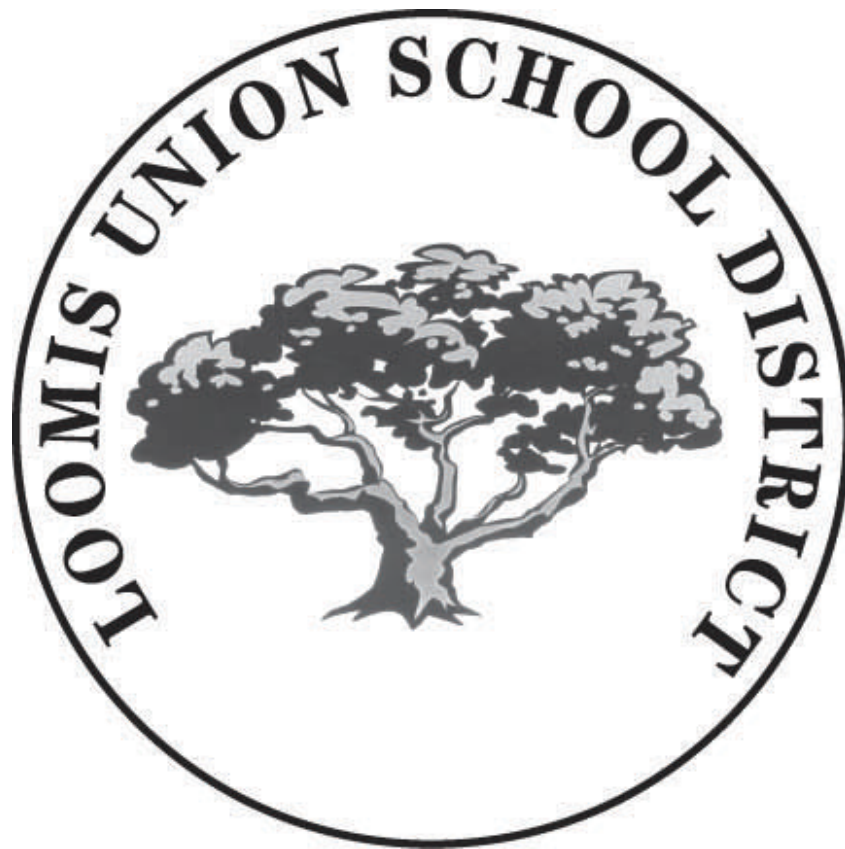


ANNUAL PARENT INFORMATION PACKET



2011-2012

LOOMIS UNION SCHOOL DISTRICT

3290 Humphrey Road, Loomis, California 95650

(916) 652-1800 • fax (916) 652-1809

www.loomis-usd.k12.ca.us

2011-2012

ANNUAL PARENT INFORMATION PACKET

The Annual Parent Information Packet is distributed to parents of students in the Loomis Union School District. State and Federal law require school districts to notify parents each year about certain policies and procedures. These policies are contained in this packet. Reading them will help keep you informed about our schools. If you have questions about any of the policies, or if you have questions about curriculum or other areas not included, please speak with your child's teacher or principal, or contact the Curriculum and Instruction Department at the District Office.

TABLE OF CONTENTS

• Board of Education	3
• Directory of Schools	4
• Message from Superintendent	5
• Parent's Rights and Responsibilities	6-17
• Receipt of Annual Notification	18
• Request to Deny Access to District Directory Information/Non-Participation in Comprehensive Sexual Health and/or HIV/AIDS Prevention Instruction	19
• Release for Electronically Displayed Student Work	20
• Internet Safety and Acceptable Use Policy	21-24
• Notification of Planned Pesticide Use	25
• Student Enrollment and Placement Policy	26-33

SUPERINTENDENT OF SCHOOLS

Gordon T. Medd • (916) 652-1800

ASSOCIATE SUPERINTENDENT

Jay Stewart • Business Services

(916) 652-1800 ext. 106

BOARD OF EDUCATION

Ann Baker

Jeanne Duvall

Mike Edwards

Jim Foster

Kurt Turner

Visit us online at www.loomis-usd.k12.ca.us

School District Directory

Loomis Union School District Office

3290 Humphrey Rd., Loomis, CA 95650

(916) 652-1800

Franklin Elementary School

7050 Franklin School Rd, Loomis, CA 95650

(916) 652-1818 - Cindy Uptain, Principal

Penryn Elementary School

6885 English Colony Way, Penryn, CA 95650

(916) 663-3993 - Andrew Withers, Principal

H. Clarke Powers Elementary School

3296 Humphrey Rd, Loomis, CA 95650

(916) 652-2635 - Glenn Lockwood, Principal

Placer Elementary School

8650 Horseshoe Bar Rd, Loomis, CA 95650

(916) 652-1830 - Carolyn Cowles, Principal

Loomis Grammar School

3505 Taylor Rd, Loomis, CA 95650

(916) 652-1824 - Rick Judd, Principal

Loomis Basin Charter School

5834 Laird Rd, Loomis, CA 95650

(916) 652-2642 - Erika Sloane, Director

Ophir Elementary School

1373 Lozanos Rd, Newcastle, CA 95658

(530) 885-3495 - Mary Zaun, Principal



3290 Humphrey Road, Loomis, CA 95650 ♦ (916) 652-1800

Building Excellence in Education Since 1856

August 2011

Dear Loomis Families,

Welcome to the 2011-12 school year! We look forward to another positive and productive year filled with activities and events. The Loomis Union School District is dedicated to providing a learning environment focused on high expectations and outstanding student achievement. Your child's success in school is our number one focus.

In our back to school packet you will find the essential information related to a variety of school related items. In addition to the required paperwork, there is also valuable information about your child's school.

If you have any questions regarding the information contained in this packet please contact your child's school and they will assist you. If you have questions regarding the Loomis Union School District please contact me at the district office at (916) 652-1800.

Yours educationally,

Gordon T. Medd
Superintendent

Loomis Union School District

2011-2012

ANNUAL PARENTS' RIGHTS AND RESPONSIBILITIES NOTICE

Each year the Loomis Union School district is required to send certain information to all parents who have children in the public schools. Some of this information requires a response from each parent, some requires a response only if the parent so desires, and some requires no response at all. To assist you in understanding your role as parents, the following descriptions and notices are provided.

GENERAL INFORMATION

- 1. Student Rights.** Information regarding student rights may be obtained from the principal of each school or from the Educational Services Department at the District Office.
- 2. Emergency Card.** We are required to have this information on file for each student. Incomplete or wrong data on this card could endanger the safety of your child if an emergency occurs. Please read, provide information, sign (after reading the Annual Parents' Rights and Responsibilities Notice, Civil Defense Notice, and the District Discipline Code and Behavior Guidelines), and return to school. **PLEASE CONTACT THE SCHOOL IF ADDRESS AND/OR TELEPHONE NUMBERS ARE CHANGED.**
- 3. Free and Reduced Lunch Program.** Every parent must be informed of the government's free and reduced price lunch program. If you are eligible, complete the application and return it to your child's school. **READ AND RESPOND IF ELIGIBLE.**
- 4. Student Insurance Notice.** Parents are financially responsible for students at all times. The district does not pay for the costs of accidental injuries to students, nor does the district pay for student accident insurance. Student accident insurance must be provided by your own policy.

5. **"Directory Information"** (name, address, telephone number, date and place of birth, area of study, school activities, weight and height [athletes], dates of attendance, honors and awards, and the previous schools attended) is available to authorized persons when it is deemed in the best interest of the student. A parent may request otherwise by contacting the principal. (E.C. 49073)
6. **The district's Emergency Procedures Response Plan** is available at the local school or the District Office.
7. Questions regarding the Education Code sections cited in this notice may be directed to the school office or the District Office.
8. On occasion, the news media requests an interview with a student or group of students and, many times, desires to take pictures. A parent may request otherwise by contacting the principal.

IMPORTANT NOTICES

Under the provisions of Education Code 44808, the district is not responsible nor in any way liable for the conduct or safety of any student at any time when such student is not on school property, unless the district has undertaken to provide transportation for such student to and from the school premises, has undertaken a school-sponsored activity off the premises of the school, has otherwise specifically assumed such responsibility, or has failed to exercise reasonable care under the circumstances.

In the event of such a specific undertaking, the district, board, or person authorized by the district shall be liable or responsible for the conduct or safety of any student only while such student is or should be under the immediate and direct supervision of an employee of such district or board.

Parents shall be informed of any field trips or other activities that require their student's absence from the school premises during the regular school day.

PARENT RIGHTS AND OBLIGATIONS

Curriculum & Instruction

Parents have the right to request student be exempted from:

Classes in which human reproductive organs and their functions and processes are described, illustrated, or discussed. (E.C. 51550)

Program description and procedure for Exemption:

Appropriate instruction on human reproduction is recommended at various levels as part of the district's health education sequence. Specific written permission is obtained prior to the beginning of such instruction from each parent whose child will be offered information about human reproduction. Exemption may be requested by not granting permission.

Parents have the right to request student be exempted from:

Instruction in health, family life education, and sex education when such instruction conflicts with family religious training and beliefs. (E.C. 51240)

Program description and procedure for Exemption:

Instruction, appropriate to each grade level (K-8) in communicable diseases (including HIV/AIDS and sexually transmitted diseases), family life, and substance abuse will occur as part of each student's instructional program. Exemption from this instruction may be requested at the school office.

Parents or legal guardians are notified that:

Pupils with exceptional needs, as defined by Education Code § 56026, have a right to a free and appropriate public education. If you believe your child is in need of special education services, contact your school principal or the LUSD Special Ed department at (916) 652-1800. The Special Ed Director, Laura Bishop, can be reached at (916) 652-1800.

Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if he/she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. The school district has policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to provide access into district programs. Pupils or parents or others who have questions or concerns regarding the Section 504 policy may contact their site principal who is in the Section 504 coordinator. You may also contact the District Section 504 coordinator, Mary Zaun, at (916) 652-1800.

Parents or legal guardians are notified that:

Any handicapped student for whom a special education placement is unavailable or inappropriate may receive services in a private non-sectarian school. Specific district and county requirements must be met in order to qualify for such services. (E.C. 56031)

Procedures for inquiring about such services:

Inquiries about special education services and procedures should be directed to the Director of Special Education.

Parents or legal guardians are notified that:

Each teacher shall endeavor to impress upon the minds of the students the principles of morality, truth, justice, patriotism, and a true comprehension of the rights, duties, and dignity of American citizenship, including kindness toward domestic pets and the humane treatment of living creatures, to teach them to avoid idleness, profanity, and falsehood, and to instruct them in manners and morals and the principles of a free government. (E.C. 44806)

Procedures for inquiring about such services:

Inquiries should be directed to school sites.

Parents or legal guardians are notified that:

Course outlines, teacher guides, and resource reference materials are available for review at the various sites.

Procedures for inquiring about such services:

Inquiries should be directed to school sites.

Parents or legal guardians are notified that:

Any student with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection. A student's objection to participation in an educational project pursuant to this section shall be substantiated by a note from his or her parent or guardian (E.C. 32255-32255.6)

Procedures for inquiring about this policy:

Inquiries should be directed to school sites.

Parents or legal guardians are notified that:

All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, tapes, and software, will be compiled and stored by the classroom instructor and made available promptly for inspection by a parent in a reasonable time frame or in accordance with school district or county office policies or procedures. Education Code §§ 49091.10; 51101.

Procedures for inquiring about this policy:

Inquiries should be directed to the curriculum and instruction department.

Parents or legal guardians are notified that:

Upon written request, a parent has the right to observe instruction and other school activities that involve his or her child or for the purpose of selecting a school in accordance with board policies on interdistrict and intradistrict transfers. Any observation will be done in accordance with policies established to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Education Code §49091.10(b); 51101.

Procedures for inquiring about this policy:

Inquiries should be directed to the school sites.

Pupil Behavior and Discipline

Parents or legal guardians are notified that:

Rules of the district pertaining to student discipline are available at each school. (E.C. 35291)

Procedures for inquiring about such services:

Discipline rules are normally distributed as part of each school's handbook and/or are located on the school's website. If you do not receive them, please contact your school office.

Parents or legal guardians are notified that:

Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (E.C. 48900.1)

Procedures for inquiring about this policy:

Inquiries should be directed to school sites.

Parents or legal guardians are notified that:

Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1)

Procedures for inquiring about this policy:

In such an instance, the parent should communicate directly with the principal.

Parents or legal guardians are notified that:

If a student is suspended or expelled for any of the first five offenses listed under "Grounds for Suspension and Expulsion" in the Discipline Code and Behavior Guidelines, the principal or designee must notify law enforcement personnel.

Procedures for inquiring about this policy:

Inquiries should be directed to school sites.

Pupil Health, Safety and Medical Treatment

Parents have the right to request student be exempted from:

Any physical examination of a student (the school retains the right to determine when a student's health is detrimental to other students). (E.C. 49451)

Program description and procedure for Exemption:

Physical examinations are required prior to initial enrollment. Physical exams are recommended prior to 7th grade and prior to participation in any program which may involve activities of a strenuous nature. Inquire at the school office about exemption from these examinations.

Parents have the right to request student be exempted from:

Screening examination of a student which includes vision, hearing, and scoliosis. (E.C. 49452, 49452.5, 49455)

Program description and procedure for Exemption:

Vision screening is required upon first enrollment and at least every third year thereafter until completion of the 8th grade (K, 2, 5, 8). Hearing screening is required in either kindergarten

or 1st grade and in 2nd, 5th, 8th, and 10th or 11th grades. Scoliosis screening is required for 7th grade. Exemption from the above screenings may be requested at the school.

Parents or guardians must request in writing or consent by signature:

To the administration of an immunization agent for the prevention and control of communicable diseases in school-age children. (E.C. 49403)

Program description and procedure for Inclusion:

All emergency immunization programs will be announced in advance by the County Health Department and will require specific parent signature.

Parents or guardians must request in writing or consent by signature:

For assistance by the school nurse or other designated school personnel in the administration of medication during the school day as prescribed by a physician. (E.C. 49423)

Program description and procedure for Inclusion:

A form entitled "Medication During School Hours" must be completed before any student will be allowed to bring medication to school. Forms are available from your school office.

Parent or legal guardians must notify the school:

Of any student on a continuing medication regimen for a non-episodic condition, to include the medication being taken, the current dosage, and the name of the supervising physician. (E.C. 49480)

Procedure for meeting this obligation:

Forms for providing this information are available at your school office.

Parent or legal guardians are notified that:

Parents have the right to receive information about psychological testing. A parent has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. (E.C. 51101(a)(13)).

Parents have the right to have a safe and supportive learning environment for his/her child. (E.C.51101(a)(7)).

Parents or legal guardians are notified that:

All employees of the Loomis Union School District are mandated reporters in regards to child abuse and neglect. All employees must report any known or suspected instances of child abuse.

Parents or legal guardians are notified that:

Any pupil may use articles of sun protective clothing, including hats, for outdoor use during the school day, subject to school district or county office dress code policies.

Any pupil may use sunscreen during the school day without a physician's note or prescription but school personnel are not required to assist pupils in applying sunscreen. Education Code §§ 35183.5.

Procedures for inquiring about this policy:

Inquiries should be directed to the school sites.

Pupil Performance and Evaluation

Parents or legal guardians are notified that:

A copy of the school district and county office's accountability report card may be obtained from the school or on the district website. Education Code § 35256.

Procedures for inquiring about this policy:

Inquires should be directed to the school sites.

Parents or legal guardians are notified that:

Parents have the right to meet with the teacher and principal. Upon reasonable notice, a parent has the right to meet with his/her child's teacher's and principal.

Procedure for meeting::

Contact the teacher or principal to establish an appointment to conduct the meeting.

Parents or legal guardians are notified that:

Parents have the right to notification of their student's academic progress. A parent has the right to be notified concerning their child's classroom and standardized test performances, when their child has been identified as at risk of retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. (E.C. 48070.5, 51101(a)(5), (9), (12), (16).

Procedures for inquiries:

Contact the school office for specific information or to schedule a meeting with the principal. Contact the school website for more general information.

Absentees, Temporary Instruction and Enrollment Options

Parents or legal guardians are notified that:

A student shall be excused and allowed to makeup the work when absent from school for justifiable personal reasons, including, but not limited to, illness, quarantine, medical appointments, an appearance in court, attendance at a funeral service, observance of a religious holiday or ceremony, attendance at religious retreats, or an employment conference, when the pupil's absence has been notified to the school in writing by the parent or guardian and approved by the principal or designated representative. (E.C.§48205). Please note that the District will lose funding whenever a student is absent even if excused.

Parents or legal guardians are notified that:

A student, with the written consent of a parent or guardian, may be excused from school in order to participate in religious exercises of four or fewer days per month, provided the student meets the minimum day regulation as established by the State Board of Education. (E.C. 46014)

Procedures for inquiring about such services:

Written requests must be submitted to the principal or designee.

Parents or legal guardians are notified that:

Parents may select the school the child shall attend, irrespective of the particular location of the parent's residence within the district, subject to the following priorities:

- A: Students who reside within the attendance area of a school (resident) of the district.
- B: Students who are redirected to other than resident schools.

Procedures for inquiring about such services:

Inquiries should be directed to the District Office.

Parents or legal guardians are notified that:

A student shall be excused from school for justifiable personal reasons, including, but not limited to, an appearance in court, observation of holiday or ceremony of his/her religion, attendance at religious retreats, or an employment conference, when the student's absence has been requested in writing by the parent or guardian and approved by the principal or designated representative. (E.C. 48205)

Procedures for inquiring about such services:

Written requests must be submitted to the principal or designee.

Parents or legal guardians are notified that:

Students with temporary disabilities, who cannot attend regular day classes, may receive individual instruction provided by the district. Parents or guardians of students within this category shall be given notice regarding the availability of such individualized instruction (E.C. 48206.3)

Procedures for inquiring about such services:

Inquiries should be directed to the Director of Special Education or the principal of each school.

Parents or legal guardians are notified that:

A student with a temporary disability, who is in a hospital or other health facility, excluding a state hospital, which is outside of the school district in which the parent or guardian resides, shall have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent or guardian of the student with the temporary disability to notify the school district of the student's presence in a qualifying hospital. (E.C 48207, 48208)

Procedures for inquiring about such services:

Inquiries should be directed to school sites.

Pupil Records

Parents or legal guardians are notified that:

Parents of currently enrolled or former students have an absolute right to access any and all student records related to their children which are maintained by the school district or private school. (E.C. 49069)

Procedures for inquiring about such services:

Inquiries should be directed to the principal or designee.

Miscellaneous

Parents or legal guardians are notified that:

Parents have the right to apply for free or reduced meals. Needy pupils are entitled to free or reduced price meals. (E.C. 49510)

Procedure for inquiring about such services:

Contact the school office for eligibility information

Parents or legal guardians are notified that:

No test, questionnaire, survey, or examination containing any questions about the student's personal beliefs or practices in sex, family life, morality, and religion, or any questions about his parents' or guardians' beliefs and practices in sex, family life, morality, and religion, shall be administered to any student in kindergarten or grade 1 through grade 8, inclusive, unless the parent or guardian of the student is notified in writing that such test, questionnaire, survey, or examination is to be administered and the parent or guardian of the student gives written permission for the student to take such test, questionnaire, survey, or examination. (E.C. 60650)

Procedures for inquiring about such services:

Inquiries should be directed to school sites.

Parents or legal guardians are notified that:

School districts are not responsible for personal property. Pupils are discouraged from bringing non-instructional items to school. Education Code § 35213.

Procedures for inquiring about this policy:

Inquires should be directed to the school sites.

Parents or legal guardians are notified that:

Parents are liable for all damages caused by the willful misconduct of their minor children which results in the death or injury to other students, school personnel, school volunteer or school property. Education Code § 48904; Civil Code § 1714.1.

Procedures for inquiring about this policy:

Inquiries should be directed to the school sites.

Parents or legal guardians are notified that:

Pupils may register with the school if they wish to receive notification of the use of pesticide products at a school facility. Education Code §§ 17612; 48980.3.

Procedures for inquiring about this policy:

Inquiries should be directed to the district office.

Parents or legal guardians are notified that:

The school district and county office have adopted policies regarding the Uniform Complaint Procedure/Williams Uniform Complaint Procedures. Copies may be obtained from the school district and the county office. Pursuant to a complaint filed pursuant to these policies, the school district or county office will investigate and seek to resolve complaints alleging; unlawful discrimination on the basis of actual or perceived ancestry color, ethnic group identification, national origin, race, religion, sex, gender (including sexual harassment) sexual orientation or physical and/or mental disability in any program or activity that receives or benefits from state financial assistance; failure to comply with state or federal law when addressing complaints regarding adult basic education, consolidated categorical aide programs, migrant education, vocational education, child care and development programs, child nutrition programs, special education programs, deficiencies related to the instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety to the students or staff, and teacher vacancy or misassignment.

Procedures for inquiring about this policy:

Pursuant to a complaint filed pursuant to these policies, the school district or county office will investigate and seek to resolve complaints alleging; unlawful discrimination on the basis of actual or perceived ancestry color, ethnic group identification, national origin, race, religion, sex, gender (including sexual harassment) sexual orientation or physical and/or mental disability in any program or activity that receives or benefits from state financial assistance; failure to comply with state or federal law when addressing complaints regarding adult basic education, consolidated categorical aide programs, migrant education, vocational education, child care and development programs, child nutrition programs, special education programs, deficiencies related to the instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety to the students or staff, and teacher vacancy or misassignment.

Important Note: A separate packet has been sent to you for all needed signatures reflected in this information packet.

Loomis Union School District

2011 – 2012

Dear Parents and Guardians,

As stated in the packet you have just read parents have many rights governing the decisions of their children. The purpose of this page is three-fold.

- 1) Acknowledge that you have received a copy of the Annual Notification of Parents.
- 2) Request to *deny* access to district directory information.
- 3) Request for *non-participation* in comprehensive sexual health or HIV/AIDS prevention instruction.

Each school office will log the signatures you place on this form. Please read each item carefully. If you have any questions please call your school office.



ACKNOWLEDGEMENT OF RECEIPT OF ANNUAL NOTIFICATION

Student Name: _____ Grade: _____

School: _____ Date: _____

I hereby acknowledge that I have received the Annual Notification of Parents or Guardians as required by Education Code 48980.

Parent/Guardian Signature: _____

Request to Deny Access to District Directory Information

If you **DO NOT WISH** district directory information released please sign below and return to the school office. Your signature will prohibit the LUSD from providing the pupil’s name and other information to the news media, interested school, parent-teacher clubs and similar parties.

I do **NOT** want my child’s name or picture released from the Loomis Union School District for the purposes or parties stated above.

Parent Signature: _____ Date: _____

Student Name: _____ School: _____

Non-Participation in Comprehensive Sexual Health and/or HIV/AIDS

Prevention Instruction

I do **Not** want my child to participate in: _____

Note: Parents may review the curriculum materials at any time. Please see site administrator.

Parent Signature: _____ Date: _____

Student Name: _____ School: _____



Loomis Union School District

3290 Humphrey Road

Loomis, CA 95650

2011-2012

RELEASE FOR ELECTRONICALLY DISPLAYED STUDENT WORK

Dear Parent/Guardian:

This form is to make you aware that your child’s picture, name or exemplary work could be on one or more pages of a district website, or classroom website and that the material is accessible on the world wide web. The district websites are protected with an electronic firewall to prevent unauthorized manipulation of the data. Outside “hacking” is remotely possible. Parental/Guardian consent is required prior to any child’s material or picture being placed on a district web site. Site and district staff feel the benefit of your child’s material being on a district web site outweighs any chance of unauthorized manipulation.

CONSENT AUTHORIZATION

Student Name: _____ has my permission for his/her picture and/or work and/or name to be placed on a district website under staff supervision. This form releases the Loomis Union School District and any and all of its school sites from liability related to posted work on the site.

Parent/Guardian Signature: _____ Date: _____

DENY AUTHORIZATION

Student Name: _____ I request privacy and deny the use of my child’s picture, name, or work samples be placed on the classroom or district website.

Parent/Guardian Signature: _____ Date: _____

Student Name: _____

Current Grade: _____



Loomis Union School District

2011-2012

Internet Safety and Acceptable Use Policy

Please read this document carefully. Please initial each condition. When signed by you, it becomes a **LEGAL AND BINDING** contract. Please return the entire document to your child's school.

TERMS AND CONDITIONS OF THIS CONTRACT:

1. **Privileges.** The use of electronic information systems is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before receiving Internet privileges, students will thoroughly read this contract. The district and/or school administration will decide what is appropriate use and their decision is final. The school administration may revoke network privileges at any time. The administration, staff, or faculty of Loomis Union School District may request that the system administrator(s) deny, revoke, or suspend specific user privileges.

Initial: _____

2. **Acceptable Use.** The use of equipment and labs must be in support of education and research, and consistent with the educational goals and objectives of the Loomis Union School District. The student is personally responsible for following these provisions at all times when using the electronic information services.

Initial: _____

- Transmission or retrieval of any material in violation of any United States or state law, Ed Code, or school policy is prohibited. This includes, but is not limited to any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, promote violence, and other issues described in this contract.
 - Downloading any programs, games, extensions, plug-ins, viruses, etc. is strictly prohibited.
 - Using the network to “hack” into sites, remote and local, is prohibited. Hacking into the network is prohibited.
 - Local e-mail accounts provided by LUSD are unsecured and must be used for class Projects only. Attachments not authorized by faculty are prohibited.
 - Students may not use any forms of web-based and/or outside e-mail (i.e., Hot Mail, Telnet, ICQ, etc.) or chat rooms unless authorized by faculty. The electronic information service is available as an educational and research resource only.
3. **Reporting Misuse.** Users accept personal responsibility for reporting any issue of the network to the staff member in charge. Failure to report knowledge of inappropriate use may result in disciplinary action.

Initial: _____

4. **Privacy.** Electronic mail is not guaranteed to be private. The system administrator may monitor electronic mail. DO NOT reveal the home address or personal phone number of students or employees of the school district. DO NOT use credit cards to purchase goods. DO NOT reveal any passwords; it is the students’ responsibility to protect the privacy of their password. Suspicion that a password has been compromised must be reported immediately to the staff member in charge. Individuals will be held responsible for activities conducted under their password and login.

Initial: _____

5. **Network Etiquette.** You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- BE POLITE – never send, or encourage others to send, abusive messages.
- USE APPROPRIATE LANGUAGE – never swear, use vulgarities, or any other inappropriate language.
- DISRUPTION – do not use the network in any way that could disrupt use of the network by others.

Initial: _____

6. **Security.** Students who identify a security problem must notify the staff member in charge at once. Never demonstrate the problem to users. Never use another individual's account. Any user identified as a security risk will be denied access to the information system.

Initial: _____

7. **Confidentiality and Protection of Files.** Access to confidential files is prohibited and is a serious breach of contract. Accessing damaging, or destroying any other student or staff files is a breach of contract and will result in disciplinary action.

Initial: _____

8. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data, software, or hardware. This includes, but is not limited to the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, and/or legal action.

Initial: _____

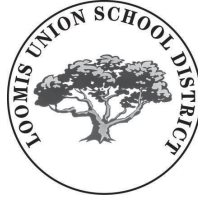
9. **Consequences.** Appropriate discipline and restitution will be at the discretion of the supervising teacher and/or the school administration.

Initial: _____

10. **Services.** The Loomis Union School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Loomis Union School District will not be responsible for any damages suffered while on this system, including viruses acquired. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or use errors or omissions. Use of any information obtained via the information system is at the individual's own risk. Loomis Union School District specifically disclaims any responsibility for the accuracy of information obtained through its services.

Initial: _____

Interpretation, application, and modification of this Acceptable Use Policy shall be within the sole discretion of LUSD. Questions about this policy should be directed to the Loomis Union School District Office.



Loomis Union School District

2011-2012

Internet Safety and Acceptable Use Policy

For the Student:

Your Signature makes this document a Legal and Binding contract.

The Student:

- I have read and understand the Internet Safety and Acceptable Use Policy guidelines and will abide by the provisions and conditions of this contract.
- I agree to report any misuse of the computer equipment, network or Internet to the nearest faculty member.
- I understand that any violations of the stated provisions may result in disciplinary action, suspension or expulsion, the revoking of privileges, restitution, and/or appropriate legal action.

Please PRINT your full name: _____ Grade: _____

Student Signature: _____ Date: _____

The Parent or Guardian:

As the parent/guardian of the above student, I have read and understand the provisions and condition of the Internet Safety and Acceptable Use Policy. I understand that my child's use of the Loomis Union School District network is a privilege, not a right. I understand the Loomis Union School District has put in place a technology protection measure to filter student access to the internet and also that it impossible for the Loomis Union School District to filter all controversial materials, and will not hold the Loomis Union School District or their staff responsible for materials acquired on the network. I agree to report any misuse of the information system to the staff member in charge. I understand that any violations of the stated provisions may result in disciplinary action, suspension or expulsion, the revoking of the student's privileges, restitution, and/or appropriate legal action.

Please PRINT your full name: _____

Parent/Guardian Signature: _____ Date: _____

Loomis Union School District

2011-2012

Notification of Planned Pesticide Use

And Individual Application Registry

Dear Parent or Guardian,

The Healthy School Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We intend to use the following pesticides in your school this year.

Name of Pesticide	Active Ingredient(s)
Round - Up Pro	Isopropylamine
	Salt of glyphosate

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulations Web Site at <http://www.cdpr.ca.gov>

Parents or guardians may request prior notification of individual pesticide applications at the school site. If you would like to be notified every time we apply a pesticide, please complete and return the form below and bring it to your school office.

If you have any questions, please contact Chris Angel, Maintenance Supervisor, Loomis Union School District at 916-652-1830 ext. 105

REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION

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

Student Name: _____ School: _____

Name of Parent/Guardian: _____ Date: _____

Address: _____

Day Phone: _____ E-Mail: _____

Return to your child's school office.

Loomis Union School District Student Enrollment and Placement Policy

The Loomis Union School District has developed an enrollment and placement policy in order to provide the time necessary to plan, budget, and provide school services to the children it serves.

Open Enrollment

In order to encourage an orderly enrollment process within the Loomis Union School District, an *Open Enrollment* registration period will guide the enrollment and placement of all students. The Governing Board desires to provide enrollment options that meet the diverse needs and interests of District students and shall annually review this policy.

Open Enrollment shall include the following groups of students:

- 1) **New resident students.** These are students who reside within the Loomis Union School District attendance boundaries.
- 2) **Intra-district transfer requests.** These include students who reside within the Loomis Union School District attendance boundaries and are requesting to attend a district school outside their school of residence.
- 3) **Inter-district transfer requests.** These are requests from students outside the district attendance boundaries who would like to attend a district school.

Open Enrollment Deadline Dates

In order to plan for and administer an effective and functional school system, an open enrollment deadline date is necessary. All students and their families are required to register their students by the following deadlines to accomplish this goal.

- The annual open enrollment deadline date will be May 1st of the prior year.

Enrollment confirmation for all returning students

In order to assist the district in class planning, all student families must submit an **Enrollment Confirmation Form** each year. The deadline to submit the form will be set on an annual basis by the Superintendent's office and will occur during the month of April.

Priority Guidelines for Placement of Students by Enrollment Deadline

Following the open enrollment deadline, the following priority-guidelines will be used when placing students at a respective school:

1st Priority: This classification will be composed of resident students who are officially enrolled at their neighborhood school (and are not on a waiting list), students who are being retained at a respective grade level for the following year, and special education students who are assigned back into the regular classroom as part of their Individualized Education Plan (IEP)

2nd Priority: This classification will be composed of district students who have been redirected away from their school of residence due to impacted enrollment situations and will be given priority for placement back to their school of residence.

3rd Priority: This classification will be composed of new registering students enrolling at their school of residence.

4th Priority: This classification will be composed of students who reside within the district and wish to attend a school outside of their school of residence (Intra-District transfer students).

5th Priority: This classification will be composed of students residing outside of the district who request to attend Loomis Union School District schools (Inter-District transfer students).

There are special circumstances where students will be provided priority placement because of education code rules that will not be delineated in this section. Any complaints regarding the selection process shall be submitted to the Superintendent or designee.

In the event that prioritization is needed within the individual categories, years of attendance at the school, including siblings, shall be considered.

Late Open Enrollment Registration Period

All incoming enrollment registration requests that are received after the Open Enrollment deadline date, will be grouped together as “Late Registrants”. The late enrollment period ends three weeks prior to the start of the next school year. At that time, students in this group will be placed according to the priority guidelines.

Students enrolling after the late enrollment period will be placed on a “first come, first serve basis”.

Redirecting of New Resident Students

In the event a school is impacted with enrollment growth, waiting lists will be established using the above priority guidelines. **In this case a new resident student may be redirected to another school outside their school of residence, (every effort will be made to keep siblings together).**

When space becomes available at a school of residence for a student who has been redirected to another district school due to enrollment growth, and the space is declined, a student is no longer considered as “redirected” and is taken off any waiting lists at the school of residence. Any future request to attend any other district school (including the original school of residence) will be considered as an intra-district transfer request, contingent on available space.

Notification of School Placement

The parents of registering students will be notified by their school of residence regarding school placement. For those students submitting the completed general registration packets prior to May 1st of the preceding school year, every effort will be made to notify parents of placement prior to school dismissal in June.

For those students submitting the completed late registration packets after the Open Enrollment deadline date, notification will take place prior to the start of the next school year.

New Resident Students

1. During the school year, new residents should obtain a registration packet from their school of residence. If the school of residence is closed during summer break, registration packets are available at the District Office.

2. The following registration packet forms must be completed in their entirety prior to receiving an enrollment confirmation date. This includes:

Grades 1 – 8:

- a. Emergency Card
- b. Cumulative Request Form
- c. Registration Form
- d. Last-In, First Out
- e. Home Language Survey
- f. Health Assessment Report
- g. Immunization Record (with all requirements met)
- h. Proof of Residency (Two pieces of information showing name and address of resident: i.e.: PG&E bill or proof of service form, telephone bill, cable bill, water bill, personal checks with home address, driver's license)

Kindergarten:

All of the above (excluding #b), in addition:

- i. Report of Health Examination for School Entry (CHDP)
- j. Oral Health Assessment Form
- k. Birth Date Verification (i.e.: Birth Certificate, Baptismal Record, Passport, etc.)

3. The completed registration packet must be submitted to the school of residence (or the district office during summer break).

4. Upon receipt of all required registration packet forms, the registration packet will be date and time-stamped. A copy of the enrollment confirmation form will be provided to parents for their records.

Intradistrict School Choice

1. Students who reside within the District boundaries may apply for enrollment in any District school. The Superintendent or designee shall determine the capacity of each District school.
2. Parents/guardians who submit student applications to the district shall be eligible for admission to their school of choice the following school year under the district's open enrollment "Priority Guidelines for Placement of Students".
3. Placement after the open enrollment and late registration deadlines into the requested school of choice shall be based on first come, first serve.
4. The school of residence shall inform applicants as to whether their applications have been approved, denied or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
5. Once enrolled as an intra-district transfer at a district school, a student would be required to submit an annual application form each year. An intra-district transfer student may be subject to displacement due to resident student enrollment.

Special Circumstances for Intra-district Transfers Enrollment Priorities

A student may be given priority for attendance outside his/her current attendance area when special circumstances exist that may be harmful or dangerous to that particular student. Harmful or dangerous special circumstances shall be identified pursuant to law and administrative regulations.

Once enrolled for a special circumstance, a student shall not have to apply for readmission. However, the student may be subject to displacement due to excessive resident student enrollment during the following school year.

(cf. 1312 - Complaints Concerning the Schools)

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 48980)

1. All options for meeting residency requirements for school attendance

(cf. 5111.1 - District Residency)

(cf. 5111.11 - Residency of Students with Caregiver)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

2. Program options offered within local attendance areas

3. A description of any special program options available on both an inter-district and intra-district basis

4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied

5. The explanation of attendance options under California law as provided by the California Department of Education

Inter-district transfer requests

Transfers out of LUSD

In the event that a resident student of the district wishes to apply for an inter-district transfer out of the district, the Board empowers the Superintendent to grant or deny the requests. Parents requesting a transfer out of the district are required to complete the "Request for Inter-district Transfer" form. On the form, the parents must state the reason for the request. If approved, the application must be renewed each year. The board believes that parents have the right to choose the school their children attend whether inside or outside of LUSD.

Transfers into LUSD

1. The Superintendent may authorize inter-district transfer requests of students living outside the attendance boundaries of the district. An approved inter-district transfer request shall be valid for one school year only and will expire automatically at the end of the school year. An inter-district transfer permit will not be revoked due to increased enrollment during the school year once the commitment has been made for the school year. Requests must be renewed annually.
2. Parents/guardians must submit student applications to the district to meet eligibility requirements for admission to the Loomis Union School District. The student enrollment will be for the following school year under the district's open enrollment prioritization policy.
3. Placement after enrollment after the open or late enrollment deadline into the requested school of choice shall be based on first come, first serve.

An inter-district transfer permit is subject to revocation at any time if the student becomes an attendance or disciplinary problem, or otherwise demonstrates failure to profit from the instruction offered. False information used as a basis for securing an inter-district transfer permit may invalidate the approval, and require the return of the student to his/her school of residence. The parent/guardian is responsible for transportation to and from the school of attendance.

(cf. 5111.1 - District Residency)

Students Expelled from Other Districts

Students expelled from school for serious offenses represent a possible danger to the students or staff at other schools in which they may seek to enroll. In order to identify and prohibit the enrollment of any such potentially dangerous student in our district, the district administration shall request expulsion information from the expelling district whenever it receives an enrollment request from an individual who has been expelled. Information about students expelled from this district shall be supplied within five (5) working days to any other district that requests it. It is the normal standard procedure of the Loomis Union School District to deny inter-district transfer requests for students who have committed any of the following acts:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the student at school or on school grounds.

4. Robbery or extortion.

(cf. BP5111—Admissions)

For all inter-district transfer requests, the Board empowers the Superintendent to either deny or accept the request. Should an inter-district transfer request be denied for a student who has committed the acts stated above (Education Code 48915)(a)(1)-(4)), the family may appeal the Superintendent's decision to the Board of Education.

(cf AR 5144.1—Suspension and Expulsion)

Upon determining at the appeals meeting that the student poses a potential danger to district students or employees, the Board will uphold the decision of the Superintendent to deny the inter-district transfer request. The decision of the Board shall be final. If enrollment is permitted, an inter-district agreement shall be required unless the student has, since been expelled, establishing legal residence in the district (Education Code 48915.1)

Legal Reference:

EDUCATION CODE

46600-46618 Inter-district attendance computation

48915.1 Expulsion; particular circumstances

48915.1 Expulsion: enrollment in another school district

52317 Admission of persons including nonresidents to attendance area; workers' compensation for pupils

Policy LOOMIS UNION SCHOOL DISTRICT