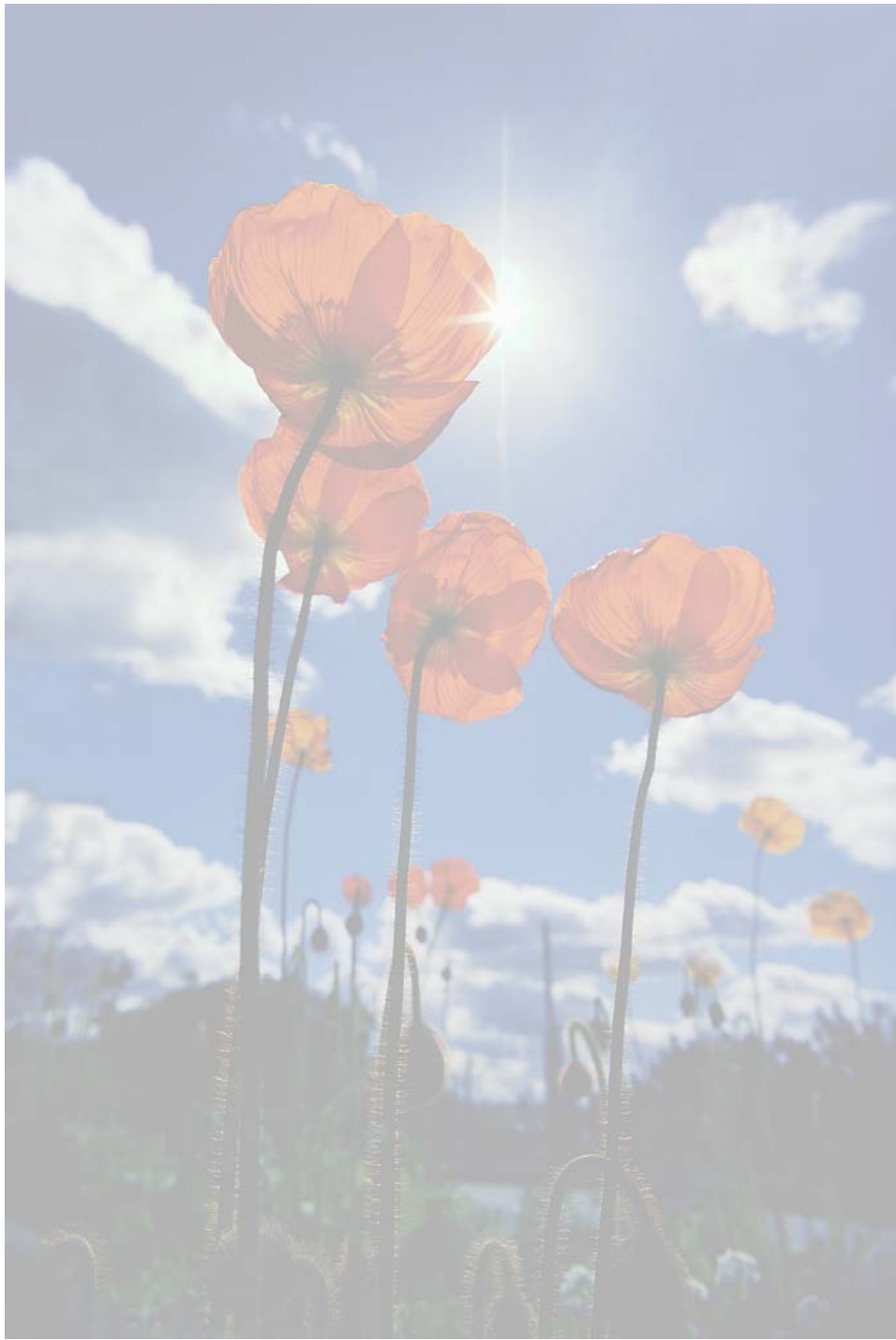


Guidelines
For Parents and Students
2011-2012



SUPERINTENDENT'S MESSAGE

Dear Parents,

Welcome to another exciting school year with Palmdale School District. Once again this year Palmdale School District is launching a lifetime of learning with your student. Despite the State's financial crisis, Palmdale School District has continued to focus on the "main thing" which is your child's education. Our goal remains the same, to create students with the skills and attitude necessary to be successful in life. The first step of this success is completion of a high school education and receiving a high school diploma.

Our success is directly linked to your working as an equal partner in the education of your child. Let me assure you of the quality education your child will receive during the "seven hours" each day they are with the District. We look forward to your efforts to make sure the remaining "seventeen hours" each day are filled with activities and values complimentary to the other seven.

Please remain an active participant in your child's education and learn all you can about the wonderful things happening in Palmdale School District. A great way to stay involved is to visit our website frequently at <http://www.palmdalesd.org>. You can also support your child's education by becoming a member of the South Antelope Valley Education Foundation or SAVE.

Best wishes for a safe and rewarding school year.

Sincerely,

Roger D. Gallizzi
Superintendent of Schools

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MISSION STATEMENT

To provide each of our children with a rigorous academic education, a safe learning environment, and the knowledge, skills and attitudes necessary for success.

VISION STATEMENT

Palmdale School District ...

a place dedicated to each of our children, devoted to our whole community, defined by our ideals, and providing the finest elementary education in the Antelope Valley.

CORE VALUES

EXCELLENCE: *We will only accept excellence in our pursuit of student achievement.*

ACCOUNTABILITY: *We are responsible for unleashing the unlimited potential for each student, recognizing that we each play a critical role in his or her success and we are obligated to aspire to be our best as we pursue excellence in student achievement.*

DIVERSITY: *We embrace and celebrate the diversity in our community, valuing our cultural richness, multiple perspectives, and the varied contributions we all make to advance student achievement.*

INTEGRITY: *We treat each member of our whole community with dignity and respect, valuing relationships based on honesty and compassion, as we work collectively to advance student achievement.*

COMMUNITY: *We will be productive, honorable members of our community, advancing the interest of student achievement, civic pride and active participation in our democratic process.*

TRANSPARENCY: *We are dedicated to open and honest communication as we make all decisions impacting student achievement. We value input from our community as it relates to our pursuit of educational excellence.*

Attendance & Enrollment

Attendance

Daily attendance at school is a vital component of a student's school experience. Both students and schools benefit from your child's regular attendance. Experience has shown that children's attendance at school has a direct impact on their performance in the classroom and on state tests. Further, schools and districts receive funding based on student daily attendance. The state attendance laws require full-time attendance and punctuality of every student between six and eighteen years of age. The parents and the school have the responsibility to enforce these laws. A student should not be absent without the knowledge and consent of the parent or guardian. It is the responsibility of the parent or guardian to notify the office of any absences or tardies in written or verbal form within 24-72 hours. Notes should include the student's name, date of absence, reason for absence, parent signature and parents daytime contact number. A doctor's note may be requested by the principal for continuous absences due to illness. Absences not cleared within 72 hours will remain unverified.

Excused Absences

Students receive an excused absence when they are absent from school for the following reasons:

- death in the immediate family (mother, father, or siblings)
- illness or injury
- visiting a doctor or dentist
- in the hospital for treatment

An excused absence for a religious holiday or other justifiable personal reason is only given if prior approval has been received from the Principal or Designee (EC 48205(7)).

Unexcused Absences

Absences other than those defined above are Unexcused.

Excessive Absences

Any student who has 10 or more unverified absences within a semester or 15 unverified absences within any 12 month period will be referred to the District Attorney's Abolish Chronic Truancy Program (ACT). Unverified absences include both excused and unexcused absences not supported with appropriate documentation, i.e. a doctor's note.

Truancy and Tardiness

Any student who is frequently absent from school without a valid excuse or is tardy for more than 30 minutes on 3 different occasions will be subject to a site

attendance meeting (SART) with the school administrator, deputy sheriff, and representative from the District Attorney's Office. A warning and or infraction citation may be issued involving a court appearance and possible fine. Continued attendance problems may result in a district attendance meeting (SARB) where a misdemeanor citation can be issued requiring a court appearance. California Education Code (E.C. 48260) defines three or more unexcused absences or tardies of 30 minutes or more as a truancy.

Attendance Awards

Attendance awards are given at the semester and end of the school year to students who have attended class on a daily basis. Saturday School can be used by students to make up absences to qualify for attendance awards.

Independent Study

Parents are encouraged to ask schools about Independent Study arrangements for absences of at least 5 consecutive days. The district offers two Independent Study programs, short term (5 days to 4 weeks) and long term (in excess of 4 weeks). Home Hospital is also available to students unable to attend because of medical reasons. A doctor's note is required to participate in Home Hospital.

Romero Bill

In January, 2010, the California legislature adopted the Open Enrollment Act (Romero Bill) as part of the state's efforts to provide the best education possible for its students. The Romero Bill allows pupils attending the 1,000 lowest achieving schools, as designated by the California Department of Education, to apply to enroll in higher performing schools in, or outside their district, regardless of residence. Information as to designated low performing schools and the enrollment process can be obtained by calling the Office of Student Services.

Lottery

Students may attend schools of choice through the Lottery process. Applications for Lottery transfer requests are available in February and must be turned in by a designated date in March. Once enrolled in a school through the Lottery, students living outside the school's attendance area shall be considered to be residing in that school's attendance area and will not need to apply for readmission. However, a yearly intra-district transfer application is required. Transportation is not provided to lottery participants. Students who miss the application window or who are not selected through the Lottery may apply for acceptance to a non-zoned school through the intra-district transfer process. Students not residing in the Palmdale School District may not participate in the Lottery but can apply for enrollment consideration to a school through the district's inter-district transfer policy (BP 5117).

Inter-District and Intra-District Transfers

Students attending a non-zoned school through inter-district or intra-district transfer agreements are reminded that agreements are provided annually. Continuous approval throughout the year is contingent on the student maintaining satisfactory attendance, behavior and academic achievement and the parent working cooperatively with the school. Any violation of these conditions, as determined by the school principal, may result in the cancellation of the inter-district or intra-district agreement. District bus service is not available to intra and inter-district students. It is the parent's responsibility to ensure that their child arrives at school and is picked up in a timely manner.

Arrival and Dismissal Procedures

For the safety of students, please follow school arrival and dismissal procedures. Students should not be dropped off too early or picked up too late. This enables supervisory staff to receive your children in the morning and prevent over-exposure to severe weather conditions as well as supervise the safe departure of every student at the end of the day. Many parents drop off or pick up their children along the curb in the fire lane zone, often parking or double-parking in the loading/unloading or the red zone. This creates blind spots for other vehicles and for students trying to get to the curb. Site administrators have been informed by the Sheriff's Department that there are fines for parking in fire and bus lanes.

Students dismissed during school hours must be signed out in the office and will only be released to parent(s) or to persons indicated on the student's emergency card. For your child's welfare, please insure that information on the emergency card is accurate and current.

Dress and Grooming

School Uniform

The Palmdale School District Board of Education has approved the implementation of school uniforms on many of our campuses. District administration believes that school uniforms can create a "coming together", greater school pride, and better behavior in and out of classrooms. Moreover, with the complete elimination of gang attire and dangerous accessories, students at those sites are safer, less intimidated or threatened. A complete description of the required student uniform for each participating school can be obtained from the site's administrative office.

Uniform assistance is available to economically disadvantaged students. Information can be requested from school administration. A parent who wishes to exempt a child from the uniform requirement may request from the school, by mail or in person, an application for exemption. The completed application shall be submitted to the site principal. To make certain that the parent understands the reasons for the uniform policy and to verify information on the ap-

plication, the parent shall meet with the principal to discuss the uniform policy and the nature of the objections.

Dress Code

On campuses without a school uniform policy, the following district dress standards have been established. A student's dress and general appearance should not be such that it draws undesirable attention to the student, nor should dress and appearance detract or interfere with teaching and learning in the classroom and on the campus. It is expected that all students shall maintain their person and clothing in a modest, clean, and age appropriate fashion consistent with our dress code and compatible with the instructional program. Dress code reflects our community's concerns. Determination of inappropriate dress rests solely with site administrators. As styles change, we reserve the right to modify dress code policy as needed to keep our schools safe and gang free. Proper notification of changes in dress code regulations will be provided.

The Palmdale School District requires that:

- Students attending school must be clean and properly groomed. Clothing worn to school must fit appropriately and be neat and clean. Oversized, baggy, or saggy clothing, tears, holes, patches, slits in seams, and ragged hems in clothes and/or shoes are not permitted.
- Clothing, logos, or accessories that are offensive, profane, or promote gangs, drugs, violence, or disruptive behavior are prohibited. Tattoos of any kind or writing on the body are not allowed on campus.
- Closed footwear that covers the entire foot must be worn for safety reasons. Open sandals, high heel shoes, slippers, and flip flops are hazardous and are not appropriate for school.
- Jewelry and accessories that are unsafe and/or dangerous like studded belts and wristbands, metal belts, long chains, and dangling or large hooped earrings are not permitted. Only ears may be pierced and must be adorned with stud earrings only. Belts should be appropriately fitted, placed through belt loops, and not hang down as a tail.
- Hemmed slacks, jeans, and shorts which are appropriately fitted at the waist and at the leg inseam and/or crotch area may be worn. Cut off jeans, tight pants, and sweats; biker shorts, tight or short shorts, and boxer shorts or shorts that look like boxer shorts are prohibited. Undergarments may not be visible.
- Hats (except when worn outside to prevent sunburn), headbands, headgear, bandanas, hair nets and combs in the hair are not permitted. Only sunglasses required for medical reason may be worn at school.
- Shirts and blouses must not be oversized and are to be buttoned properly. Shirts of excessive length and shirts with tails must be worn tucked inside of pants. Shirts must be appropriately fitted at the shoulders. Shirts of

proper length designed to be untucked, sweaters and sweat shirts may be worn out. Tank tops, tube tops, halter tops, crop tops, or any other piece of clothing that exposes excessive skin is prohibited.

- Hair must be of a natural color and not be worn (styled) in a manner that brings excessive attention to the student (i.e. Mohawks or hair that has been shaved with messages and/or designs).
- Personal grooming items must be kept in the backpack at all times and not be taken out in the classroom, cafeteria, or playground.

Student Behavior

Positive Behavior Support

Positive Behavior Support (PBS) is a school-wide approach to solving school discipline problems and promoting a safer, happier, and more productive and effective school environment. It is based upon over 30 years of applied research conducted within schools, communities, and the criminal justice system. The model is based on the premise that when appropriate behaviors are systematically taught, practiced, expected, and recognized consistently at school, they will be regularly demonstrated by the vast majority of students without the need for harsh, punitive disciplinary consequences. This will improve the climate of the campus and promote better social and academic outcomes.

Duties of Students

Every teacher shall hold students to a strict account for their conduct on the way to and from school, in the classroom, on the playground, or during recess. Students must conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Playground Rules

Playground rules are critical for the safety of all students. They include, but are not limited to:

- Keep hands, feet, and objects to yourself at all times.
- No food or drink, except water, is allowed on the playground.
- Drinks and bathroom breaks are to be taken before returning to class.
- No climbing on gates, fences, walls, and equipment not designed for that purpose.
- No jumping from swings or any apparatus that might cause injury to a student.
- No play fighting, tackle football, war ball, dodge ball or any other game that might cause injury to a student.
- All play equipment must be supplied and/or approved by school personnel.
- Talk courteously and respectfully. Avoid shouting and screaming.

- Follow all directives from supervisors. Line up immediately when asked to do so.

Behavior Expectations

Each school site and each classroom teacher has established behavior expectations for their students. It shall be the responsibility of the teachers and administrators to see that rules are carried out in a fair and reasonable manner. Every teacher, administrator and other designated employee shall assume responsibility for the implementation of the rules in areas such as the classroom, cafeteria, school bus, and school grounds.

In dealing with behavior problems in the classroom, the first steps taken by the teacher shall include: a) conference with the student and parent contact, b) disciplinary consequence issued if no change in behavior, c) referral to administration if misbehavior continues, d) suspend the student from class. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the classroom suspension. If referred to administration, the principal may a) hold a conference with the student and parents, b) assign a disciplinary consequence, c) suspend the student from school d) refer for expulsion consideration for serious educational code infractions.

Prior to a school suspension, the student must be told why he/she is being suspended and given an opportunity to tell his/her version of the incident. Before the pupil leaves the school grounds, every effort will be made to notify the parents/guardians of the suspension, the reason, and the violation involved. The parent will be given an opportunity to respond.

As per Education Code 48900, parents and students are hereby notified that in the schools of the Palmdale School District, a student may be suspended or be recommended for expulsion from school if the principal determines that the student, while on school grounds or during a school related activity off grounds, or while going to or coming from school, has committed any one of the following offenses:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person
- (2) Willfully used force or violence upon the person of another, except in self- defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with

Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil

organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) School property includes, but is not limited to, electronic files and databases.

The district is required to expel from school for a period of not less than one year a student who is determined to have possessed a firearm, brandished a knife at another person, committed sexual assault or battery, or sold a controlled substance while at school. In addition, any student who commits one of the aforementioned violations will be referred to the criminal justice or juvenile delinquency system. Suspension shall be imposed when other means of correction fail to bring about proper conduct. However, a student may be suspended for any of the above reasons upon a first offense, if the principal determines that the student committed any offenses "A" through "R", or that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. The Board of Education may order a student expelled for first

time violations of offenses “A” through “R” if other means of correction are not feasible or have repeatedly failed to bring about proper conduct or that, due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the pupil or others.

Transportation

Bus Transportation

Transportation by bus may be provided for students in grades kindergarten through eighth whose residence is greater than 1 ½ miles from school for elementary and K-8 schools, and 2 miles for intermediate schools. Students classified with exceptional needs may be provided transportation through the IEP process. Primary and special education students who do not have someone present to pick them up at their stop may be returned to the school site. Bus transportation for students within the district is provided as a privilege insofar as the individual child continuously displays good conduct and behavior while preparing to ride, while on the bus, and when leaving the bus. Bus drivers may issue bus citations to students who fail to display good conduct or behavior. Failure to comply with rules and regulations may result in disciplinary action or denial of transportation.

Field Trips

Palmdale School District recognizes that field trips are important components in the instructional program of the schools. Parents/guardians will grant permission and shall be notified of the field trip location and time of return prior to embarking on any field trip. All persons making the field trip shall be deemed to have waived all claims against the district for injury, accident, illness, or death occurring during or by reason of the field trip. (Ed Code 35330).

Bicycles

California law requires students to wear helmets when riding bicycles. Bicycles are to be locked and parked in the racks only. They are not allowed in any other area of the campus and must be walked at all times. Schools assume no liability for bicycles. All riders must have a permit signed by a parent on file in the school office. Only students in grades 4th—8th may ride a bike to school.

Skateboards, rollerblades, scooters, skates, and the like are not an approved method of transportation to school and are not allowed on campus.

District-Wide Policies

Civility Policy

The district has a civility policy. This policy demands that all district schools and offices shall be civil environments. A civil environment is free from abusive behavior and threats. Abusive behavior is defined as the use of obscenities, yelling, defamatory language, or any threatening behavior in order to intimidate or otherwise berate someone.

The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. Disruptive or abusive behavior may result in citation and/or arrest by the Los Angeles County Sheriff's Department in accordance with California Education Code 44811 and Penal Codes 403-420 and 626.7.

Secure Campus Policy

The Palmdale School District maintains a closed campus for the safety of students and staff and to avoid potential disruptions. Students must stay on the school grounds from the time they arrive until dismissal, unless they are signed out through the office by a parent or another adult listed on the emergency card. All visitors must report to the main office to register by signing in and receiving a visitor's pass. Only official district visitor's passes shall be used. The destination and time must be noted on the pass. A picture ID is required at the time of check-in. Visitors are not to interrupt instructional time by speaking with the classroom teacher or any student during the visit. The Governing Board strongly recommends that visits be scheduled in advance. (Refer to Board Policy 1250). Non district personnel/visitors are not allowed in the cafeteria during school hours when meals are being served to students. No commercial vendors/sales representatives shall have access to school facilities unless they have an appointment with a district employee. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512). Pets may not be brought on to the campus by family members while picking up or dropping off students.

Special Student Medication

The parent/guardian of any student who is on a continuing medication program is required by law to inform the school about the medication, existing condition, and the name of the doctor. Medicine to be dispensed by school personnel must be in its original prescription container with a medication permission form completed by the parent and signed by the physician.

Wellness Policy

The Federal Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act of 2004 (Note in 42 USC 1751) mandates that any district participating in a federal nutrition program adopt a policy on student wellness that, at a minimum, includes goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness in a manner that the district determines is appropriate. As a result of this mandate, the PSD has adopted a Wellness Policy. Parents and staff are encouraged to set the example of healthy eating habits to our students.

Maintenance of Schools

The Palmdale School District maintenance staff frequently uses pesticides and/or herbicides to assist in maintaining schools. The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.schoolipm.info/>) for further information on pesticides and their alternatives.

Weapons-Free Schools

The Palmdale School District Board maintains a zero-tolerance policy and believes classrooms must be safe for students and staff. Students may be expelled for bringing a gun, knife or anything that can be used as a weapon to school. Students in grades Kindergarten through 4th grade possessing, exhibiting or threatening others with a weapon may be suspended or expelled, while students in grades 5th through 8th shall be suspended and subject to the expulsion process, pursuant to AR 5144.1.

Uniform Complaint Procedures

The Palmdale School District recognizes that we have the responsibility for ensuring that we comply with officially adopted Board Policies and state and federal laws and regulations governing educational programs. The Uniform Complaint Procedures may be used for complaints or non-compliance involving the following educational programs and complaints alleging violations of the following non-discrimination protections:

- Instructional materials
- Facilities
- Teacher vacancy and/or misassignment

General Complaint Policy

The Governing Board believes that all parent complaints and concerns can be resolved by meeting with site personnel. If not, the following procedure should be used:

- Make an appointment to discuss the problem with the appropriate site staff member
- In the unlikely event that your concern is not resolved, an appointment should be made with the school principal
- If you are not satisfied after meeting with site administration, a complaint form can be secured from the principal and turned in to the Superintendent's Office

Bullying/Harassment

The site principal of each school has the responsibility of developing and maintaining student behavior and conduct guidelines. Board policy on “Bullying/Harassment” sets a standard to promote “safe and secure schools”. It defines the obligation to promote “mutual respect and safe and harmonious relations”. The District believes that students have a right to attend a school that is free of abuse and harassment. Any gestures, comments, threats or actions, either written, verbal or physical; causing or threatening to cause or likely to cause bodily harm or personal degradation, will not be tolerated on any district property or at any school activity, on or off campus. Students found in violation of this policy will be subject to suspension and/or expulsion or other disciplinary methods deemed appropriate by the administration.

Homework

Pursuant to Board Policy AR6154, homework is a teacher-planned learning activity which takes place largely outside of a student's regular school hours. As such, homework should reinforce classroom learning and expand on a student's school experiences. Homework assignments are to be specific and related to classroom objectives. The amount of homework assigned, its complexity and scope, and even the grading of homework should be related to the needs and abilities of the individual students.

- Kindergarten and first grade students may be given homework at least two (2) nights a week for 10-15 minutes, except on Friday or before a holiday.
- Second through eighth grade students may receive homework four (4) nights a week, Monday through Thursday, except before a holiday.

Students may be given long-term assignments. These assignments may include science projects, preparation of an oral presentation or research paper. Assignments may make it necessary for students to work on weekends and holidays. Such commitment should be voluntary on the part of the student. Students and teachers should have a clear understanding of the purposes and procedures for successfully completing long-term homework assignments.

Homework shall not be given for disciplinary measures. However, unfinished class work may be assigned as homework when a student has failed to complete assignments due to poor work habits (not because he/she is a slow worker or learner). A contract shall be established with parent and student in such cases. Students may be excused from homework, if a note is received from the parent. Homework assignments should not require use of specialized materials at home, such as encyclopedias, unless the school lends such materials to the students.

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and test

missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

Retention

Students who fail to satisfy grade level standards as established in Board Policy, may be retained. Notice of retention shall be sent to targeted students at the 2nd semester report card. A teacher's decision to promote or retain a child may be appealed consistent with Board Policy, administrative regulation, and law.

Promotion

The Palmdale School District remains committed to providing our students the academic and social skills necessary for a successful transition from 8th grade to high school. To that end, the district has agreed to reserve promotion ceremonies and culminating activities solely for those 8th grade students who accomplish this mission.

Intermediate School Promotion Requirements

Intermediate school students failing to achieve the requirements below must participate in school remediation classes and successfully pass a standards based exit exam in Mathematics and Language Arts to be promoted.

- 7th and 8th grade students who fail to earn a 1.67 cumulative GPA at the end of any reporting period will be required to participate in academic intervention classes.
- As determined by classroom teachers and administration, 7th and 8th grade students who are in jeopardy of not earning a 1.67 cumulative GPA at the end of the 2nd semester will be required to take and successfully pass a standards based exit exam in Language Arts and Mathematics. Exit exams will be offered on multiple occasions beginning in February.
- 7th and 8th grade students failing to meet promotion requirements as established in Board Policy AR5123 may still be promoted at the teacher's discretion. A Letter of Exception will be placed in the student's cume.
- 8th grade students who qualify for promotion may participate in the school's promotion ceremony unless . . .
 - Student has outstanding library and/or textbooks, school materials, cafeteria charges, or fundraiser monies
 - Student misses or disrupts the promotion ceremony rehearsal
 - Student is suspended for any reason during the week of promotion rehearsals
- Requirements for participation in all end-of-year 8th grade non-promotion activities will be determined by the site principal.

District-Wide Programs

Special Education

Eligibility for special education placement and services is determined by an individual education program (IEP) team in compliance with existing state and federal laws. Programs and services are offered to meet a variety of needs for students with disabilities. Services range from those that supplement general education classroom instruction to instruction provided in a self-contained special day class. Under certain conditions, students may receive services from other agencies such as county operated programs or home and hospital placement. Each child is entitled to receive a free appropriate public education (FAPE) in the least restrictive environment as determined by his/her IEP team.

Health Services

The major focus of school health services is the achievement of optimal health, with prevention of illness and disability through early detection and correction of health problems. The Health Services staff is committed to promoting and establishing the following conditions for all students:

- Access to an appropriate education in a safe and welcoming environment
- Active student participation in managing their chronic health conditions
- Participation in comprehensive health education programs, and demonstration of the ability to practice appropriate health-enhancing behaviors and reduction of health risks
- Regular school attendance in optimum health and ready to participate in the learning process

Utilization of appropriate community healthcare resources School nurses are credentialed, registered nurses assigned to multiple schools, and provide students and staff with counseling and guidance concerning individual health needs. They conduct annual screenings in hearing, vision, and dental needs, scoliosis, and general health screenings; as well as providing assessments and referrals to community resources. Health assistants work in the school health office daily, and although they are not nurses, they are trained in first aid/CPR, and assist students with medication, first aid/emergency care, and maintain student records.

Student Insurance

The Palmdale School District **does not provide medical, accident or dental insurance** for pupils injured on school premises or through school activities. To help you provide coverage for your child, the District is making available a low cost medical/dental accident insurance program. The purpose of this plan is to provide assistance at a minimum cost to meet some of the expenses for accidental injury. The plan does not provide unlimited coverage but does offer substantial assistance in the event of injury.

Since the district does NOT provide medical/dental accident insurance, we urge that serious consideration be given to the program. If you have further questions, please call Pacific Educators, Inc., Student Accident Department at (800) 722-3365 or (714) 639-0962.

Inclement Weather

High temperatures occur frequently in the Antelope Valley. It is important to avoid prolonged exposure to high temperatures and high relative humidity, as symptoms of heat-related illness can quickly escalate into an emergency situation. Muscle cramping, heat exhaustion, and heat stroke are conditions caused by overexposure to heat. Drinking plenty of water, wearing loose clothing, and avoiding strenuous activities involving direct sun-exposure can help to minimize the risk. For safety reasons, no glass bottles or frozen plastic water bottles are allowed.

Food and Nutrition Services

The Palmdale School District participates in the National School Breakfast and Lunch program which is an outgrowth of the National School Lunch Act of 1946. This program was designated by Congress to:

- Provide nutritious, reasonably priced meals to school children
- Contribute to a better understanding of good nutrition
- Provide for a third of the student's daily nutritional value.

Students from families within guidelines designated by the California Child Nutrition Services are eligible for free or reduced price meals. To apply for a free or reduced price meal, parents must complete a family application annually.

This application should be completed upon initial enrollment and at the beginning of each school year. Parents will be informed of their eligibility for free meals or those at a reduced price soon after submitting their application.

B.E.S.T. Behavior (Building Effective Schools Together)

Facilitates the academic achievement and healthy social development of all students in a safe environment conducive to learning. Students are encouraged to be Safe, Respectful, and Responsible.

Title I

Title I provides services from federal monies for identified students. These services are in addition to the basic program supplied to all students in the Palmdale School District. Title I supplementary services may consist of additional instruction by teachers and other school personnel, computer lab tutorial programs, additional instructional materials, and parent education.

English Language Learners (ELL)

ELL seeks to develop fluency in English, reinforce positive self-concepts, provide access to the core curriculum in order to give equal opportunity for aca-

ademic achievement and promote cross-cultural understanding. Teachers in the program are appropriately trained and certified to teach EL students.

Gifted and Talented Education (GATE)

The GATE program exists to meet the unique needs of gifted students in academic and social areas. Identified students are clustered with trained teachers to receive a differentiated curriculum based on their needs. Students may be referred for evaluation for the GATE program by a teacher, parent, or student.

Abolish Chronic Truancy Program (ACT)

- Palmdale School District participates in the Abolish Chronic Truancy (ACT) Program, a partnership between the District Attorney's Office and elementary schools that focuses on assisting families in complying with school attendance laws and increasing in-seat attendance of children. A list of students between the ages of 6 to 18 years of age with 10 full day absences in a semester or 15 full day absences in a preceding 12 month period is submitted to the District Attorney Representative (DAR) for a referral to the ACT Program. These absences may include both "excused" and "unexcused" absences, but may not include verified absences. Verified absences are those for which appropriate documentation has been provided, such as a doctor's note for illness or a death certificate for absences for funerals. The following briefly outlines the ACT process:
- Students identified for inclusion in the ACT Program based on absences. List of students provided to the DAR and parents are notified.
- Parent meeting scheduled and held with parents, DAR and school representatives. Information about the ACT Program is provided to parents.
- Students' school attendance is monitored. If there is no significant improvement made, a School Attendance Review Team (SART) meeting is scheduled and held between individual families, an ACT officer, and school personnel to discuss the challenges to the student's attendance and to seek solutions. At the conclusion of the meeting, a contract provided by the ACT Officer is signed by all attendees at the meeting.
- Adherence to the contract and student attendance is monitored. If there is still no improvement, the student's case is referred to the School Attendance Review Board (SARB). The District Attorney's Office is notified of the SARB referral.
- Failure to improve attendance after a SARB meeting may result in the filing of charges against the parents/guardians and/or the student.

No Child Left Behind Act

In January 2002, a federal law, the *No Child Left Behind Act* was passed. One provision in this law requires all districts to notify parents regarding qualifications of their student's classroom teacher. According to the law, parents have the right to request information regarding the professional qualifications of their child's teacher, including:

- Whether the teacher has met state credential or license criteria for grade level and subject taught.
- Whether the teacher is teaching under emergency or other provisional status.
- The teacher's baccalaureate major and any graduate certification or degree held.
- Whether the child is serviced by paraprofessionals, and if so, their qualifications.

If you are interested in obtaining this information, please contact the district's Director of Human Resources, Pauline Winbush, at (661) 947-7191.

Equal Access to Educational Opportunities - Homeless Education

The Palmdale School District recognizes its obligation to ensure that homeless children have access to the same free and appropriate public education provided to other children within the district. Schools provide students experiencing homelessness with the same public education, programs and services to meet the same challenging performance standards as other students. Homelessness is defined in educational code as "*students who lack a fixed, regular and adequate nighttime residence*". Students experiencing homelessness may:

- Participate fully in all school activities and programs for which they are eligible.
- Continue to attend their last enrolled school for the balance of the semester.
- Receive transportation from current residence back to school of origin.
- Automatically qualify for child nutrition programs

For questions or assistance for homeless students, please contact the district's Homeless Liaison, Mike Ohren, at (661) 456-1457.

Translation Services

Parents in need of translation services during conferences, IEPs, or other meetings may request a district translator through the Biliteracy Department.

Custody Issues

Custody issues must be handled by the courts. Our schools have no legal jurisdiction to refuse biological parents access to their child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator. Should any such situation become a disruption to the school, the Sheriff's Office will be contacted and a Deputy will be requested to intervene.

We ask parents to make every effort not to involve school sites in custody matters. As a courtesy, our offices will always attempt to reach the custodial parent when a biological non-custodial parent or any other person not listed on the emergency card requests access to student records or comes to pick up a child. Additional information can be secured by contacting the Office of Special Education and Student Services at (661) 456-1457 if you would like additional information.

Getting Involved in Your Schools

The following committees and groups are available if you would like to participate in your child's education or assist school personnel.

Volunteers

Parents can become involved in their school by volunteering as a classroom helper, joining a school committee, serving as a chaperone, or just communicating with your child's teacher. Parents are required to provide the results of a recent tuberculosis test every four years to serve as a volunteer in the school and have valid fingerprints on file at the District Office if working directly with students while not under the direct supervision of a credentialed employee. Palmdale School District's Human Resource Division provides finger printing services when a request form is completed by the school principal and submitted by the volunteer. Siblings and other younger children are not permitted in the classrooms. Paid positions as playground supervisors, food service workers, custodians, classroom instructional assistants, and school office clerks can also be secured by contacting Human Resources.

Parent Teacher Association (PTA)

Notices will be sent home periodically to keep you informed of PTA activities. All funds collected through PTA come directly back to the school and are used for cultural programs, field trips, drug awareness programs or activities, classroom materials, and other school activities.

School Site Council (SSC)

The School Site Council is a decision making group consisting of the principal, parents, teachers, and an "other" staff member. The goal of the committee is to develop and approve the school plan and budget, as well as evaluate the effectiveness of the instructional program. Meetings are open to everyone, although membership is by election and only members can vote on agenda items. There must be parity in numbers between school members and parent members.

District English Learner Advisory Council (DELAC)

Whenever fifty-one or more English learners are enrolled in a district, the district will establish a functioning District English Learners Advisory Committee (DELAC) to oversee programs and services for English learners. DELAC meetings are scheduled once a month at Pueblo Learning Center.

English Learner Advisory Council (ELAC)

ELAC committees provide parents of students identified as English learners (EL) an opportunity to:

- Elect committee officers, and to vote on topics related to English learners
- Provide advice to the Principal and school staff on the most positive and effective actions to improve learning for EL students; the school plan as it relates to EL issues, the development of the school's needs assessment, the administration of the school's language census and participation and awareness in school events
- Learn more about programs offered to EL students
- Provide advice on the most effective actions to support full participation of EL students in all school activities

Superintendent's Advisory Council (SAC)

Members assist the superintendent by:

- Advising on issues related to educational needs, problems and suggested priorities.
- Advising regarding opinions and attitudes of the community on significant issues of a general type, e.g., homework, community service, student behavior, etc.
- Assist in identifying educational needs and problems unique to the Council attendance area and interpreting these needs to the community.
- Assist in strengthening communication and establishing liaison between schools and the community they serve.
- Assist in providing support to parents, teachers, students, and the community for school programs.

Emergency Procedures

Emergency Disaster Procedures/Drills

In the continued interest of student safety, the Governing Board believes it is important that students, parents and staff be aware of, and practice, appropriate emergency and disaster procedures. Palmdale District Schools conduct monthly emergency and/or disaster drills in order to familiarize students, parents and staff with proper procedures. These may include mock injuries, search and rescue operations, and prepared meals by our Cafeteria staff. Some schools will be chosen to practice off-site evacuations to another Palmdale School Site. Emergency plans and maps are displayed in each classroom, as well as the proper classroom evacuation route. Each teacher has an emergency bag with disaster supplies to be used should a disaster occur. In the event of a disaster, standard response and student release procedures will be used.

Concerns about your child participating in site disaster drills should be addressed with the school principal.

Lock Down Procedures

This action is taken when the threat of danger, violence or gunfire is identified and/or site administration is directed by law enforcement that it is necessary to prevent perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all time. This procedure is to be implemented in full during a drill or an actual event. If inside, teachers or staff will lock the doors and close any shades or blinds if it appears safe to do so. Students and staff will implement duck-and-cover procedures when necessary. If standing outside, students will proceed to their classrooms if no danger is present. If not, teachers or staff will direct students into the closest classrooms or school buildings (e.g., auditorium, library, cafeteria, and gymnasium). Teachers and students will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement. The front entrance will be locked and no visitors, other than appropriate law enforcement or emergency personnel with proper identification, will be allowed on campus during lock down.

2011-12 Student Holidays and Minimum Days

September

Tuesday, 9/6—School Begins

Wednesday, 9/14 & 9/15—Minimum Days (and Back to School Night)

October

Thursday, 10/20—Parent Teacher Conferences Day (student holiday)

November

Friday, 11/11—Veteran’s Day

Monday, 11/21—Friday, 11/25—Thanksgiving Week

December

Monday, 12/19—Friday, 12/30—Winter Break

January

Monday, 1/2—Winter Break

Monday, 1/16—Martin L. King Jr. Day

Friday, 1/27—Minimum Day (end of 1st grading period)

February

Wednesday, 2/1—Minimum Day

Monday, 2/13—Lincoln’s Birthday

Monday, 2/20—Washington’s Birthday

March

Thursday, 3/8—Parent Teacher Conference Day (student holiday)

Monday, 3/19—Friday, 3/23—Spring Break

April

none

May

Monday, 5/28—Memorial Day

June

Wednesday, 6/6—Minimum Day

Thursday, 6/21—Last Day of School (end of 2nd grading period)



2011-2012 STUDENT CALENDAR

www.palmdalesd.org

Month	Day	Notes									
JULY	1	Monday									
	2	Tuesday									
	3	Wednesday									
	AUGUST	1	Monday								
		2	Tuesday								
		3	Wednesday								
		SEPTEMBER	1	Monday							
			2	Tuesday							
			3	Wednesday							
			OCTOBER	1	Monday						
				2	Tuesday						
				3	Wednesday						
				NOVEMBER	1	Monday					
					2	Tuesday					
					3	Wednesday					
					DECEMBER	1	Monday				
						2	Tuesday				
						3	Wednesday				
						JANUARY	1	Monday			
							2	Tuesday			
							3	Wednesday			
							FEBRUARY	1	Monday		
								2	Tuesday		
								3	Wednesday		
								MARCH	1	Monday	
									2	Tuesday	
									3	Wednesday	
									APRIL	1	Monday
										2	Tuesday
										3	Wednesday
										MAY	1
2											Tuesday
3											Wednesday
JUNE											1
	2										Tuesday
	3										Wednesday

Event	Days	Observed	Holidays Cont'd
First Day of School	Sept. 6	Tuesday	
Holidays	Observed		
Independence Day	July 4	Monday	Washington Day
Labor Day	Sept. 5	Monday	Spring Break
Veterans Day	Nov. 11	Friday	Memorial Day
Thanksgiving Week	Nov. 24 - Nov. 25	M/T/M/Th/F	Student Free Days
Winter Break	Dec. 19 - Jan. 2	M/T/M/Th/F	Parent Conference
Martin L. King Jr. Day	Jan. 16	Monday	Parent Conference
Lincoln Day	Feb. 13	Monday	

Event	Days	Observed	Holidays Cont'd
Back to School Elementary	Sep. 14	Wednesday	Washington Day
Back to School Intermediate	Sep. 15	Thursday	Spring Break
Minimum Day	Feb. 1	Wednesday	Memorial Day
End 1st Grading Period	Jan. 27	Friday	Student Free Days
Minimum Day	June 6	Wednesday	Parent Conference
End 2nd Grading Period	June 21	Thursday	Parent Conference
Last Day of School	June 21	Thursday	
Testing Window	May 1 - 25, 2012		

Event	Days	Observed	Holidays Cont'd
Minimum Days			
Back to School Elementary	Sep. 14	Wednesday	Washington Day
Back to School Intermediate	Sep. 15	Thursday	Spring Break
Minimum Day	Feb. 1	Wednesday	Memorial Day
End 1st Grading Period	Jan. 27	Friday	Student Free Days
Minimum Day	June 6	Wednesday	Parent Conference
End 2nd Grading Period	June 21	Thursday	Parent Conference
Last Day of School	June 21	Thursday	
Testing Window	May 1 - 25, 2012		

District Office-(661)947-7191	Welcome & Enrollment Center-(661)537-6100	Educational Services-Ext. 6143	Health Services-Ext. 6143	Special Education-Ext. 1452	Student Transportation-Ext. 7298
Emergency #-(661)947-6871	Child Nutrition-Ext. 7280			Student Services-Ext. 1457	Superintendent's Office-Ext. 7222

2011/2012 Bell Schedule

SCHOOL	START	END
Barrel Springs	8:28	2:30
Buena Vista**	9:08	3:10
Cactus	8:18	3:25
Chaparral**	7:53	1:55
Cimarron	8:28	2:30
Desert Rose**	8:28	2:30
Desert Willow	7:18	1:25
Dos Caminos	8:28	2:30
Golden Poppy**	7:53	1:55
Joshua Hills	8:28	2:30
Juniper	7:18	1:25
Los Amigos	9:23	3:25
Manzanita**	7:53	1:55
Mesquite	7:53	1:55
Oak Tree**	8:15	3:15
Ocotillo	8:28	2:30
Palmdale Learning Plaza**	9:23	3:25
Palm Tree	8:28	2:30
Quail Valley**	8:28	2:30
Shadow Hills**	7:18	1:25
Summerwind & AVID	9:23	3:25
Tumbleweed**	7:58	3:00
Yellen**	8:13	2:45
Yucca	8:28	2:30
BV Pre SDC AM** / PM**	9:08 / 12:38	11:40 / 3:10
Manzanita Special Ed Pre	7:15 / 10:32	9:47 / 1:02
OC Pre SDC AM** / PM**	7:15 / 10:32	9:47 / 1:02

²³*Denotes Special Ed Bussing Only

2011/2012 Bell Schedule Minimum Day

SCHOOL	START	END
Barrel Springs	8:28	12:38
Buena Vista**	9:08	1:18
Cactus	8:18	1:18
Chaparral**	7:53	12:03
Cimarron	8:28	12:38
Desert Rose**	8:28	12:38
Desert Willow	7:18	11:18
Dos Caminos	8:28	12:38
Golden Poppy**	7:53	12:03
Joshua Hills	8:28	12:38
Juniper	7:18	11:18
Los Amigos	9:23	1:33
Manzanita**	7:53	12:03
Oak Tree**	8:15	3:15
Ocotillo	8:28	12:38
Palmdale Learning Plaza**	9:23	1:33
Palm Tree	8:28	12:38
Quail Valley**	8:28	12:38
Shadow Hills**	7:18	11:18
Summerwind & AVID	9:23	1:33
Tumbleweed**	7:58	1:08
Yellen**	8:13	12:23
Yucca	8:28	12:38

**Denotes Special Ed Bussing Only

2011/2012 Kindergarten Bell Schedule

AM Kindergarten Classes

SCHOOL	START	END
Barrel Springs	8:28	12:35
Buena Vista **	9:08	1:13
Desert Rose**	8:28	12:33
Golden Poppy**	7:53	11:58
Joshua Hills	8:28	12:30
Manzanita**	7:53	11:58
Mesquite	7:53	12:03
Ocotillo	8:28	12:38
Palm Tree	7:15	9:47
Quail Valley**	8:28	12:02
Summerwind	9:23	1:28
Tumbleweed**	7:58	12:33
Yucca	8:28	12:33
Buena Vista SDC K	9:08	1:13
Cimarron SDC K	8:28	12:08
Palm Tree SDC K	8:28	12:08
Quail Valley Early Bird Late Bird	8:28	12:33

Full Day Programs

SCHOOL	START	END
Chaparral**	7:53	1:55
Cimarron**	8:28	2:30
Dos Caminos	8:28	2:30
Los Amigos	9:23	3:25
Palmdale Learning Plaza**	9:23	3:25

**Denotes Special Ed Bussing Only

2011/2012 Kindergarten Bell Schedule

Continued

PM Kindergarten Classes

SCHOOL	START	END
Barrel Springs	10:25	2:30
Buena Vista**	11:05	3:10
Desert Rose**	10:25	2:30
Golden Poppy**	9:50	1:55
Joshua Hills	10:25	2:30
Manzanita**	9:50	1:55
Mesquite	9:45	1:55
Ocotillo	10:20	2:30
Palm Tree	10:25	2:30
Quail Valley**	10:46	2:30
Summerwind	11:20	3:25
Tumbleweed**	10:20	3:00
Yucca	10:25	2:30
Buena Vista SDC K	11:05	3:10
Cimarron SDC K	10:48	2:30
Palm Tree SDC K	10:48	2:30
Quail Valley Early Bird Late Bird	10:25	2:30

**Denotes Special Ed Bussing Only

Palmdale School District School Contacts

www.palmdalesd.org

39139 10th Street East, Palmdale, CA 93550

661-947-7191

Barrel Springs 661-285-9270

Principal, Kim Wright KKWright@palmdalesd.org

3636 Ponderosa Way, Palmdale CA 93552

Buena Vista 661-285-4158

Principal, Chris O'Neill CONeill@palmdalesd.org

37005 Hillcrest Drive, Palmdale CA 93552

Cactus 661-273-0847

Principal, Ruth James RVJames@palmdalesd.org

3243 E. Avenue R-8, Palmdale CA 93550

Chaparral 661-285-9777

Principal, Tom Pitts TAPitts@palmdalesd.org

37500 50th Street East, Palmdale CA 93552

Cimarron 661-285-9780

Principal, Kathy Wehunt KMWehunt@palmdalesd.org

36940 45th Street East, Palmdale CA 93552

Desert Rose 661-272-0584

Principal, Sergei Orloff SNOrloff@palmdalesd.org

37730 27th Street East, Palmdale CA 93550

Desert Willow 661-285-5866

Principal, Kim Shaw KSShaw@palmdalesd.org

36555 Sunny Lane, Palmdale CA 93550

Dos Caminos (# not available at time of publication)

Principal, Marlene Calcines MBCalcines@palmdalesd.org

39066 Palm Tree Way, Palmdale CA 93551

Golden Poppy 661-285-3683

Principal, Suresh Bajnath SPBajnath@palmdalesd.org

37802 Rockie Lane, Palmdale CA 93550

Joshua Hills 661-265-9992
Principal, Regina Tillman RLTillman@palmdalesd.org
3030 Fairfield, Palmdale CA 93550

Juniper 661-947-0181
Principal, Annette Heins AMHeins@palmdalesd.org
39066 Palm Tree Way, Palmdale CA 93551

Los Amigos 661-285-1546
Principal, Maria Elena Esquer MEEsquer@palmdalesd.org
6640 East Avenue R-8, Palmdale CA 93552

Manzanita 661-947-3128
Principal, Thomas Leveque TJLeveque@palmdalesd.org
38620 33rd Street East, Palmdale CA 93550

Mesquite 661-285-8376
Principal, Melanie Pagliaro MJPagliaro@palmdalesd.org
37622 43rd Street East, Palmdale CA 93552

Oak Tree 661-285-1548
Principal, Mike Perkins MPerkins@palmdalesd.org
37230 37th Street East, Palmdale CA 93550

Ocotillo 661-947-9987
Principal, Rebecca Cooksey RECooksey@palmdalesd.org
38737 Ocotillo School Drive, Palmdale CA 93551

Palm Tree 661-265-9357
Principal, Pam Egbert PAEgbert@palmdalesd.org
326 East Avenue R, Palmdale CA 93550

Palmdale Learning Plaza 661-538-9034
Principal, Ken Young KFYoung@palmdalesd.org
38043 Division Street, Palmdale CA 93550

Quail Valley 661-533-7100
Principal, Donna Lebetsamer DMLebetsamer@palmdalesd.org
37236 58th Street East, Palmdale CA 93552

Shadow Hills 661-533-7400
Principal, Barbara Gaines BEGaines@palmdalesd.org
37315 60th Street East, Palmdale CA 93552

Summerwind 661-947-3863
Principal, Bob Rodrigo BPRodrigo@palmdalesd.org
39360 Summerwind Drive, Palmdale CA 93551

Tumbleweed 661-273-4166
Principal, Jezelle Fullwood JAFullwood@palmdalesd.org
1100 East Avenue R-4, Palmdale CA 93550

Yellen Learning Center 661-456-1600
Principal, Michael Fields MGFields@palmdalesd.org
37015 Goldenview Way, Palmdale CA 93552

Yucca 661-273-5052
Principal, Gerald Luke GFLuke@palmdalesd.org
Principal, Roberto Lopez RLopez@palmdalesd.org
38440 2nd St East, Palmdale, CA 93550

Other Important Contacts

Child Nutrition (661) 266-7280

District Office (661) 947-7191

Educational Services (661) 266-7233

Special Education (661) 456-1452

Student Services (661) 456-1457

Transportation (661) 266-7298

Welcome Center (661) 537-6100

**The following pages are
acknowledgement of
Procedures and Guidelines.**

Please sign and return to school.

Palmdale School District
Home-School Compact 2011 - 2012

Parents: Please review the attached compact with your child, sign, tear-off, and return to the classroom teacher.

We believe that all students can learn. We work to provide a supportive and successful climate for all students. We believe that a strong working relationship between students, parents, and staff must be maintained to insure a positive education for students. To keep this relationship strong, certain expectations must be achieved by each group.

Teachers are expected to:

- Provide rigorous standard-based curriculum for all students through basic, auxiliary and supplemental services.
- Meet with parents to discuss curriculum and take into account parent suggestions.
- Report student progress to parents through conferences, phone calls, written reports, achievement test results, and performance test results.
- Provide opportunities for parents to learn how to help students.
- Participate in conferences, family curriculum nights, newsletters, articles and assemblies.
- Make home visits to communicate curriculum and student progress with parent.
- Respect and validate cultural and linguistic diversity.
- Provide a welcoming, supportive, and safe learning environment.

Work cooperatively to ensure fulfillment of the compact.

Teacher Signature – Date _____

Parents are expected to:

- With permission, allow teachers to schedule home visits to discuss their child's progress at school.
- Provide a designated time, a quiet location, and materials for their child to study every night.
- Encourage their child to follow school rules, be respectful, and complete all assigned homework every day.
- Make sure their child gets 7-9 hours of sleep each night.
- Spend at least 15-20 minutes per day reading with/to their child.
- Attend and support Back-to-School Night, Parent-Teacher Conferences, Open House Night, and other school events.
- Ensure their child arrives at school on time and maintains good attendance.

Every day, ask their child what they learned at school and if it was a good day.

Parent Signature – Date _____

Students are expected to:

- Come to school every day, ready to demonstrate their best efforts on all assignments, whether in the classroom or on homework.
- Be an active participant in the classroom.
- Arrive in class on time and ready to learn.
- Complete homework assignments carefully, neatly, and on time.
- Seek assistance for concepts not fully understood.
- Maintain appropriate behavior at all times inside the classroom and on the campus.
- Read for a minimum of 20 minutes daily (outside the classroom).

Respect fellow students, all adults on campus, and follow all school rules and regulations.

Student Signature – Date _____

Subject: Annual Notification of Parent or Guardian

Education Code (EC) 48980 *et seq.* requires school districts to notify parents or guardians of their rights and responsibilities at the beginning of the academic year. EC 48982 requires parents or guardians to sign the notice and return it to school. A signature on the notice is an acknowledgement by parents or guardians that they have been informed of their rights.

You may access your parent rights on the Palmdale School District website by going to <http://www.palmdalesd.org>. Please fill out the attached required acknowledgement form, sign it, and have your child return it to his/her home-room teacher. If you do not have a computer to access your Parent Rights, you may obtain the necessary paperwork at your home school.

Feel free to call our office at (661) 456-1457 if you have questions or desire additional assistance.

Sincerely,

Mike Ohren

Director of Student Services

**PALMDALE SCHOOL DISTRICT
2011-2012 ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

Pursuant to Education Code 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

Student Name: _____

School: _____

Grade: _____

Parent/Guardian Name: _____

Address: _____

Home Telephone Number _____

Signature of Parent/Guardian

Pesticide Notification

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the internet address (<http://www.schoolipm.info/>) for further information on pesticides and their alternatives. Parents or guardians may request prior notification of individual pesticide applications at the school site. Beginning September 7, 2009, people listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return the form below and mail/return to the address listed.

Request for Individual Pesticide Application Notification

School Name: _____

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

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

Please Print Neatly:

Date: _____

Name of Parent/Guardian: _____

Address: _____

Day Phone:() _____ Evening Phone:() _____

E-mail: _____

Please Return To:

**Maintenance and Operations Administrator (IPM Coordinator)
Palmdale School District
39139-49 10th Street East
Palmdale CA 93550**

PALMDALE SCHOOL DISTRICT
2011-2012 RELEASE FORM FOR DIRECTORY INFORMATION
(Applicable Only for the Current School Year)

**PARENTS: PLEASE READ AND COMPLETE THE INFORMATION
BELOW AND RETURN IT TO YOUR SCHOOL PRINCIPAL**

Student Name: _____ **Date of Birth:** _____

Address: _____

City: _____ **Zip Code:** _____

Telephone No: _____ **Grade:** _____

The primary purpose of directory information is to allow the Palmdale School District to include this type of information from your child's education records in certain school publications. Directory information includes names, addresses and telephone listings, information that is generally not considered harmful or an invasion of privacy if released.

The Family Educational Rights and Privacy Act (FERPA) and Education Code 49073 permits Palmdale School District to disclose appropriately designated "directory information" without written consent, unless you have advised the District that you do not want your student's directory information disclosed without your prior written consent.

Student Directory Information

I do not wish to have any directory information released to any individual or organization.

I do not wish to release the name, address and telephone number of the student named above to the agency or agencies I check below:

- PTA (if applicable)
- Health Department
- Elected Officials

Media Release

The student may be interviewed, photographed, or filmed by members of the media.

The student may NOT be interviewed, photographed, or filmed by members of the media.

Signature of Parent/Guardian _____

Notes