



**BACK-TO-SCHOOL INFORMATION**  
**INFORMACIÓN SOBRE EL REGRESO A LA ESCUELA**  
**2010-2011**

- |  |  |  |
|--|--|--|
| • School Year Calendar<br>Calendario Escolar                               | • Daily Schedule/Routine<br>Horario Diario / Rutina      | • Dress Code/Uniforms<br>Vestimenta / Uniformes          |
| • Bus Information<br>Información de Autobús                                | • Emergency Preparedness<br>Preparación para Emergencias | • Parental Notification<br>Preparación para Emergencias  |
| • Meals Program (if eligible)<br>Programa de Alimentos<br>(si es elegible) | • Extended Care – KidZone<br>Guardería – KidZone         | • Internet Permission Form<br>Permiso para usar Internet |

**LA HABRA CITY SCHOOL DISTRICT**  
**500 N. Walnut Street, La Habra, CA 90631**  
**(562) 690-2305 / [www.lhcsd.k12.ca.us](http://www.lhcsd.k12.ca.us)**

# WELCOME FROM THE BOARD OF TRUSTEES

School doors are opening as teachers and staff are excited to welcome all students to the La Habra City School District's 2010-2011 school year.

Students receive the opportunity to grow and learn as they progress through the excellent academic programs offered by the La Habra City School District. Our highly qualified teachers value each student and strive to assist them in reaching their highest potential. Each year teachers participate in professional trainings to enhance their teaching skills.

Every school is focused on providing the best possible educational community they can for all students and their families. To begin the school year parents are invited to Back to School Night to meet their children's teachers and learn about the academic expectations for the year. Family Nights provide parents information on how to best help their children with homework and mastering basic skills of reading, language and mathematics. We appreciate the support provided to our schools by each parent. Please be part of the school community by joining PTA, becoming a committee member and supporting school activities. By families and schools working together, our students will appreciate the adventure and excitement of learning.

Each year we experience many changes in State and Federal educational guidelines, along with many State financial challenges. Everyone in the La Habra City School District is dedicated to keeping our curriculum at the highest standards by continuing our proven academic programs which include our art and music classes. Our campuses are clean and safe for students to feel confident about being at school. Student wellness and a healthy life style are promoted through Nutrition network activities. We have qualified and caring nurses overseeing the health of our students. Please visit our schools and participate as much as you can.

With all of us working together, it will be a great year!

Thank you,

Susan M. Hango, President  
Board of Trustees

Sharon H. Brown, Vice President – Linda Navarro Edwards, Clerk – Cindy Frisbie Hecklau, Member – Paul S. Rodriguez, Member

## ABOUT THIS BACK-TO-SCHOOL INFORMATION BROCHURE...

For your convenience, the annual back-to-school information sheets, which are required by law to be sent to you, have been consolidated into this one single brochure.

- This year K-2 students and their parents will receive two mailings:
  1. An envelope containing a letter with room assignment and hours.
  2. This brochure. (including meal application, parental rights and pesticide application notifications)
- Students in 3-4-5 and their parents will receive this brochure and their student room assignments will be **posted at the school sites on August 27<sup>th</sup>**.
- Students in 6-7-8 and their parents will receive two mailings:
  1. An envelope containing orientation dates for picking up classroom assignments, etc.
  2. This brochure. (including meal application, parental rights and pesticide application notifications)

For this brochure mailing, the items that need to be returned are: meal application (if eligible), parental rights and pesticide application notifications which can be removed from the middle of the brochure (envelope provided).

**On the FIRST DAY OF SCHOOL, all students will be bringing home an EMERGENCY CARD. The EMERGENCY CARD must be filled out and returned to school the next day with three current telephone numbers *plus cell number to call in case of emergency*.** The PTA will be providing information on their annual membership drive. Please call your school principal, if you have any questions about this brochure or the opening of school.

## DIRECTORY

Directory. . . . .	Page 1	School Bus Policy. . . . .	Page 5
2010-2011 Calendar. . . . .	Page 2	Disaster Preparedness. . . . .	Page 6
School Guidelines/Daily Schedule. . . . .	Page 3	Parental Notification Requirements. . . . .	Pages 7-11
Dress Code/Uniforms. . . . .	Page 4	Guidelines for Free and Reduced Price Meals. . . . .	Page 12

**(Includes Parental Notification Requirements signature page and family lunch application and return envelope, to be filled out and returned, if eligible. Front Cover Pictures: (left to right) K-2 Holiday Program, 8<sup>th</sup> Grade Promotion, Kindergartner, Middle School PALs Program, Pentathlon, Grades 3-5 Jog-A-Thon. Back Cover Pictures: Relief for Haiti, Middle School Spelling Bee Champion, Flag Ceremony**

# LA HABRA CITY SCHOOL DISTRICT

## SCHOOL CALENDAR 2010 - 2011

SCHOOL BEGINS .....MONDAY, AUGUST 30, 2010

AUGUST - 2010	SEPTEMBER - 2010	OCTOBER - 2010	NOVEMBER - 2010	DECEMBER - 2010	JANUARY - 2011
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NO SCHOOL (/)  
Minimum Days (---)

Labor Day - September 6

School begins - August 30

Veteran's Day - November 11  
Non-school day - November 12  
Non-school days -  
November 22, 23, 24  
Thanksgiving Holidays -  
November 25 and 26

Parent/Teacher Conf. Prep. (Min. Day) - December 3  
Parent/Teacher Conference Days - December 14, 15 and 16  
Parent/Teacher Conference Day - December 17 (No school for students)  
Winter Recess - December 20 to December 31

Students return from Winter Recess - January 3, 2011  
Martin Luther King Day - January 17  
Staff Development Day - January 28

FEBRUARY - 2011	MARCH - 2011	APRIL - 2011	MAY - 2011	JUNE - 2011	JULY - 2011
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Lincoln Day - February 14  
Washington Day - February 21

Parent/Teacher Conf. Prep. (Min. Day) - March 11  
Parent/Teacher Conferences - March 21 to 25 (Min. days all week)

Spring Recess - April 11 to 15

Non-school day - May 27  
Memorial Day - May 30

Last Day of Instruction - June 17

### ADMINISTRATORS

#### TEAMED SCHOOLS

Arbolita School  
1001 E. Brookdale Ave.

K-2 (562) 690-2352

Ladera Palma School  
2151 E. Brookdale Ave.  
Sierra Vista School  
1800 E. Whittier Ave.

K-2 (562) 690-2348

3-5 (562) 690-2359

El Cerrito School  
1051 N. Hillside  
Walnut School  
625 N. Walnut St.

K-2 (562) 690-2340

3-5 (562) 690-2369

Las Lomas School  
301 W. Las Lomas Dr.  
Las Positas School  
1400 S. Schoolwood Dr.

K-2 (562) 690-2353

3-5 (562) 690-2356

#### PRINCIPAL

Rick Snyder

Rosamaria Murillo

Cathy Kalcevich

Pam Cunningham

Mike Klewer

Teresa Egan

Sheryl Tecker

#### MIDDLE SCHOOLS

Imperial Middle School  
1450 S. Schoolwood Dr.

6-8 (562) 690-2344  
(562) 690-2381

Washington Middle School  
716 E. La Habra Blvd.

6-8 (562) 690-2374  
(562) 690-2376

DISTRICT OFFICE:  
500 N. Walnut St.  
(562) 690-2305  
www.lhcsd.k12.ca.us

#### Board of Education

Susan M. Hango  
Sharon H. Brown  
Linda Navarro Edwards  
Paul S. Rodriguez  
Cindy Frisbie Hecklau

#### PRINCIPAL

Cathy Seighman  
Emily Szary  
(Assistant Principal)

Mario Carlos  
George Lopez  
(Assistant Principal)

President  
Vice President  
Clerk  
Member  
Member

Extended Child Care - KidZone (562) 690-2305 ext. 435  
Ladera Palma School - (562) 690-6715  
Las Lomas School - (714) 879-6752

Susan Belenardo, Ed.D.  
Marcia Baumfeld  
Karen Kinney  
Pam Herrera

Superintendent  
Director, Student Support Services  
Director, Fiscal Services  
Director, Special Projects

### DAILY SCHEDULE

Listed below are the daily schedules which will be followed during the 2010-2011 school year:

Kindergarten		A.M.	P.M.
Arbolita		8:35-12:10	11:25-3:00
El Cerrito		8:05-11:40	10:55-2:30
Ladera Palma		8:15-11:50	11:05-2:40
Las Lomas		8:25-12:00	11:15-2:50
<b>1<sup>st</sup> – 2<sup>nd</sup></b>		<b>Early &amp; Late</b>	<b>Wednesday</b>
Arbolita	(Early)	8:35-1:50	8:35-2:10
	(Late)	9:35-3:00	
El Cerrito	(Early)	8:05-1:20	8:05-1:40
	(Late)	9:05-2:30	
Ladera Palma	(Early)	8:15-1:30	8:15-1:50
	(Late)	9:15-2:40	
Las Lomas	(Early)	8:25-1:40	8:25-2:00
	(Late)	9:25-2:50	
<b>3-5</b>		<b>Regular</b>	<b>Wednesday</b>
Las Positas		8:10-2:40	8:10-1:40
Sierra Vista		8:20-2:50	8:20-1:50
Walnut		8:00-2:30	8:00-1:30
<b>6-7-8</b>		<b>Regular</b>	
Imperial		9:00-3:05	
Washington		9:00-3:05	

### BICYCLES, SKATEBOARDS, SCOOTERS, SKATE SHOES, IN-LINE SKATES

Only pupils third grade and above are allowed to ride bicycles to school. Parents are asked to encourage children who ride bicycles to school to obey all traffic laws. **It is the responsibility of students to wear a helmet at all times and lock their bicycle in the rack while in school.** Failure to do either could result in a loss of bike riding privileges. Bicycles are not to be ridden in the areas around the buildings. The school cannot be responsible for any damage or theft of bicycles. Third through fifth grade students who live in areas served by school transportation shall not ride bicycles to school. **Students in all grade levels should not bring or ride skateboards, in-line skates, scooters, or wear skate shoes to school.** (For safety reasons, it is recommended that there be no exceptions to this policy.)

### SCHOOL GROUNDS OPEN

Students are allowed on school grounds 20 minutes before starting time. No supervision is provided prior to that time. Tardy students are to report directly to the office to receive an admittance pass to class. Students should be picked up within 15 minutes of the end of the school day. **Timely after school parent pick up of students is much appreciated.**

### RELEASING CHILDREN FROM SCHOOL DURING THE DAY

In order to obtain release of a student during the day parents will need to present picture I.D. at the school office. For release of students to anyone other than the parent, the school must receive a note from the parent or guardian in advance of the release time. **WORD OF CAUTION:** Parents should not transport other children unless they have received written permission from the parent.

### RESTRAINING ORDER

A parent or guardian who has a court order restraining others from picking up the child or children from school must have the court decree filed at the school office. Any parent indicating existence of a court decree on the Emergency Card restraining certain individuals from picking up his or her child from school shall provide the school with a copy of the restraining order.

### MONEY AT SCHOOL

Students are encouraged to bring money only for the purchase of nutrition, lunch, milk or purchases at the student store. Possession of extra money at school is not necessary or wise. Money should be carried in a purse, wallet, or envelope with the student's name and purpose of the money on the outside of the envelope. Children bringing money to school should keep it in their possession at all times unless the teacher directs them otherwise.

### STUDENT ACHIEVEMENT PLAN

Each school develops under the guidance of the School Site Council, a Single Plan for Student Achievement. This plan describes how the school consolidates and focuses their categorical programs and resources on improving the academic achievement of all of their students. Vital to the success of the plan is involvement in your child's education. You are invited to participate in the many organizations, activities and training opportunities offered at your child's school.

### MEDICATION

Administration of medication during school hours by school personnel will be permitted under the following conditions:

1. The physician states that it is necessary for medication to be given during school hours; or the medication may be needed in an emergency such as an allergic reaction.
2. Specific written directions for the administration of the medication are given to the school personnel by the physician, including over the counter medication.
3. Written authorization for the administration of the drug is signed by both parents and guardian(s).
4. Medication must be brought to the school by the parent, labeled with the student's name, the name of the prescribing physician, identification number or the name of the medication, the druggist who dispensed the medication and the dosage to be given at specific times or in specific situations.

### CODE OF CONDUCT

The school staff attempts to be as fair and reasonable as possible in maintaining a safe and respectful school environment. Parent support is very important in making sure that all students observe their school's Code of Conduct in order to maximize the learning environment. At the beginning of the school year, each school's principal and staff members share their Code of Conduct with parents and students. Parents are encouraged to contact the school if questions arise regarding the Code of Conduct. Bringing any type of WEAPON or replica to school is a major offense and will most likely lead to EXPULSION from school. The Response to Intervention (RtI) Process is in place at each school to provide specific support and guidance in assisting students to maintain appropriate behavior.

### LOST AND FOUND

All lost and found items are stored in a designated location at each school and the Transportation Office (500 N. Walnut). Adequate labels should be placed on all jackets and sweaters so that they may be easily identified.

### PARENT PARTICIPATION

Each school in the district has established an Advisory and Information Team. The A & I Team meets once a month to discuss education matters. The purpose is to maintain and improve home-school communication and cooperation. In addition, there is a district-wide A & I Team composed of representatives from each school. The group meets once a month with the Superintendent to discuss activities in the district.

### STUDENT CELL PHONES

Student use of cell phones is limited to before/after school. To avoid the telephone being held in the school office during school hours, the cell phone should be turned off during the entire school day. Inappropriate use will require a parent to pick up the cell phone at the school office. **The school is not responsible for lost or stolen cell phones.**

### IN THE EVENT OF...

**A DISASTER:** Parents and Guardians may rely on the school to hold their children until it is determined safe to leave or be released to an authorized parent or adult.

**WARM WEATHER:** It is unlikely that school attendance would be canceled for an entire day, since all classrooms are air-conditioned; however, recess and physical education activities will be limited or canceled. Parents who have special concerns regarding their children's well-being at school on excessively warm days are welcome to come to school and pick them up for the day.

**VISITING OR VOLUNTEERING AT SCHOOL:** Please check-in at the school office for an I.D. badge before going on a school campus during the school day.

## DRESS CODE

In order to provide ALL students a safe, appropriate academic environment, the District requires the following student dress:

### District Dress Code Standards:

The following should **NOT** be worn at school:

Hats or caps of any kind except for sun protection purposes (inappropriate hat apparel is prohibited) ~ Halter tops, low tops, tank tops, bare midriff tops (all tops must completely cover midriff area at all times), cutoffs, extremely short skirts/shorts (underwear should be covered by clothing) - Clothing with unpatched holes, tears, unhemmed bottoms or slit cuffs ~ Clothing that advertises such substances as alcohol, cigarettes, drugs or utilizes double play on words, obscenities, profanity, or is suggestive in any way ~ Open Toe Shoes or Shoes without backs ~ Clothing that depicts illegal actions such as spray painting or use of fire-arms ~ **Hair styles or colors** which distract students from learning or present a safety hazard, such as hair that has been colored in shades which are loud and distracting (i.e., purple, green, pink, etc.) hair which has been cut to, or grown to, styles or lengths resulting in distraction or safety hazard (i.e. Mohawks, Faux Hawks) ~ Jewelry which poses a threat to the health and safety of students or which by its size or appearance is distracting in the learning environment (i.e., jewelry with sharp edges or which is so long or dangling as to pose a safety hazard) ~ There is no visible "body piercing" allowed. We prefer boys not to wear earrings and all students K-6 not to wear make-up and artificial nails.

### Additional Dress Standards:

The following attire is **NOT** to be worn at school:

- Insignias and logos of non-school sponsored organizations that may be associated with inappropriate activities.
- Hooded sweatshirts and jackets must be worn with hoods down.
- Belt buckles, jewelry, bandanas, stocking caps, hair nets, rags, gloves, biker wallets or other decorations with initials, inappropriate symbols or signs.
- Any pants/shorts that are oversized and inappropriate for the wearer. **All pants must fit and be worn at waist level.**
- Tattoos may not be visible.
- Any shirt with long sleeves which is dramatically oversized and inappropriate for the wearer, any oversized tee shirt, sweat shirt or polo shirt which has been modified with the addition of ironed-on creases or pleats on the front or back; net shirts.
- Any clothing directly related to negative and/or inappropriate cultures.

Since student attire trends change, the previous lists will be updated and communicated as needed in order to ensure an appropriate and safe school setting.

Decisions regarding the appropriateness of clothing will be handled by the principal. In the event there is a concern regarding clothes or appearance, parents may call the school or the school will contact the parents.

Please check with your school principal prior to purchasing a new "trend" article that could be in conflict with their standard dress codes.

# SCHOOL BUS POLICY

**RIDING THE BUS IS A PRIVILEGE.** The La Habra City School District Governing Board has adopted rules and regulations to assist students in understanding their responsibilities while riding buses throughout the school district and while on field trips. These rules will assure safe and proper travel to and from school and must be observed while the students are waiting at school bus stops. Students should not arrive at their bus stop more than 5 minutes before the scheduled pick up time.

School district staff and bus drivers want every child to be safe. Any student behavior that affects the safety of other children or the bus driver will not be tolerated. (Title V, Code 14263) Video surveillance may occur on any school bus and a video recording may be used in student disciplinary proceedings. *The same student behavior rules apply to students waiting or being dropped off at their bus stop including respecting the rights of property owners and the neighborhood where the bus stop is located.*

A reminder to parents: Drivers will use flashing red lights at all bus stops when necessary to ensure the safety of children per Vehicle Code 22112. **Flashing red lights on a bus means STOP;** do not proceed until the red lights stop flashing. Students with special needs will not be left at the bus stop unless an adult is present (children will be returned to the Transportation Office, 500 N. Walnut or the school depending on the availability of office staff to monitor the student after school).

The following list includes some of the actions that are not allowed:

VIOLATING SAFETY PROCEDURES	USING UNACCEPTABLE LANGUAGE
DESTROYING PROPERTY	NOT USING SEAT BELT
MAKING EXCESSIVE NOISE	FIGHTING, PUSHING, TRIPPING
SMOKING/LIGHTING OF MATCHES	HAVING WEAPONS OR REPLICAS OF WEAPONS
EATING, DRINKING	HAVING ANIMALS
LITTERING	HAVING GLASS OR OTHER UNSAFE OBJECTS
BEING RUDE OR DISCOURTEOUS	IMPROPER USE OF BUS PASSES

**In the case of a violation of the above stated policy, the steps below will be taken or in the case of severe behavior, i.e. endangering the safety of other students, the steps below will be waived and temporary or permanent bus suspension will be immediately implemented.**

## **Citation:**

- |        |  |
|--------|--|
| First  | - Phone call to parents  |
| Second | - Warning notice mailed to parents   |
| Third  | - Parent conference or riding suspension for three (3) school days in lieu of parent conference (parent will be contacted) |
| Fourth | - Riding suspension for five (5) school days (parent will be contacted)  |
| Fifth  | - Riding suspension for ten (10) school days (parent will be contacted)  |
| Sixth  | - Permanent suspension for the school year   |

**Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.**

## **BUS PASS GUIDELINES:**

- All students must have a bus pass to ride the bus both morning and afternoon.
- All students will have "No Pass Ride" days. A "No Pass Ride" occurs when a student fails to present a bus pass for either the morning, afternoon or both.
- Students in grades K-5 will be given 3 "No Pass Rides." In those instances, the driver will note the date that the student did not have their bus pass and notify the Transportation office.
- Students in grades 6-8 will be given 2 "No Pass Rides." In those instances the driver will note the date that the student did not have their bus pass and notify the Transportation office.
- Once a student in grades K-5 has used all 3 "No Pass Rides," they will be transported to school in the morning and left at school in the afternoon. The parents will be notified.
- Once students in grades 6-8 have used their 2 "No Pass Rides," they will be transported to school in the morning and will be denied transportation from school. They will also receive a bus citation.
- If a student abuses this privilege and does not get a replacement pass, the parents will be contacted and advised that the child will no longer receive transportation until an appropriate bus pass can be shown to the driver.
- Violation of the bus pass policy will be handled like all other disciplinary problems.
- If a student reports to the driver that they have lost their bus pass, the student will be given 3 days to obtain a replacement.
- Replacement passes will be available at the Transportation office for a \$5.00 fee.
- Drivers will not handle cash/checks at any time.

Student Field Trips/Parent Permission and Waiver Notice – Throughout the school year, there may be times when your son or daughter may have the opportunity to go on a field trip. Specific details about the proposed trip including needs of the student will be sent home prior to the trip date. Please be advised that Education Code Section 35330, provides that all persons or their parents taking a field trip, waive all claims against the school or district for injury, accident, illness or death occurring during or by reason of the field trip. Please indicate on the Emergency Card, your willingness to have your child participate in school field trips. Also by marking on the Emergency Card permission to participate in field trips, you are also acknowledging your understanding of the above School Bus Policy and Procedures.

If you have any questions, please contact: Mary Allen, Director of Transportation, La Habra City School District, (562) 690-2328. Thank you for reviewing the School Bus Policy with your child to assure safe and proper travel to and from school and on field trips.

# EMERGENCY PREPAREDNESS PLANNING IS THE KEY

If an emergency occurs during the school day, students will stay at school with their teacher until it is determined safe to leave or be released to an authorized parent or adult. The District Teleparent System and/or Website will convey information to parents relating to the emergency and any special instructions for the release of students.

*IT IS IMPORTANT TO KEEP THE SCHOOL'S EMERGENCY CARD ON YOUR YOUNGSTER UP-TO-DATE. THE SCHOOL OFFICE NEEDS TO KNOW THE PERSON(S) YOU HAVE DESIGNATED TO PICK UP YOUR YOUNGSTER.*

## BEFORE A DISASTER OCCURS

### PREPARING STUDENTS AT SCHOOL

EACH SCHOOL will be responsible for preparing individual school plans and conducting monthly drills.

ALARMS AND PROCEDURES students will learn.

Emergency Action	Alarm	Procedure
STAND BY	Intercom or Messenger	Students to be silent and await direction
LEAVE BUILDING	Fire Drill Bell	Single file out of class to designated area
TAKE COVER	There will be a school-wide announcement or the event itself will be the signal	Seek shelter; duck and cover; wait for a signal before LEAVING THE BUILDING
DROP	Incident itself (i.e. Earthquake, etc.)	Duck and cover
ALL CLEAR	Regular Bell	Teachers will escort students to designated safe area

### SCHOOL PREPARATION

- SCHOOL PREPARATION – The school principal has included in preparedness plans the following:
  - Notification that school buildings become emergency centers during disasters and that teachers and staff members become Civil Defense workers and will remain on site supervising students.
  - Teachers and students will periodically discuss emergency procedures and problem-solving, avoiding the sensational and sense of panic.
  - Students will participate in a FIRE DRILL each month and disaster drills twice annually at each school site.
  - La Habra City School District will have a disaster preparedness day where students participate in a drill and emergency practice.
  - Any parent or community member who has a desire to participate in disaster preparedness activities are encouraged to visit LHCS D's District Office or school site to fill out a community resources survey.
  - In addition, some of your upper grade classes include periodic First Aid instruction to students.

## DURING A DISASTER

- Prior to an earthquake students will be taught to KEEP CALM, not to run or panic. Listen for the appropriate bell.
- Children are to remain where they are – INDOORS OR OUTDOORS.
- IF INDOORS, stay indoors.
  - Get under desk or table and hold on to one of its legs.
  - If there are no tables or chairs nearby (or not enough), take cover by dropping to the floor against an interior (away from windows) wall. On the floor, the "drop" position is preferred: on the floor, on the knees, leaning over to rest on the elbows, hands clasped behind the neck, face down for protection . . . and
  - Stay away from tall bookcases, high shelves or cabinet areas which might slide or topple . . . and
  - Grab anything handy such as a coat, blanket, newspaper, book, cardboard box, etc. to shield your head and face from falling debris or splintering glass.
- IF OUTDOORS, get into an open area away from trees, buildings, walks and power lines. For the most part, La Habra City School District schools have few power lines above ground; however, students are cautioned to make a wide path around any fallen lines.
- IF ON SCHOOL BUS, the drivers will pull to the side of the road and stop the bus avoiding overhead structures and wires. The school bus is an excellent shock absorber and is well insulated from fallen power lines during an earthquake. STUDENTS will REMAIN with the driver until the earthquake is over.
- BE PREPARED FOR AFTERSHOCKS, prior to evacuating buildings or releasing students to other areas.

### IMPORTANT

PARENTS AND GUARDIANS may rely on the school to hold their children until it is determined safe to leave or be released to an authorized parent or adult.

# PARENTAL NOTIFICATION REQUIREMENTS

Education Code, Section 48980, requires each parent to be notified of the following code sections. Most of the below legal citations indicated by "Section(s)" are found in the State Education Code; other citations are found in the California Code of Regulations(CCR), Labor Code(LC), United States Code(USC), etc. Reading the complete "Parental Notification Requirements" sections are recommended and parent/guardian is requested to sign the enclosed receipt of listing of Parental Notification Requirements (pages 7-12 of this Back-To-School Information Brochure).

<p><i>Section 221.1.5(d)</i> <i>Section 231.5 and 5 CCR, 4917</i> <i>Section 310 and 5 CCR, 11309</i></p> <p><i>Sections 310; 440, et seq.</i> <i>Sections 17612, 48980.3</i> <i>Section 32255, et seq.</i> <i>Section 35160.5(b)</i></p> <p><i>Sections 35183 and 51101</i> <i>Section 35186</i></p> <p><i>Sections 35256, 32286</i></p> <p><i>Section 35258</i></p> <p><i>Sections 35291, 48980</i> <i>Section 44807</i></p> <p><i>Section 46010.1</i> <i>Sections 46014, 48980</i> <i>Section 46600</i> <i>Section 46601.5</i></p> <p><i>Section 48204</i></p> <p><i>Sections 48205, 48980</i></p> <p><i>Sections 48206.3, 48980</i> <i>Section 48207, 48980</i> <i>Section 48208</i></p> <p><i>Sections 48300, et seq.</i></p> <p><i>Section 48213</i></p> <p><i>Section 48250, et seq.</i> <i>Section 48830</i></p> <p><i>Section 48900</i></p> <p><i>Section 48900.1; LC 230.7</i></p> <p><i>Section 48901.5</i></p> <p><i>Section 48910</i></p> <p><i>Section 48980(a)</i> <i>Section 48980(b)</i></p>	<p><b>Career Counseling</b> <b>Sexual Harassment Policy</b></p> <p><b>English Language Education; Waiver of English Language Instruction</b> (see principal) <b>English Language Education</b></p> <p><b>Notification of Pesticide Use</b> (tear out)</p> <p><b>Harmful or Destructive Use of Animals Intradistrict Choice</b> (now includes primary place of employment) <b>Dress Code/Gang Apparel / Sun Protection</b> (see page 4 of this brochure) <b>Williams Complaints</b> (districts to use Uniform Complaint Process to identify/resolve complaints required under Williams Lawsuit)</p> <p><b>School Accountability Report Card: (SARC)</b> (includes safety plan) <b>School Accountability Report Card: Internet Access</b> <b>Discipline Rules</b> (rules at each school) <b>Duty Concerning Conduct of Pupils</b> (including to and from school) <b>Confidential Medical Services</b> <b>Absences for Religious Purposes</b> <b>Interdistrict Attendance Agreement</b> <b>School Residency</b> (interdistrict transfers for child care) <b>Parental Employment Transfers</b> (amended interdistrict transfers based on employment) <b>Excused Absences</b> (allowed to complete all assignments/test); <b>No Grade Reduction/Loss of Academic Credit</b> <b>Pupils with Temporary Disabilities; Individual Instruction</b> (see principal) <b>Temporarily Disabled; Residency</b> <b>Presence of Pupils with Temporary Disabilities; Notice by Parent;</b> <b>Commencement of Instruction</b> <b>District of Choice</b> (district of choice statutes amended) (see page 9) <b>Exclusion of Pupil from School</b> (reasonable time notice to exclude for contagious/infectious/communicable diseases) <b>Open Enrollment Act</b> (see page 9) <b>Homeless Children</b> (general rights of homeless children) <b>Grounds for Suspension/Expulsion</b> (bullying toward pupil/school personnel additional grounds for discipline) <b>Attendance of Suspended Childs' Parent or Guardian for Part of School Day</b> (no employer discrimination) <b>Electronic Signaling Device Restriction</b></p> <p><b>Pupil Suspension by Teacher</b> (counselors or psychologists may attend conferences) <b>Annual Notification Requirements</b> <b>Availability of Individualized Instruction</b></p>	<p><i>Section 48980(c)</i></p> <p><i>Section 48980(i)</i></p> <p><i>Section 48980(j)</i></p> <p><i>Section 49063, et seq.</i></p> <p><i>Section 49073</i></p> <p><i>Section 49076</i></p> <p><i>Section 49403, 48980</i></p> <p><i>Sections 49414, 49423</i></p> <p><i>Section 49414.5</i></p> <p><i>Section 49423, 48980</i></p> <p><i>Section 49451, 48980</i></p> <p><i>Section 49452.6</i> <i>Section 49472</i></p> <p><i>Section 49480</i></p> <p><i>Section 49510, et seq., 48980</i> <i>Section 49520</i></p> <p><i>Section 51101</i></p> <p><i>Section 51240</i></p> <p><i>Section 51938</i></p> <p><i>Sections 56000, et seq.; 20 USC 1401 et seq.</i></p>	<p><b>Notification of Minimum Days and Pupil-free Staff Development Days</b> <b>Attendance Options for Intra/Interdistrict Transfers for Childcare or Parent Employment Options</b> <b>Grade/Academic Credit</b></p> <p><b>Pupil Records; Notification of Access Rights of Parents and Authorized School Employees; Expunge Records</b> <b>Release of Student Directory Information</b> (parent signature on Emergency Card) <b>Authorize Judge/Probation Officer to Access Pupil Records without Parent Consent</b> <b>Administration of Immunizations/Parent Consent</b> <b>Epinephrine Auto-Injector; Administration of Medication</b> <b>Administration of Medication</b> (diabetes self-care during school) <b>Administration of Medication</b> (conditions for personnel or pupils to self-administer prescription inhaler asthma medication and auto-injectable epinephrine at school) <b>Physical Examination: Parent Refusal to Consent</b> <b>Type 2 Diabetes Screening</b> <b>Medical/Hospital Services for Student Accidents</b> <b>Parent Information for Student Continuing Medication</b> <b>Free and Reduced Price Meals Eligibility</b> (pages 11 and 12 of this brochure) <b>Free and Reduced Price Meals</b> (pupils in this program may be used to identify pupils eligible for public school choice and NCLB supplemental educational services) <b>Rights of Parents to Information</b> (inform parents in English &amp; home language about participating in their child's education) <b>Health Instruction</b> (pupils excused from a portion of health instruction that conflicts with religious training or beliefs) <b>Comprehensive Sexual Health Education, HIV/AIDS Prevention Education and Assessments Related to these Programs</b> (parents to be notified at beginning of student's school year about materials, instruction, and personnel providing instruction related to these programs planned for the year; also advised that they may request in writing that the child <b>NOT</b> receive instruction in these programs or given any test, questionnaire or survey concerning health practices, etc. including sex related matters; prior notice to parents of date of instruction by outside consultant and their organization) <b>Special Education</b> (free appropriate public education in the least restrictive environment be offered to qualified students with disabilities)</p>
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## PARENTAL NOTIFICATION REQUIREMENTS

<p>Sections 56300, 56301 Section 56329</p>	<p><b>Special Education: Child Find System</b></p>	<p>124105 <i>Title VI, Civil Rights Act of 1964 &amp; Title IX, Educational Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973</i> 5 CCR Section 300</p>	<p><b>Prevention Program</b> <b>Non Discrimination</b> (including lack of English not a barrier to admission and participation in District programs; a complaint procedure form is available at District Office)</p>
<p>Section 56345 Section 56346</p>	<p><b>Special Education Assessment (Amended)</b> (rights of parents and school districts as they relate to independent education assessments and nonpublic school placements) <b>Individualized Education Program</b> <b>Special Education-Informed Parental Consent</b> (parental consent prior to services or placement and due process hearings and mediation conferences information)</p>	<p>5 CCR Section 4622</p>	<p><b>Attendance, Behavior, Study, Courtesy, Appropriate Language; Duties of Students</b> <b>Uniform Complaint Procedures</b> (District has policies and procedures for the filing, investigation and resolution of alleged violations of federal or state law governing education programs, including allegations of unlawful discrimination)</p>
<p>Section 56500.4</p>	<p><b>Special Education-Initial Referral for Assessment</b> (written notice to parents of procedural safeguards prior to assessment referral + other reasons than just initial referral)</p>	<p>5 CCR Section 11992 &amp; 20 U.S.C 7912</p>	<p><b>Unsafe School Choice Option</b> (allows pupils who attend "persistently dangerous" schools to attend a safe district school incl. a charter school)</p>
<p>Section 56506</p>	<p><b>Special Education-Due Process Rights</b> (written notice to parents in English/home language of specified due process)</p>	<p>PC Section 422.55 &amp; 422.56</p>	<p><b>Hate Crimes</b> (criminal act against victim because of characteristics such as disability, gender, race, etc.)</p>
<p>Section 56515</p>	<p><b>Special Education Records</b> (prohibits Districts from releasing records of special education pupils to other agencies without prior consent of parent/guardian)</p>	<p>PC 628.1 PC 628.6</p>	<p><b>School Crime Report</b> <b>School Crime Reporting Guidelines</b> (Calif. Dept. of Ed. no longer required to inform districts of guidelines for reporting/documenting of validation criteria to be reported to their Dept.)</p>
<p>Section 58501 40 CFR Sec.; 763.93 H &amp; SC 120335</p>	<p><b>Listing of Available Alternative Schools</b> <b>Asbestos Management Plan</b> <b>7<sup>th</sup> Grade Students Required to be Immunized Against Hepatitis; Students Enrolling After 7/1/01 be Immunized Against Varicella (Chickenpox)</b></p>	<p>PC 647</p>	<p><b>Invasion of Privacy</b> (misdemeanor to use camcorder, any type of camera to view body/undergarments where there is expectation of privacy)</p>
<p>H &amp; SC 104420</p>	<p><b>LHCSD is a Tobacco-Free District On/In All Properties/Vehicles</b></p>	<p>PC 653m</p>	<p><b>Criminal Communications</b> (misdemeanor to send obscene or threatening message to another person by telephone or electronic communication device)</p>
<p>H &amp; SC 124085</p>	<p><b>Health Screening/Evaluation Services Upon Child Entering First Grade; Waiver Possible</b></p>	<p>PC 12556</p>	<p><b>BB Devices/Imitation Firearms</b> (any display of these items in a school is not only grounds for expulsion but also is a punishable infraction)</p>
<p>20 USC 1232g</p>	<p><b>Family Educational Rights and Privacy Act</b></p>	<p>42 U.S.C. Section 11431</p>	<p><b>McKinney-Vento Homeless Assistance Act</b> (information is available to parents and pupils regarding homeless children rights)</p>
<p>20 USC Section 6301, et seq.</p>	<p><b>No Child Left Behind</b> (includes providing specific information to parents of Limited English Proficient Children, Program Improvement Schools; right to information regarding professional qualifications of teachers, paraprofessionals; information on child's level of achievement on State tests; homeless liaison)</p>		
<p>H &amp; SC 124100;</p>	<p><b>Child Health and Disabilities</b></p>		

**TITLE IX – Federal Regulations:** The La Habra City School District does not discriminate on the basis of race, color, national origin or sex in the education programs or activities of this district. Grievance procedures for non-compliance with Title IX are available in each school office.

## ATTENDANCE COUNTS

The La Habra City School District believes that **every day counts** in a child's education. Regular attendance is one of the greatest contributing factors to success in school. Every day a student . . .

- misses school, they get more than two days behind their peers because they must make up missed learning and catch up with new learning all at the same time.
- is in school, they raise their achievement level.
- goes to school, they learn more about responsibility.

**Please call your child's school attendance office prior to 9:00 a.m. every time your child is absent from school.** If contact is not made between the school and home, then a note verifying the absence will be necessary to get the student back in school. The note must include the following information: **1. the student's name, 2. the date of absence, 3. the specific reason for the absence, and 4. the signature of the parent or guardian.** A note explaining the absence will be helpful in providing makeup of classroom instruction after school or on Saturdays.

The District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that the student misses none, or only a small portion of the school day. The District also asks that travel or other absences be avoided during the time school is in session.

Under California law, attendance is counted only when the student is present. Districts do not receive funding for students who are absent, no matter whether an absence is excused or unexcused. Three (3) or more unexcused absences are considered truancy by County authority and could result in legal action toward you and your child. We appreciate your help in getting your child to school on time, each and every day.

# PARENTAL NOTIFICATION REQUIREMENTS

Federal and State regulations require that parents and/or guardians be informed about the following additional national/state public procedures and laws that may impact a student(s) or their family during the new school year. In most cases, the school principal or District Human Resources Office (562-690-2303) may be contacted for additional detailed information or follow-up to those procedures outlined below in each category.

## TITLE IX FEDERAL REGULATIONS

The district maintains an operating policy of non-discrimination on the basis of sex, race, color, national origin or handicap in its educational programs and activities. Additional details may be found in the Board Policy – Administrative Regulations Manual.

## ALCOHOL, TOBACCO, & DRUG-FREE SCHOOLS

The La Habra City School District strongly supports the non-use of alcohol, tobacco and drugs by district children and adolescents in order to:

- Maintain an alcohol, tobacco, drug-free, safe and positive school environment.
- Reduce and prevent at-risk behavior.
- Enhance academic success and responsibility for a healthy citizenship.

Rules, regulations and rights pertaining to discipline for violation of all behavioral standards, including alcohol, tobacco and drug use, are available from your school principal or you may call Student Support Services at (562) 690-2392.

## UNIFORM COMPLAINT PROCEDURES FOR PROGRAMS

In accordance with the California Code of Regulations, Title 5 Sections 4621 & 4622, our School District has established a Uniform Complaint Procedure for specific programs and unlawful discrimination. The District Human Resources Office (562-690-2303) is responsible for reviewing and processing such complaints and on request will provide a complete copy of the district's policy and administrative regulation regarding these procedures. Upon receipt of a written complaint, the district will attempt to resolve such complaint and will issue a written district decision within 60 days. The complainant has the right to appeal a district decision to the State Department of Education and also has the right to seek civil law remedies. Civil law remedies include legal and equitable actions filed in California and federal courts. You may contact the District Human Resources Office (562-690-2303) for a listing of statutory authority for such actions.

## OPEN ENROLLMENT

All district schools provide a school environment that is safe and supportive of learning. Parents may request a particular school for their child by requesting an Intradistrict or Interdistrict Attendance Permit to attend an alternate school within the district boundaries, or outside of the district boundaries, based on specific, qualifying reasons. Approval of permits will be made on a case-by-case basis to meet individual student needs. For more information, please contact Student Support Services at (562) 690-2311.

## SPECIAL EDUCATION SECTION 504 OF THE REHABILITATION ACT OF 1973 and THE INDIVIDUALS WITH DISABILITIES ACT

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibits discrimination against handicapped persons, including students and staff members, by school districts receiving federal funds. This includes all programs or activities of the school district regardless of whether the specific program or activity involved is a direct recipient of these funds. Included in the U.S. Dept. of Ed. rules for Section 504 is the requirement that handicapped students be provided with a free appropriate public education. These rules require identification, evaluation, provision for appropriate services, and procedural safeguards in all public schools. If the handicapped condition interferes with the ability to learn, the district is required to provide regular and special education, related educational aids, and services designed to meet the student's individual educational needs.

The Individuals with Disabilities Act requires that a free and appropriate education in the least restrictive environment be offered to all handicapped pupils ages 3-12. A pupil shall be referred for special education instruction only after the resources of the regular education program have been considered and utilized. Parents of handicapped children are entitled to receive a full explanation of procedural safeguards and a description of any proposed action regarding their children and the basis for such action. They are also entitled to give voluntary consent for educational assessment and placement and to participate in the annual instructional meeting for their children.

## SEARCH AND SERVE

Search and serve is the process to find children before age 3, with handicap conditions who need individual and appropriate special education services. Per Ed. Code Section 56300, the LHCS D actively seeks children who might qualify for special education assistance. For further information, please call (562) 690-2311.

## "MEGAN'S LAW" PARENTAL NOTIFICATION

Parents and guardians have the right to utilize the provisions of Megan's Law by contacting the La Habra Police Department at (562) 905-9750.

## **PARENTS PROTECT YOUR CHILD! – IMMUNIZATIONS**

All students entering school must be immunized to the requirements of the California School Immunization Law for grades K-12. New requirements state that – All 7<sup>th</sup> grade and Kindergarten students will be required to provide proof that they are up to date on the series of three Hepatitis B shots and received two doses of MMR by the first day of school, September 8, 2009. In addition, as of July 1, 2001, any student enrolling in a California school for the first time is required to be immunized against Varicella (Chickenpox).

**Students without these immunizations will not be allowed to attend school!**

Parents may contact the La Habra City School District office at (562) 690-2305 for a list of local agencies providing free immunizations.

Parents without any form of Health Insurance can call the District Health Office for information regarding Healthy Families coverage (562) 690-2323.

## **SEXUAL HARASSMENT POLICY**

Legal authority: Education Codes 48980(g), 231.5; Board Policy 5145.7(a)

The Governing Board of the La Habra City School District reaffirms its commitment to the safety and well-being of all its students and, therefore, prohibits unlawful sexual harassment of or by a student or by anyone in or from the district.

Moreover, it is the intent of the Board to ensure that all students be aware that they need not endure any form of sexual harassment. As such, this policy shall be posted, distributed to students and employees, and included in the annual notice to parents/guardians.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment of students may be subject to disciplinary action up to and including dismissal. Students and staff aware of incidents of sexual harassment shall report such incidents immediately to the principal/designee and may file a complaint pursuant to Board Policy 1312.3(a), Uniform Complaint Procedures.

## **PROMOTION / RETENTION POLICIES EXPLAINED**

The Education Code requires all California School Districts to have strict Promotion and Retention Board Policies regarding “social promotion.” These required policies affect each child at every grade level pre-kindergarten through eighth grade and beyond. LHCS’s Promotion and Retention policies include the following criteria emphasis for each grade level:

Grades 1 – 2 Reading Proficiency, Attendance

Grades 3 – 7 Academic Performance, Grades, Attendance

The degree of mastery of district standards will determine whether a school based staff committee can recommend one of the following: (a) promotion to the succeeding grade level, (b) extra remedial help prior to retention or (c) retention as a last resort. When a student is identified as being at-risk of retention, the principal or designee shall so notify the student’s parents as early in the school year as practical.

Teachers will discuss these policies in greater detail at each school’s “Back-to-School” night scheduled the first few weeks of school. If you have any questions regarding these policies, please feel free to contact your child’s school principal.

## **SPECIAL NOTE TO OUR PARENTS AND GUARDIANS WITH SPECIAL COMMUNICATION NEEDS**

The district maintains a list of district employees and other outside services qualified for providing interpretive services to our deaf or hearing-impaired parents or guardians. The purpose of providing these interpretive services is to allow those with special communication needs equal opportunity for participation in district programs and activities. Interpretive services will include the ability to sign in “American Sign Language”, “Signing Exact English” and “Signed English”.

Interpretive services may be requested through the District Human Resources Office, 500 N. Walnut Street, La Habra, California. If more convenient, a “relay service” call may be placed to (562) 690-2303 for the parent or guardian requesting the interpretive services. Thank you!

## TITLE I PARENTAL NOTIFICATION

Federal regulations governing Title I programs of the *No Child Left Behind Act of 2001* provide the following to parents: (1) the right to request information regarding the professional qualifications of their child's classroom teacher (**which includes**: a. state licensing requirements for the grade level and subjects in which the teacher is providing instruction, b. if the teacher is teaching under an emergency status for which state licensing requirements have been waived, c. the type of college degree major of the teacher and field of discipline for any graduate degree or certificate, or d. if your child is receiving Title I services from a paraprofessional and if so, his/her qualifications), (2) a copy of their child's State STAR test results, (3) notification when their child has been taught by a teacher who is not highly qualified, (4) information to parents of limited English proficient students, the need for placement in a language instruction class (no later than 30 days for new students; 2 weeks for students identified the prior year), (5) notification if their child's school is identified for school improvement and subsequent corrective action to be taken, plus the option to transfer their child to another public school, (6) notice of the availability of supplemental educational services/approved providers, and (7) a jointly developed written parent involvement policy.

## MEAL PRICES FOR 2010 – 2011 SCHOOL YEAR

<u>LUNCH</u>		<u>BREAKFAST</u>	
<u>Full Price</u>		<u>Full Price</u>	
Kindergarten – 5 <sup>th</sup> grade	\$2.00	Kindergarten – 8 <sup>th</sup> grade	\$1.00
6 <sup>th</sup> – 8 <sup>th</sup> grade	\$2.25		
<u>Reduced Price</u>		<u>Reduced Price</u>	
Kindergarten – 8 <sup>th</sup> grade	.40	Kindergarten – 8 <sup>th</sup> grade	.30
Milk	.30	Milk	.30

## FREE AND REDUCED PRICE MEALS APPLICATION INFORMATION

- Enclosed in this brochure is an application for Free and Reduced Price Meals and a postage paid envelope. Please return your completed meal application by August 20, 2010, for this program. You will be notified in writing when your application is approved or denied for free or reduced meals.
- Please complete a new application, even if your child received free or reduced price meals last school year, in order to continue in the program.
- Complete only one application for each household. Include **ALL** members of the household on the application. *For additional instructions or for foster/institutionalized children, refer to the Guidelines on page 12.*
- New students to the district and all kindergarten children may submit an application and pay full price for meals, until their application is processed and their eligibility is determined.

If you have any questions or need assistance in completing the application, please contact:

La Habra City School District  
 Food Service Department  
 500 N. Walnut Street  
 La Habra, CA 90631  
 (562) 690-2318

## GUIDELINES FOR FREE AND REDUCED PRICE MEALS

The La Habra City School District takes part in the National School Lunch and Breakfast Programs. Meals are served every school day. Students in kindergarten through fifth grade may buy lunch for \$2.00. Students in grades six, seven and eight may buy lunch for \$2.25. All students may buy breakfast for \$1.00. Eligible students may receive meals free or at a reduced price of \$ .40 for lunch and \$ .30 for breakfast. Students may buy milk for \$ .30.

- ❑ This District participates in **Direct Certification**: Your child is automatically certified to receive free meals, if you currently receive Food Stamps, California Work Opportunity and Responsibility to Kids (CalWORKs), Kinship Guardianship Assistance Payments (KinGAP), or Food Distribution Program on Indian Reservations (FDPIR) benefits. (See "HOW TO APPLY – FOOD STAMP BENEFITS" below.)
- ❑ A foster care child who is the legal responsibility of the welfare agency or ward of the court, may be eligible to receive meals free or at a reduced price regardless of your income. Foster children must have a separate application from other children in your household, and their eligibility is based on their "Personal Use Income". (See "HOW TO APPLY-FOSTERCARE" below.)
- ❑ If you do not receive benefits automatically qualifying your child for free meals, you may apply for free/reduced-price meals for your child(ren). If your total **household** income is the same or less than the amounts on the income scale below, your child may receive meals free or at a reduced price. Household means a group of related, or non-related individuals who are living as one economic unit and sharing **living expenses**. Living expenses include rent, clothes, food, doctor bills, and utility bills. (See "HOW TO APPLY-INCOME HOUSEHOLDS" below.)

### HOW TO APPLY

**FOOD STAMPS, CALWORKS, KinGAP AND FDPIR BENEFITS** – If your household receives Food Stamps, or if your child receives CalWORKs, KinGAP, or FDPIR benefits, you **MAY NOT NEED TO COMPLETE A MEAL APPLICATION**. School officials will notify you of your child (ren)'s eligibility for free meals. If you are not contacted by August 23, 2010, but think your child(ren) is/are eligible for free meals, please contact the Food Service Department. You may need to complete an application.

**FOSTER CARE CHILDREN OR CHILDREN PLACED IN OUT-OF-HOME CARE** – Complete a separate application for each child who is the legal responsibility of the welfare agency or ward of the court. Write the name of the child and the specific school the child attends. If the child receives personal use income, list the amount of income. Personal use income is (a) money given by the welfare office identified by category for the child's personal use, such as clothing, school fees and allowances; and (b) all other money the child gets, such as money from his/her family and money from the child's full-time or regular part-time jobs. **THE FOSTER PARENT OR AGENCY OFFICIAL MUST SIGN THE APPLICATION.**

**INCOME HOUSEHOLDS** – (wages, salary, pensions, etc.) - To apply for free or reduced-price meals for your child(ren), complete the attached Application for Free and Reduced Price Meals, sign it and return it to the school as soon as possible. The application cannot be approved unless it contains complete eligibility information. If you do not enter a FS, CalWORKs, KinGAP, or FDPIR case number for each student listed on the application, you must enter the following:

- The names of all school-aged children in your household and the school they attend.
- The names of any other children who do not attend school.
- The names of all adults and other household members, the amount each person received last month, and the source of income.
- The social security number of the adult household member who signs the application or indicate "none" if the adult does not have a social security number.

An application must be completed, with all household members and income listed for a child who is living with relatives or friends, whether or not the child is a ward of the court. **AN ADULT HOUSEHOLD MEMBER MUST SIGN THE APPLICATION.**

### INCOME ELIGIBILITY GUIDELINES

July 1, 2010—June 30, 2011

Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1*	Eligibility scale not available at time of printing. Please check website for updates at: <a href="http://www.lhcsd.k12.ca.us/food.html">www.lhcsd.k12.ca.us/food.html</a>				
2					
3					
4					
5					
6					
7					
8					

\*A household of one means a foster child, a child in out-of-home care, or a pupil who is his/her sole support.

**CURRENT INCOME** – The amount of income each household member received last month, before taxes or anything else is taken out, and where it came from, such as earnings, welfare, pensions, and other income. If any amount last month was more or less than usual, write the usual monthly income or project the annual income. To calculate monthly income: Weekly x 4.33; every two weeks x 2.15; twice a month x 2.

**INCOME TO REPORT – EARNINGS FROM WORK**—Wages, salaries, tips, strike benefits, unemployment compensation, workers' compensation, net income from self-owned business or farm. **WELFARE, CHILD SUPPORT, ALIMONY**—Public assistance payments, welfare payments, alimony, and child support payments. **PENSIONS, RETIREMENT, SOCIAL SECURITY**—Pensions, retirement payments, Social Security (including SSI a child receives), supplemental security income. **OTHER INCOME**— Disability benefits, cash withdrawn from savings, interest/dividends, income from estates/trusts/investments, regular contributions from persons not living in the household, net royalties/annuities, net rental income, any other income.

**FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)** – Households participating in the Food Distribution Program on Indian Reservations (FDPIR) are now categorically eligible for free meals or milk. The FDPIR is authorized by Section 4(b) of the Food Stamp Act of 1977. Under this section, eligible households may elect to participate in either the food stamp program or the FDPIR. Since households are afforded the option to participate in either program, FDPIR households have been determined to receive the same categorical benefits as food stamp households.

**SOCIAL SECURITY NUMBER** – The application must have the Social Security number of the adult who signs it. If the adult does not have a Social Security number, write "none" or something else to show that the adult does not have a social security number. If a Food Stamp, CalWORKs, KinGAP or FDPIR case number for the child is listed, or if the application is for a foster child, a social security number is not needed.

**APPLY FOR BENEFITS** – You may apply for benefits at any time during the school year. If you are not eligible now but your income goes down, you lose your job, your family size becomes larger, you become eligible for food stamps, CalWORKs, KinGAP or FDPIR benefits you may complete an application at that time.

**VERIFICATION** – The information on the application may be checked by school officials at any time during the school year. You may be asked to send information to prove your income, or current eligibility for food stamps, CalWORKs, KinGAP or FDPIR. Refer to the application for more detailed explanation.

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

**WIC PARTICIPANTS**—If you currently receive benefits under the Special Supplemental Nutrition Program for Women, Infants, and Children-better known as the WIC Program-your child may be eligible for free or reduced-price meals. You are encouraged to complete an application and return it to the school for processing.

**NONDISCRIMINATION** – Children who receive free or reduced priced meals must be treated in the same manner as those children who pay full price for their meals.

**FAIR HEARING** – If you do not agree with the District's decision regarding your application or the result of verification, you may discuss it with the Food Service Department. You also have the right to a fair hearing. A fair hearing can be requested by calling or writing the following school district official:

NAME: Susan Belenardo, Ed.D., Superintendent  
 ADDRESS: 500 N. Walnut Street, La Habra, CA 90631  
 TELEPHONE: (562) 690-2318

**CONFIDENTIALITY** – Family size, household income, and Social Security number information will remain confidential and will not be shared for any purpose. Information you provide will determine your child(ren)'s eligibility to receive free or reduced-price meals.

If you have questions or need assistance in completing the application, please contact the Food Service Department (562) 690-2318. You will be notified by the Food Service Department when your application has been approved or denied for free or reduced-price meals.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

# NOTES

LA HABRA CITY SCHOOL DISTRICT

**APPLICATION FOR FREE AND REDUCED PRICE MEALS 2010-2011**

Please complete, sign and return this application to the school. For additional instructions refer to the Letter to Households attached to this form. **Only one application per family is needed.**

**SECTION A—Households receiving Food Stamps, CalWORKs, KinGAP or FDIPIR:**

1. List the names of the school children for whom you receive the above mentioned benefits and their case number(s):

LAST NAME	FIRST NAME	SCHOOL	GRADE	Case Number	OFFICE USE ONLY

2. If you do NOT receive the above benefits for each child in your household, go to Section B. **Otherwise, sign the application and complete the information in Section C.**

**SECTION B—Households NOT receiving Food Stamps, CalWORKs, KinGAP or FDIPIR:**

List the names of the school children in your household who do not receive the above benefits:

LAST NAME	FIRST NAME	SCHOOL	GRADE	Child's Income	OFFICE USE ONLY

**Foster Child**—In some cases foster children are eligible for free or reduced-price meals regardless of the household's income. If you have foster children living with you and you wish to apply for such meals, please contact your district's food administrator.

Is this application for a foster child? YES  NO

If Yes, write the child's name and personal income below: (use separate application for each foster child) Name \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

3. List ALL the names of other children in the household NOT in school:

LAST NAME	FIRST NAME	LAST NAME	FIRST NAME

**SECTION C— LIST ALL ADULT HOUSEHOLD MEMBERS**, regardless of income. Indicate amount and source of monthly income each household member received last month. If amount(s) last month was more or less than usual, enter the usual monthly income. *Do not complete this section if a Food Stamp, CalWORKs, KinGAP, or FDIPIR case number is provided in Section A.*

LAST NAME	FIRST NAME	Monthly Gross Earnings from work (before deductions) Include all jobs.	Monthly Income from Pension, Retirement, Social Security	Monthly Income from Welfare Benefits, Child Support, Alimony Payments	All Other Monthly Income (not already included)	OFFICE USE ONLY

SCHOOL(S)

OFFICE USE ONLY:	Categorical Free	File Number	#
Date	Free	Household Size	
Temporary Date	Reduced	Household Income	\$
Determining Official	Denied		EP: Yes ___ No ___

**California Education Code Section 49557(a)** - Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the National School Lunch and Breakfast Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

**Privacy Act Statement: National School Lunch Act (Section 9)** - requires that, unless your child's Food Stamp, CalWORKs, KinGAP or FDIPIR case number is provided, you **must include the Social Security number of the adult household member signing the application or indicate that the household member signing the application does not have a Social Security number.** Provision of a Social Security number is not mandatory, but if a Social Security number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved. The Social Security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting the State's Employment Development Department or local welfare offices to determine the amount of benefits received, and checking the documentation produced by household members to prove the amount of income received. Reporting incorrect information may result in loss or reduction of the household's program benefits, or in administrative claims and/or legal actions against household members.

*I certify that all of the above information is true and correct and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, that school officials may verify the information on the application, and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.*

**\*\*\*This Institution is an Equal Opportunity Provider and Employer\*\*\***

**Sign Here** \_\_\_\_\_ **SS#** \_\_\_\_\_  
 Signature of adult household member completing this form Social Security Number (write "none" if n/a)

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name of adult signing this application

Address \_\_\_\_\_

City \_\_\_\_\_, CA Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

**TOTAL NUMBER ADULTS & CHILDREN IN HOUSEHOLD** \_\_\_\_\_

**SECTION D (optional)—Children's Racial and Ethnic Identities**—Mark one or more racial identities:

- Mark one or more racial identities: American Indian or Alaskan Native Asian White  
 Black or African-American Native Hawaiian or Pacific Islander
- Mark one ethnic identity: Of Hispanic or Latino Not of Hispanic or Latino Origin



LA HABRA CITY SCHOOL DISTRICT

ACKNOWLEDGMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS NOTIFICATION  
(Includes Copy of Board of Education Sexual Harassment Policy)

August 2010

Dear Parent:

Re: Parental Notification Requirements – Pages 7-12 of this 2010-11 BACK-TO-SCHOOL  
INFORMATION BROCHURE

Education Code, Section 48980, requires each parent to be notified of the code sections listed on pages 7-12 of this information brochure. Explanations regarding any section may be requested of any school district administrator. **Once you have read these specific pages, please complete the form below, detach it and send it to school on opening day with the first child listed below. You may also choose to enclose this form with the Free and Reduced Lunch Application (if eligible) in the postage paid envelope.**

Thank you,

Susan Belenardo, Ed.D.  
Superintendent



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(Please detach and return per the above instructions)

LA HABRA CITY SCHOOL DISTRICT

ACKNOWLEDGMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS NOTIFICATION

I hereby acknowledge receipt of information regarding my rights, responsibilities, and protections listed on pages 7-12 of the 2010-11 BACK-TO-SCHOOL INFORMATION BROCHURE on behalf of the following child(ren) listed below:

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

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

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

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

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

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

Please return this completed form to the school of the above student listed first or **if eligible** return with the Free and reduced Price Meals Application in the postage paid envelope

LA HABRA CITY SCHOOL DISTRICT



August 2010  
Dear Parent or Guardian,

The Healthy Schools Act of 2000 requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. Depending on the extent of the problem, the District may use the following pesticides in each of the nine schools:

Name of Pesticide	Active Ingredient(s)
Amdro Pro	Hydramethylon
Wilco Gopher Getter	Strychnine
Glyphosete Pro III	Isopropylamine Salt; Glyphosate
Eaton's Bait Blocks	Diphenylacety, Indandione
Intruder HPX	Cyclopropanecarboxylate
Fumitoxin	Aluminum Phosphide Tablets
Talstar (Flowable)	Bifenthrin
Talstar (Granular)	Bifenthrin

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at <http://www.cdpr.ca.gov>. Parents or guardians may request to be notified at least 72 hours prior to the application of individual pesticides at a school site by completing the below "Request for Individual Pesticide Application Notification." If you have any questions regarding this notice, please contact your school principal.

Thank you,  
Susan Belenardo, Ed.D.  
Superintendent

Please detach, fill in blanks, sign and return via instructions listed below:



LA HABRA CITY SCHOOL DISTRICT  
REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at each of the following schools: \_\_\_\_\_

I would prefer to be contacted by (circle one):    U.S. Mail                    E-Mail                    Phone

Please print neatly:  
Name of Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please return this *optional* request form by mailing to La Habra City School, 500 N. Walnut, La Habra, CA 90631 or drop off this form, in person, at the same address between the hours of 7:30 a.m. to 4:00 p.m. Monday – Friday.

**LA HABRA CITY SCHOOL DISTRICT  
SCHOOL CALENDAR  
2010-2011**

Faculty Reports

Pre-Service Days inclusive of two Staff Development Days August 24, 2010 through August 26, 2010

Last Day Instruction June 17, 2011

**First Day Of School For Students . . . . . Monday, August 30, 2010**

DAYS SCHOOL NOT IN SESSION:

Labor Day . . . . . September 6, 2010

Veteran's Day . . . . . November 11, 2010

Non-school Day . . . . . November 12, 2010

Non-school Days . . . . . November 22, 23, 24, 2010

Thanksgiving Recess . . . . . November 25 - 26, 2010

Parent Conference Day . . . . . December 17, 2010

Winter Recess . . . . . December 20, 2010 through December 31, 2010

Students Return After Winter Recess . . . . . January 3, 2011 (Monday)

Martin Luther King Day . . . . . January 17, 2011

Staff Development Day . . . . . January 28, 2011

Lincoln Day . . . . . February 14, 2011

Washington Day . . . . . February 21, 2011

Spring Recess . . . . . April 11 - April 15, 2011

Non-school Day . . . . . May 27, 2011

Memorial Day . . . . . May 30, 2011

**Last Day For Students and Faculty. . . . . June 17, 2011**



**La Habra City School District**  
500 North Walnut St., La Habra, California 90631-3769

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