of Trimester 2 12-14 (Parent Conf Recommended) Min Days 15 Minimum Day 18-22 Spring Break	16
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29		
April	1	2	3	4	5	April 18 Minimum Day 19 Local Holiday 22 Local Holiday	20
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30					
May			1	2	3	May 3 Cinco de Mayo 16 Open House 20 All School Field Trip 23 Minimum Day 24 FFA Day -Local Holiday 27 Memorial Day Holiday 30 Play Day 31 Last Day of School/ 6 <sup>th</sup> grade promotion	21
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31		
June	3	4	5	6	7		0
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
CAL 2018-19						TOTAL	180
AVS Events	Minimum Days					Holidays	

Revised and Approved by the Governing Board on: March 12, 2018

vs **Starting Date for Students**  
August 15, 2018

**State and National Holidays**  
July 4, 2018  
September 3, 2018  
November 12, 2018  
November 22, 2018  
December 25, 2018  
January 1, 2019  
January 21, 2019  
February 11, 2019  
February 18, 2019  
May 27, 2019

**Thanksgiving Break**  
November 21-23, 2018

**Winter Break**  
December 21, 2018 – January 4, 2019

**Spring Break**  
March 18, 2019-March 22, 2019

**Trimesters**  
End of 1st Trimester 11/2/18  
End of 2<sup>nd</sup> Trimester 3/1/19  
End of 3<sup>rd</sup> Trimester 5/31/19

**Alexander Valley School  
After-School Program 2018-2019  
Regular Day Pick Up Times and Charges**

By	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00
1 child	\$2.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00	\$14.00	\$16.00	\$18.00	\$20.00	\$22.00
2 children	\$3.50	\$7.00	\$10.50	\$14.00	\$17.50	\$21.00	\$24.50	\$28.00	\$31.50	\$35.00	\$38.50
3 children	\$4.50	\$9.00	\$13.50	\$18.00	\$22.50	\$27.00	\$31.50	\$36.00	\$40.50	\$45.00	\$49.50

**Minimum Day Pick Up Times and Charges**

By	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45	3:00
1 child	\$2.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00	\$14.00	\$16.00	\$18.00	\$20.00	\$22.00
2 children	\$3.50	\$7.00	\$10.50	\$14.00	\$17.50	\$21.00	\$24.50	\$28.00	\$31.50	\$35.00	\$38.50
3 children	\$4.50	\$9.00	\$13.50	\$18.00	\$22.50	\$27.00	\$31.50	\$36.00	\$40.50	\$45.00	\$49.50

By	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00
1 child	\$24.00	\$26.00	\$28.00	\$30.00	\$32.00	\$34.00	\$36.00	\$38.00	\$40.00	\$42.00	\$44.00	\$46.00
2 children	\$42.00	\$45.50	\$49.00	\$52.50	\$56.00	\$59.50	\$63.00	\$66.50	\$70.00	\$73.50	\$77.00	\$80.00
3 children	\$54.00	\$58.50	\$63.00	\$67.50	\$72.00	\$76.50	\$81.00	\$85.50	\$90.00	\$94.50	\$99.00	\$103.50

**Kindergarten Wednesday**

By	1:45	2:00	2:15	2:30	2:45	3:00	3:15
1 child	\$2.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00	\$14.00
2 children	\$3.50	\$7.00	\$10.50	\$14.00	\$17.50	\$21.00	\$24.50
3 children	\$4.50	\$9.00	\$13.50	\$18.00	\$22.50	\$27.00	\$31.50

- The program ends promptly at 6:00 pm each day. Penalty for pickup after 6:00 is \$1.00 per minute per child.
- Students still on campus after the expected pickup time will be sent to the After-School Program.
  - **On regular school days, students are expected to be picked up by 3:15pm.**
  - **On minimum days, students are expected to be picked up by 12:15pm.**
- Parents are strongly encouraged to prepay for use of the After School Program. However, upon the receipt of an invoice, please pay promptly.
- Non-payments will result in a loss of services for your family.
- A nutritious snack will be provided after 4:00 on regular days.
- Students who have qualified for free or reduced lunch are eligible for a discount with the Superintendent's approval.

Alexander Valley School  
Media Usage & Consent Form

Pictures, video and audio recordings are taken of your child on and off campus and can be used or posted in various places. **Please check boxes where you AGREE** to have your child's photos and name possibly used/posted. Also please check **AVS School Directory** box if you **agree** to have your contact information included for only the school community.

- AVS School Directory-contact information only
  
- AVS Yearbook
- AVS School Newspaper
  
- AVS School Website
- AVSPC Website
- Local Paper(s)
  
- AVS Facebook Page
- AVSPC Facebook Page
- Staff Member's Personal Facebook Page

I consent to my child's name being included on a classroom list that is available to the public.

I consent to receiving official communications by telephone, text, and/or email from Alexander Valley School District regarding School/District related issues. (Circle those that apply.)

Student's name(s) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF  
ANNUAL RIGHTS NOTIFICATION

The annual notification is available in an electronic format at [www.alexandervalleyusd.org](http://www.alexandervalleyusd.org) or a copy can be provided to you upon request if you do not have access to an electronic copy.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I hereby acknowledge receipt of information regarding my rights, responsibilities, and protections.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Sign, and return this page to your child's school indicating  
that you have been notified.

**Alexander Valley School**  
**Regulation and Policy Information Agreement Form**  
**2018-2019**

**My signature below signifies I have read, understood, and received a copy of the following documents.**

**Initial**

- \_\_\_\_\_ 1. Emergency Card Information
- \_\_\_\_\_ 2. School District Handbook
- \_\_\_\_\_ 3. Computer/Internet- Acceptable Use Contract
- \_\_\_\_\_ 4. Student Use of Technology Board Policy
- \_\_\_\_\_ 5. Library Book Permission
- \_\_\_\_\_ 6. Textbook & Digital Device Responsibilities
- \_\_\_\_\_ 7. Pesticide List

I wish to receive notification regarding pesticide application.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Tuesday Mail:**

\_\_\_\_\_ YES, I wish to receive Tuesday Mail via email.

Parent Email Address: \_\_\_\_\_

2nd Parent Email Address: \_\_\_\_\_

\_\_\_\_\_ No, I would rather receive a hard copy of Tuesday mail sent home with my child each week,

It is understood that effort shall be made to contact the undersigned prior to rendering treatment to the student, but that any of the above treatment will not be withheld if the undersigned or authorized adults cannot be reached.

\_\_\_\_\_ is the hospital I/we prefer for emergency medical treatment of my/our child.

I/we understand that the school district does not provide accident / medical insurance for students, and I/we further understand that all costs related to medical treatment may be my/our responsibility and not that of the school district.

\_\_\_\_\_

Parent Initial

Date

**EPI-PEN**

In the event of a life threatening allergic reaction, I authorize trained school personnel to give emergency treatment.

\_\_\_\_\_

Parent Initial

Date