

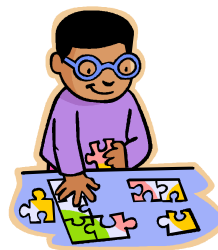
Amador County State Preschool Parent/Guardian Handbook 2011-2012

Amador County Office of Education

Mr. Richard (Dick) Glock

Superintendent of Schools

217 Rex Avenue, Jackson, CA 95642



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“Amador Public Schools Uniform Complaint Resolution Procedures”

is given at the time of enrollment (included in application packet).



AMADOR COUNTY UNIFIED SCHOOL DISTRICT
AMADOR COUNTY OFFICE OF EDUCATION

Welcome to the Amador State Preschool Program

School begins Monday, August 15, 2011. We look forward to another great year of Early Education for our children. Parent Orientations will be held at each preschool site on the first day of school. At that time Teachers and the Staff will share with you the 2011-2012 Parent Handbook, staff qualifications, lunch applications, and be available to answer any questions you might have. All Parents/Guardians must sign that they have received a Parent Handbook annually. We follow the Amador Unified School District annual calendar for days of operation and closure.

Please be prepared to attend and stay with your child for this FIRST DAY ORIENTATION, it will be a shortened day. Times and locations are as follows.

The following are the Preschool District office and school site information.

Amador State Preschool Office

217 Rex Avenue
Jackson, CA 95642
(209) 257-5338
Fax (209) 257-5388
Dorothy Putnam-Smith, Director

**Ione State Preschool
Ione Elementary School**
415 South Ione St.
Ione, CA 95640
(209) 257-7013
8:30AM to 11:30AM
Shannon Blake, Teacher
Gisela Cronin, Assistant
Janice Gillman, Assistant

**Pioneer State Preschool
Pioneer Elementary School**
24625 Highway 88
Pioneer, CA 95666
(209) 295-6503
7:45AM to 11:45AM
Laurie Kubiak, Teacher
Laurie Gruenwald, Assistant
Tamara Reilly, Assistant

**Jackson State Preschool
Argonaut High School**
501 Argonaut Lane
Jackson, CA 95642
(209) 257-7778
9:00AM to 12:00PM
Pamela Schaap, Teacher
Christy Albrecht, Assistant
Melanie Pinochi, Assistant

**Plymouth State Preschool
Plymouth Elementary School**
18601 Sherwood Drive
Plymouth, CA 95669
(209) 257-7810
8:30AM to 11:30AM
Denise Lane, Teacher
Kim Garrison, Assistant
Bonnie Geddes, Assistant

The State Preschool website is: www.amadorstatepreschools.org
The Amador Public School Web site is: www.amadorcoe.org where
you can find information regarding the “Uniform Complaint” Policy
and forms, the “Williams Complaint” form, School lunch menus, and
the School District Annual Calendar – subject to change in the 2011-12
school year.

~ CHILD DEVELOPMENT MISSION STATEMENT ~

The Amador County Office of Education, Child Development Program provides developmentally appropriate, high quality early care and education services to children and families in safe, nurturing environments that will promote the well being of the whole child.

~ AMADOR UNIFIED SCHOOL DISTRICT VISION STATEMENT ~

Amador County Public Schools, in partnership with our community, will graduate students who have gained the knowledge and skills necessary to succeed and excel in higher education, careers, society and life.

OUR PHILOSOPHY, GOALS AND OBJECTIVES

The Amador County Office of Education State Preschool Program provides a high quality preschool experience in a safe, nurturing environment that promotes physical, social, emotional and cognitive development in children. We believe that young children learn through play, and therefore the learning activities in Amador State Preschools are developmentally appropriate. Developmentally Appropriate Practices (DAP) in four main development domains, these DAP help children gain confidence, learn to trust and socialize with others, experiment with their environment, and prepare children for kindergarten.

DEVELOPMENTAL DOMAINS OF LEARNING

Education Program - § 18273

Physical Development: Our programs strive to enhance children's fine and large motor development through appropriate equipment and learning materials. Physical development in children from age's three to five will help them learn through movement. Encouraging physical development will involve the child learning how to move the body consciously and deliberately. Gross motor (large muscle) activities will include: balancing, running, jumping, hopping, galloping, skipping, throwing, kicking and catching a ball. Fine motor (small muscle) development will include: improving hand and wrist dexterity (like using play dough to strengthen the fingers and hands), self-help skills, healthy food concepts, manipulate small objects, using scissors, writing tools and play dough.

Cognitive Development: Using DAP practices, our programs will develop and enhance children's thinking and pre-academic skills. Cognitive development in children ages three to five will help them learn how to think about and actively explore their world. Curriculum will allow children to purposefully use the information they learn, and how to solve problems. Curriculum will also help children gain an understanding of number symbols and quantities, letter shapes and sounds, colors, and shapes by providing children with an environment that encourages creativity.

Speech and Language Development: Our programs facilitate the development of children's speech and language through proper everyday usage to express proper pronunciation of letters and words. Speech and language development varies greatly in the three to five-year-old child. We work in conjunction with the Amador County Office of Education, other available outside resources or designated agencies to ensure that all preschool children are screened for speech and language delays (if necessary and with parental consent). Curriculum will provide stimulating activities to promote children's usage of speech and language including but not limited to puppets, dramatic play, every day conversations, and using open-ended questions. We will use portions of the Zoo-Phonics program to encourage letter-sound recognition.

Social-Emotional Development: Amador State Preschools enhance children's social-emotional development. Social-emotional development in the three to five year old child is a process that happens when children learn about values and behaviors accepted by society. This process will also develop competence, increase confidence and self-esteem. Our programs do this through encouragement of speech and language to express thoughts, feelings and appropriate expression of anger. We provide positive adult models (teaching staff and parent volunteers) who express feelings appropriately and honestly with children and adults. We encourage children to take responsibility for oneself and others in following rules, routines, taking initiative, developing empathy towards others, and developing age-appropriate self-help skills.

GOALS AND OBJECTIVES

The Preschool classroom environment and Curriculum are set up to encourage Developmentally Appropriate Practices (DAP) and Goals that allow the following:

Physical Environment Goals: To provide a safe physical environment which is conducive to children's active participation and encourage child-initiated experiences. To supply and maintain child-size furniture, adequate learning materials, and outdoor equipment with consideration to safety and development of children in room environments and arrangement that maximize social interaction and encourage exploration of materials. Our settings encourage an understanding of cultural diversity through books, parent involvement, posters, or materials. Our learning areas include active and quiet areas such as reading, art and easel painting, manipulative and math activities, science exploration, dramatic play, language arts and writing areas.

Interpersonal Experiences Goals: To create an atmosphere where children can flourish educationally and enhance their social-emotional development. Staff and parents will respond to children's needs in a caring manner. To provide interaction with the children that will promote peer social interaction, cooperative play and promote positive self-esteem.

Curriculum Development Goals: To maximize each child's progress in all areas of growth and development by providing a comprehensive learning program. To assess each child's needs using the Desired Results Developmental Profile Revised 2010 (DRDP-R2010), anecdotal records, samples of the child's work, photographs, and parent input within the first 60 calendar days of enrollment and again six months later. Staff is to plan Curriculum using these DRDP2010 assessments to extend and promote the growth of the classroom as a whole, and to prepare individual curriculum if needed. The program will prepare the environment and develop curriculum driven by children's interests and needs. The program will encourage parent involvement in the classroom.

PROGRAM SELF EVALUATION PROCESS §18279

Amador County State Preschool will maintain an ongoing evaluation system in order to continually enhance the quality of services in the State Preschool Program using the State mandated Desired Results Development Profile 2010 (DRDP 2010) tools. Parents will be asked to fill out a survey early in the school year. Please make sure that you ask your Teacher and Staff if you would like more information about local resources, speakers for Parent Meetings, the Staff's qualifications, or any other information you need more resources on. These requirements are to complete self-evaluation tools annually. The tools required are to:

- Perform the Desired Results Developmental Profile –DRDP2010 - Assessment twice per year for children enrolled.
- Perform the Environmental Rating Scale - §18218, done by qualified members within the agency.

- Have Parent's/Guardian's fill out the Desired Results Parent Survey annually.
- Hold State Preschool Parent Advisory Board meetings four times per year.
- Submit these findings to CDE, CDD in a Program Action Plan at the end of each program year.

Parent/Guardian and Community Involvement §18275 - §18277

To ensure the success of the program, parents/guardians and community organizations need to become active participants within the preschool program. Our programs are parent participation programs in which parents participate in a variety of ways.

Parents can:

- Help in the classroom.
- Help in planning Field Trips.
- Assist in the annual evaluation process.
- Participate in the Parent Advisory Board.
- Take home work to assist the Teacher in classroom preparations.
- Bring artifacts or cultural information to share in the classroom, and accompany the class on field trips.
- Other ideas are welcome; please discuss your ideas with your classroom Teacher.

Unfortunately, our Insurance carrier will not cover any children not enrolled in the program.

Siblings or other children in your care may not stay in our classrooms. Our programs have an open door policy and Parents/Guardians are a large component of our programs. Parents/Guardians are encouraged to visit and participate at any time in their child's classroom to share their skills, knowledge or cultural heritage with our staff and children.

To ensure the success of the program, parents/guardians and community organizations need to become active participants within the preschool program. We are requesting parents or guardians to commit to volunteering in the classroom two (2) days per month, and attend a parent meeting at your child's preschool one morning per month. Teachers are available to share the highlights of your child's day with you on a daily basis. Two parent conferences are scheduled during the year to discuss your child's developmental progress. Site parent meetings are scheduled by the teacher to discuss a variety of topics. We strongly suggest your participation in all parent meetings. Parent input at these meetings is always welcome.

The availability of qualified teachers and assistants in our county is limited. When an assistant is absent, there may not always be a substitute available for them, although Teachers will always have a substitute. **In these cases where a classroom Assistant is not available, we rely on parents or guardians to stay and help so that we are in compliance with the Department of Social Services Licensing regulations.** These regulations state that we must maintain a 1:8 (one to eight) adult: child ratio at all times. If we are not in compliance, we may have to ask the last child to arrive at school to not participate that day due to this adult: child ratio regulation. Please help us avoid turning children away in situations like this. All we ask is for one parent volunteer for the occasional day that we may need the adult ratio to be maintained. Thank you in advance. Community resources are also an important part of each preschool's operations. Donated goods and services enhance our program. The program recruits volunteers for additional resources. High School Child Development classes and the local community college are agencies that place volunteers within our program.

Staff Development and Qualifications

All Teachers hold a Child Development Permit issued by the California Commission on Teacher Credentialing. Keeping current with their Professional Growth is one of the requirements

of holding and maintaining these permits. Instructional Assistants are not required to hold a Child Development Permit, but are strongly encouraged to do so. Early Childhood College courses and other Professional Development information are offered to both Teachers and Assistants. In-service training is an integral part of the preschool program and improves the level of preschool services for children and families. These trainings also provide an opportunity for Professional Growth and possible career advancement for our staff. Staff will receive release time from their sites to attend when applicable. Substitute employees will be hired to maintain the state mandated adult/child ratio and consistency for the children. The availability of qualified teachers and assistants in our county is limited. **When an assistant is absent, there may not always be a substitute available for them, although Teachers will always have a substitute.** In these cases where a classroom Assistant is not available, we rely on parents or guardians to stay and help so that we are in compliance with the Department of Social Services Licensing regulations. Feel free to ask your Teacher about her education and experience in Early Education.

State Preschool Parent Advisory Board (SPPAB)

SPPAB is made up of parents/guardians like you from each State Preschool site. Meetings are held quarterly at the Amador County School District office and will be announced. This board makes recommendations for program operations and sharing current budget information. Attendance at these meetings gives parents/guardians an opportunity to meet other parents, share activities, field trips and classroom philosophies. Parents involved in SPPAB may also review policies and procedures. SPPAB has established by-laws, set by State Preschool regulations, elects a chair person and keeps meeting minutes which are available to parents upon request. ***We strongly urge at least two parents from each site to come to these meetings. There are only four meetings per School Year, and are held while your Preschool child is at school.***

How to Qualify For Program: Enrollment Regulation Policies

Admission/Enrollment Priorities and Eligibility Criteria:

The first priority for services shall be given to recipients of Child Protective Services (CPS), ages three to five (without regard to income). Second priority is then given to income eligible four-year old children and then to income eligible three-year old children. Families with the lowest gross monthly income and waiting on the Centralized Eligibility List (CEL) will be admitted first. All families must live within Amador County boundaries. Our programs operate 3 hours daily in the mornings following the School District Calendar.

After all eligible four year olds have been enrolled, the program shall then serve income eligible three year olds in accordance with the above priorities. As soon as all eligible child protective services children, four-year-olds and three-year-olds have been enrolled, children who are not otherwise eligible for participation may be enrolled. This includes children who exceed the age limitations and children from families whose income exceeds the current income ceiling, issued by the California Department of Education, Child Development Division (CDE, CDD).

These families may exceed this current income ceiling by no more than fifteen percent (15%) of the eligible families of the same size. These children shall comprise a maximum of ten percent (10%) of the total enrollment. If it is necessary to displace families, families shall be displaced in reverse order of admission priorities.

The CEL, operated by "The Resource Connection", will be accessed to enroll all eligible children according to the priorities listed above. Families may enroll themselves online the CEL at www.theresourceconnection.net/cel. They may also enroll in the CEL by calling HRC Child Care

Resources at 223-1624. The CEL is utilized as a current waiting list, and applicants shall be contacted in order of priority as vacancies occur throughout the year. Each child's file shall include documentation to support the determination that the family meets the priority for service.

Non-Discrimination, Open Door, and Religious Instruction Policy

The Amador State Preschool program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in determining which children are served. Amador State Preschool shall provide curriculum that refrains from Religious Instruction.

Certification of Eligibility

Eligibility as listed on page two will be certified no more than 120 calendar days prior to the first day of the beginning of the preschool year. Prior to initial enrollment each family shall certify their eligibility for preschool services and the family shall complete all of the applicable forms, with the required documents, and meet with the Director. Children who wish to attend preschool for a second year, and are too young to enter Kindergarten must be re-enrolled with the required documentation.

Contents of the Family's Basic Data File

A file for each family receiving Preschool program services shall be established and maintained. The basic data file shall contain an application for services; documentation of total countable income; documentation of exceptional need, if applicable; Notice of Action, Application for Services and/or Recipient of Services, and all child health, immunization, Physician's report, and emergency information required by Title 22 California Code of Regulations, Community Care Licensing Standards.

Application for Services

The application for services shall contain the following information:

1. The parent/guardian (hereafter known as "parent") full name, address, and telephone number;
2. Proof of the names and birth dates of all children under the age of eighteen (18) in the family, whether or not the program serves them; Family size and income;
3. The parent or guardian's signature and date of the signature; and
4. The signature of the Director certifying the eligibility.

ENROLLMENT PROCESS

To enroll children in the Amador County State Preschool call the office at (209) 257-5338 and an appointment to enroll will be made. When the above forms have been completed, the Application and Notice of Action for preschool services will be written and a date of entry into the program agreed upon. The Application will indicate days and hours for preschool services following the Amador Unified School District Calendar.

No child will be admitted to a center until this procedure and all forms have been completed. Due to Title 22 Licensing regulations that require our ratio of teacher: child to be at 1:8, ***Please see pages 13-14 in regards to toileting and diapering requirements. Preschool procedures ensure that personal information concerning pupils enrolled in the program is given out only to authorized individuals. No information regarding the daily activity, behavior or confidential record of a pupil will be released at any time without the written approval of the parents/guardians - unless under Court Order, or to Community Care Licensing (see pg.19). If a Court Order is received the release of this information will be done by the Director or program administration office only. **Teachers at each**

Preschool site are not authorized to release this information.

Transfer of Confidential Preschool Information

Pertinent assessment information concerning the growth and development of the child may be discussed or forwarded with parental permission to: other family members or caregivers, Schools, School Districts, or local agencies. A "Release of Information" form is required (see your Teacher to sign this form) unless a Court Order is issued.

HOW TO CONTINUE IN THE PROGRAM

Policy for Re-Enrolling or Recertification of Child

When children have been dropped from the program for any reason, and the parents/guardians then desires to re-admit them, the family must put themselves back on the CEL (see page 2), and they will be notified when an opening occurs. They will be considered a new enrollee. New income and other paperwork may be required. All children must be toilet-trained. Re-admission will require a new Preschool contract with the program (i.e., income verification, emergency information, Notice of Action, etc.). Children who wish to attend preschool for a second year, and are too young to enter Kindergarten must be re-enrolled using the same process as described above.

SERVICES TO CHILDREN

Emergency Cards

Each child enrolled in the Preschool program must have a current emergency card on file at the site. It is the responsibility of the parent to secure names, addresses, and telephone numbers of the persons authorized to remove the child from the site and to keep this information current. Children will not be released to anyone unless they have been authorized by the parent. ***The people listed on the emergency card must be prepared to show photo identification, and sign out the child.*** This emergency card must be updated whenever there is a change of information by the parent or guardian. **In order to abide by policies, procedures and program requirements families/parents must notify us of any changes in address or phone number within 5 days**

Allergies

All food allergies must be documented with a note from the Physician. Because either a Breakfast or Lunch is served at all locations, allergy considerations will be based on the needs of each individual child. Our Food Service Department will work with each child's needs to accommodate allergies as best they can. On the rare occasion where it is determined that food should brought from home, staff will work with the family. Any food brought from home must be of nutritional value. Allergies need to be documented and posted, with action plan, in a visible place on site so that staff can take appropriate action.

Illness

Children who have been running temperatures of 100 degrees or more, or who have been suffering from diarrhea or vomiting must remain at home until all symptoms have ***disappeared for a 24-hour period without medication.*** HELP US KEEP ALL THE CHILDREN HEALTHY!

If a child becomes ill while at the site, they are isolated from the other children and the parent or guardian is contacted. It is the parent or guardian's responsibility to make immediate arrangements to have their sick child picked up. Emergency cards must be current and kept on file, and if the parent or guardian cannot be reached, an alternate adult, whose signature is on the card, will be

contacted. If no authorized adult can be contacted and the child needs immediate medical services, the staff will contact 911 or transport the child to the hospital emergency room as indicated on the emergency card.

Injury

If any child is injured while at the site, the teacher will assess if the injury is such that the parent or guardian be immediately contacted or if the injury can be reported to the parent or guardian, in writing, at the end of the enrollment day. Accident forms will be completed by the teacher for any injury requiring medical attention and forwarded to the program central office for processing. Copies are sent to the Department of Social Services/Community Care Licensing and our insurance carrier.

Head Lice

Pediculosis (LICE) outbreaks are common among young children and even the cleanest child can easily get a case of head lice – this is NO ONE’S FAULT. It is the nature of young children being close together. The chief symptom is itching. Sores from scratching often develop and can lead to infections. Lice and nits are usually seen in the area behind the ears and at the nape of the neck. If your child has lice, it is important that you act immediately to prevent spreading to other members of the family. Treat hair and scalp with a special medication which contains an insecticide (pediculocide) such as Ovide, NIX, RID, Clear, etc. or ask your pharmacist. Separate the hair into thin sections, remove the nits, and pin this section away, then, repeat covering all the hair. A strong light, sunlight, and a magnifying glass may help you see the nits. Also, having the hair slightly damp may help. Although time consuming, this step is worth it! **Since the pediculocide’s may not kill all the nits, they should be removed to avoid hatching and re-infestation. Since hatching of nits not killed can happen at any time, your Teacher may ask you to take your child home and remove the nits.**

A check for head lice is performed as needed by the teacher or assistant to prevent the spread of lice within the classroom. If head lice or nits (eggs) are found on the child during the daily health check, the teacher will privately discuss the presence of head lice or nits with the parent. In accordance with ACUSD policy (BP 5141.33), and ACOE State Preschool policy: students found to have live lice or nits will be excluded from school and may return upon parent/guardian verification of treatment and re-examination. Written materials explaining treatment for the child and the household, consultation with the Health Coordinator, and how to find treatment materials can be provided.

Daily Health Check

A daily health check will be performed by staff, **when children are ill or injured**, in order to assure that children are free from contagious diseases when participating in the preschool program. A teacher and/or assistant will greet the child and parent upon arrival. The parent will be required to remain at the center while the teacher conducts a daily health check. If the teacher observes health related problems (example: fever or head lice), the child will be excluded from attending until well. A child should be free from fever for 24 hours, on antibiotics for 24 hours or in the case of head lice: lice and nit free before returning to school.

Meals

State Preschools are required to provide a Meal or Snack at no additional charge. Children with allergies will be accommodated to the best of the program’s abilities. Only families whose children have severe allergies will be allowed to bring food to replace the meal. Children with allergies are required to bring a note from the Doctor to allow the ACUSD Food Service Department to accommodate the allergy.

Nutrition §18278

State Preschool Programs are mandated to provide a meal or snack for each child enrolled. We use the Amador Unified School District Food Service to provide a Breakfast or Lunch for your child. The ACUSD follows State Nutritional Guidelines.

Medication Policy

Asthma medication will only be administered with written permission from the child's Physician, and the parent or guardian. Since our program is only three (3) hours long, we do not usually dispense medication. The medication must be in the original prescription bottle, must come with a note from the Dr., signed permission from the parent, and instructions for administering the medication must be given to the Teacher. The Teacher must document any dispensing of medication that is administered.

PARENT POLICIES AND RESPONSIBILITIES

Absence Policy

All Parents/Guardians must fill out an absence report slip for each absence. When a child is absent from the program, it is the parent's responsibility to call or notify the Preschool each day when the child is absent. After the parent/guardian calls the Preschool to inform staff of the absence, the staff will prepare an absent slip for the parent to sign for the reason the child is absent and make a note on the child's sign-in sheet for that day. Upon returning to school, parent/guardian shall fill out and sign the slip with the reason for their child's absence. Staff will decide which category listed below that the absence falls into. Our programs report all absences to the California Department of Education and are audited for legitimacy.

Reasons for excused absences include:

- **Illness, quarantine, Dr. or Dental appointment for the child enrolled in the program or their parent.**
- **Family Emergencies that can include, but are not limited to other family or sibling illnesses and Dr. appointments, transportation, moving, Death in the family (including close family pets) and Funerals.**
- **Best Interest days – 10 per year. These may be used for but are not limited to vacations, out of town with family, visits with mother, father or relatives, stay at home with parents/relatives, field trip, camping, child or family birthday, sibling school program or field trip, the family attended a family function and the child needed a day of rest, or other activities that are in the best interest of the child.**
- **Court ordered visitation.**
- **All other absences are listed as un-excused. Over sleeping or temper tantrums are NOT excused.**

Please call your child's school every morning if your child will not be attending that day. If after three days of either consecutive or random absences where there has been no contact from the parent, the staff will contact the Director and a (Notice of Action or NOA) for termination of service will be sent. In the case where irregular attendance is becoming disruptive to the child or program, a NOA for termination of serves will be sent.

Child Toileting Policy

We do not normally diaper children of any age who are not toilet trained because our sites must maintain a teacher: child ratio of 1:8. Providing toileting assistance or diapering on a regular basis would require a child care provider to leave other children unattended. Our centers would have to

purchase diapering tables or other equipment to accommodate this service.

If the program never provides toileting assistance to any child, however, then such a personal service would not be required for a child with a disability.

If your child needs assistance with diapering or toileting, they may not be excluded from the program. However arrangements must be made to have a parent or personal assistant come and do the diapering or toileting.

Admission of Students with Infectious Diseases

The Amador County Office of Education and the Board of Education recognizes its responsibility to protect the health of its students, as well as to uphold their individual rights. When requested to do so by a student's parent, the County Office of Education will consider admitting a student with an infectious disease to attend classes contingent upon an evaluation of the situation. The Committee will determine that such admittance poses no significant increased risk to the student with an infectious disease, to his/her classmates, or to employees. The Infectious Diseases Advisory Committee shall include, but not be limited to, the following: the student's physician, the County Public Health Officer or designee, a school nurse, teacher, school/program, administrator, and County Office legal counsel. Without the written agreement of the parties specified above, the student with an infectious disease shall be excluded from admission. A child excluded from the regular instructional program shall be considered for home instruction, where such instruction would benefit the child.

The County Superintendent of Schools shall ensure that there will be no release of information regarding students with infectious diseases in violation of County Office of Education policy governing the confidentiality of student records.

Late Pick-ups at Site

It is your responsibility to ensure that your child be picked up before the end of the program day. If you find that you will be late, you are required to make arrangements for an authorized adult to pick up your child and notify the teacher regarding that change of person to pick up the child. This person must be prepared to show proof of identification with a picture before the child will be released.

Should you or your authorized adult arrive late to pick up your child more than three times in a 30-day period, services may be discontinued. Please be considerate of our teaching staff.

Late pick-ups will be recorded on a Late Pick-Up form and a copy will be given to you, the Director of the program and a copy will be placed in your child's central file. **Adults must be 18 years or older to pick up children (CDD, CDE Regulations).**

Children Unclaimed after Closing Time

If, after site personnel have exhausted all known means to locate you or a responsible party to come for your child, and no one can be located after the better part of a half an hour after the program's closing time, Child Protective Services (CPS) will be called for assistance. CPS will call law enforcement. If a child needs to be taken into protective custody and removed from the center, only a peace officer can do that. The officer may turn the child over to CPS for further action. Please help us avoid this action.

Parent/Guardian or Other Authorized Adult Appears Unable to Assume Responsibility for a Child

If the site staff needs to detain the child at the site because a parent or authorized adult appears unable to assume responsibility for the child, another authorized adult from the emergency card may be called to pick up the child. If the adult on site refuses the alternative arrangement and the staff feels the child is in danger, 911 may be called. Being able to assume responsibility includes, but is not limited to, being free from intoxication or under the influence of mind-altering substances. Our Teachers are Mandated Reporters and will report any circumstance that appears threatening to the child.

Drugs, Alcohol, Tobacco, and Weapons

The carrying of a weapon, or drug, and alcohol or tobacco use is prohibited in all facilities owned or operated by the Amador County Office of Education. This includes activities or field trips, indoor and outdoor activities, and all program vehicles. This policy applies to employees, students and the general public. Your cooperation is greatly appreciated at all times.

Parent Rights

As a parent/Authorized Representative, you have the right to:

- Enter and inspect the child care center without advance notice whenever children are in care.
- File a complaint against Amador State Preschool with the licensee's
- Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
- Complain to the licensing office and inspect the child care center without discrimination or retaliation against your child.
- Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
 - **The local licensing office; Department of Social Services – River City Child Care, 8745 Folsom Boulevard, Suite 200, Sacramento, Ca, 95826.**
- Be informed, by Amador State Preschool upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
- Receive, from Amador State Preschool, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO THE CHILDREN IN CARE.

PROGRAM POLICIES

Attendance: Sign In/Out

You are responsible for signing your child in and out each day with actual arrival and departure times. Please refrain from talking or texting while dropping off or picking up your child. This is a time that the Teachers use to discuss your child's daily happenings or situations. Only an adult (18 years old or older) may assume this responsibility – this is a State Requirement. When signing out a **full legal signature** is required for audit purposes. Any adults signing the child out must be listed on the emergency card and picture identification will be required before they are allowed to take the child from the center. There are **NO** exceptions.

Transportation

The Preschool program does not provide transportation and unfortunately this includes Field Trips. The Parent Information Bulletin Board at your preschool site is available for posting car pool needs. Parents and Guardians are responsible for providing transportation for their child to and from school and Field Trips.

Parking

Each site has parking areas for the delivery and pick-up of children. Each child is to be escorted to and from the classroom by an authorized adult, 18 years of age or older. Check with your teacher regarding specific procedures for parking. Please do not leave children of any age unattended in a parked vehicle. Children must be placed in a proper car/booster seat before transporting children from the premises and **NEVER LEFT ALONE IN A CAR**. Teachers and Assistants are mandated reporters and will notify authorities if they see any violations of the law relating to transporting children.

Daily Schedule

The daily schedule will vary slightly for each preschool depending on the program hours of operation, what works best for each site, and may change during the course of the year. The daily schedule will be posted on the Parent bulletin board in each classroom. All children enrolled in the program will receive either a Breakfast, lunch, or a snack and menus will be posted and are listed on the School District web site: www.amadorcoe.org

Clothing Needs and Dress Code

Please send your child to school dressed to get messy and appropriate for the weather. Outdoor time is an integral part of our program and weather permitting, outdoor activities will be scheduled. All children will play outdoors, weather permitting. Additional clothing may be brought to school and kept in each child's cubby (accidents do happen). Please do not send your child to school in flip-flops; they are not safe to run in. Remember to mark your child's name inside all clothing, especially jackets or coats and dress your child for outdoor, fun, and messy play. All children and Staff must follow the Amador School District Dress Code outlined in the Amador Unified School District Annual Notification to Parents on page 23-24.

Emergency Evacuation Plans

Each site has developed a plan that will be used in the event of a disaster. The plans are posted and drills are conducted to familiarize the children with the procedures at each site. In all cases, please use your best judgment to safely move the children, should the need arise.

Contact Information for Emergency School Closures/Delays

In case of snow days or other types of school closure, please call Amador County Unified School District General Snow/Information Line at 209-257-5355 to find out if your child's school will be closed for a snow day. It is the Parent's responsibility to call this line to find out about school closures. If all of the schools are closed for any reason, the State Preschools will also be closed.

HEALTH COMPONENT

Health & Social Services §18276

At the time of enrollment, families are given a "Family Needs Assessment". This assessment provides families the opportunity to ask for information about Health providers or Insurance, housing information, counseling services, Food or WIC resources, GED or College information, Job training or assistance, or Parenting courses. If at any time during the enrollment period the need arises for this information, please feel free to ask your Teacher.

Physicals

Each child shall be required to complete a well-child physical examination signed by Physician within 30 days of being admitted into the program. Your child will be **excluded** from the program if immunizations or Physician forms are not kept current. See immunization waivers below.

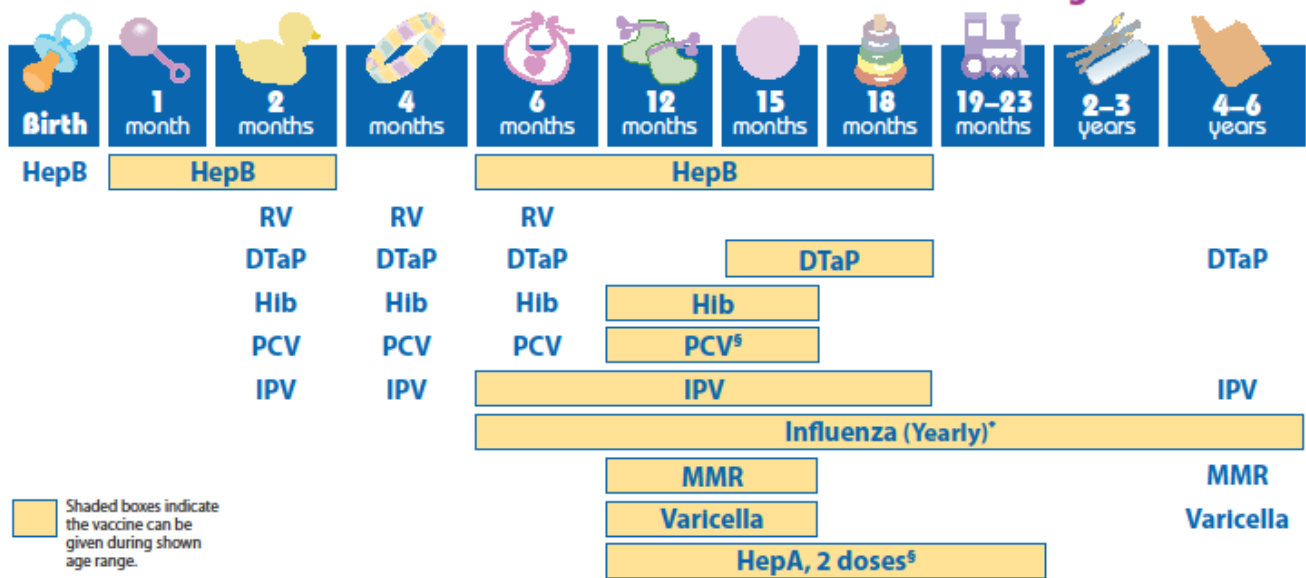
Required Immunizations or Waiver

The guide on the following page shows which immunizations are required for school entry, please check to see if your child is up to date with their immunizations. If your child has not received all of the required immunizations, make an appointment with your Doctor or the County Health Department's Immunization Clinic. Take your records with you to the appointment. If your child still needs immunizations when the program starts, you will be notified, and your child will be excluded until immunizations are updated. Give copies of any new immunizations your child receives – as they occur - to your child's teacher. The teacher will forward this information to our main office.

Waiver

If you choose not to immunize your child for all or part of the vaccinations required for Personal or Medical reasons, or according to the recommended schedule, parents/guardians may sign the back of the blue Immunization card waiver. If a waiver is on file, your child may be excluded if a breakout occurs for any of these diseases.

2011 Recommended Immunizations for Children from Birth Through 6 Years Old



NOTE: If your child misses a shot, you don't need to start over, just go back to your child's doctor for the next shot. The doctor will keep your child up-to-date on vaccinations. Talk with your doctor if you have questions.

FOOTNOTES

- ⁵ HepA vaccination is recommended for high-risk children older than 2 years. Children with certain medical conditions may also need a dose of meningococcal vaccine (MCV4) and pneumococcal vaccine (PPSV). HepA vaccination may be administered to any child older than 2 years for whom immunity is desired. See vaccine-specific recommendations at <http://www.cdc.gov/vaccines/pubs/ACIP-list.htm>.
- ⁴ Two doses given at least four weeks apart are recommended for children aged 6 months through 8 years of age who are getting a flu vaccine for the first time. Children who only got one dose in their first year of vaccination should get two doses the following year.

See back page for more information on vaccine-preventable diseases and the vaccines that prevent them.

For more information, call toll free 1-800-CDC-INFO (1-800-232-4636) or visit <http://www.cdc.gov/vaccines>



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention



American Academy of Pediatrics
DEDICATED TO YOUR HOUSE OF ALL CHILDREN

GENERAL POLICIES

Community Care Licensing Authority

Regulation §101200

Community Care Licensing, River City Child Care has the authority to interview children or staff without prior consent, and shall provide a private space for interviews with children or staff. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirement in Sections 10127(c) and 121221(d). The Department has the authority to observe the physical condition of the children including conditions that could indicate abuse, neglect or inappropriate placement.

Field Trips

Field trips will be discussed at parent orientation.

Confidentiality of Records Uniform Complaint Procedure

These forms will be included in the initial enrollment packet.

Sexual Harassment and Grievance Procedures

A form in regards to these procedures will be included in the Annual Notification to Parents.

Discipline Policy

The Department of Social Services, River City Child Care, and Community Care Licensing assure children enrolled in the Amador County Preschool program discipline practices that maintain their personal rights under Section §101223 of the Child Day Care General Licensing Requirements authorized by Community Care Licensing. Adults and staff are responsible for practicing discipline techniques that include the following guideline:

- Each child will be treated with dignity in relationships with adults and other children;
- Each child will feel safe and secure, assured that their environment will remain comfortable and healthy;
- Each child will be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.
- Children will be encouraged to think of alternatives to undesirable behavior. It is important for adults to model appropriate reactions to undesirable behavior to enable children to learn how to monitor each other in the family and in the classroom.
- Every effort will be made to deal with discipline problems through redirection, problem solving and staff and parent/guardian collaboration. If discipline problems persist, a plan of action will be discussed at a Teacher/Director/Parent/guardian conference. The plan of action may include, but not be limited to, the following solutions:
 - Environmental restructuring, classroom redirection or preventive practices
 - Social/emotional teaching strategies
 - Parent/guardian information for local or online education opportunities.
 - Collaboration between the classroom teachers and parents/guardians
 - Social service intervention
 - Removal from the classroom

- Other child education programs available within the county.

TERMINATION POLICY

Reasons for Un-Enrollment of Child/ Termination of Services: Reasons a child may be un-enrolled or expelled from any of the preschool programs can be, but are not limited to:

1. Parents' failure to submit proof of income, Birth Certificates, Physical form, Immunization records, or other required documentation.
2. Use of abusive or foul language towards children, other parents, staff or Director.
3. Child's behavior that cannot be controlled.
4. Parents' or Children's behavior that is threatening, disruptive, or disrespectful to the classroom, Preschool Staff or Director.
5. Un-excused absences over 3 days without a phone call or contact from the Parent.
6. Parents or Children that do not follow the rules and policies of the Amador State Preschool Programs included in this Parent/Guardian Handbook. This includes attendance reporting or absences, and disruptive behavior that cannot be controlled using all of the above measures.

APPEAL AND HEARING PROCEDURES FOR STATE PRESCHOOL FAMILIES

It is the intent of the Amador County State Preschool Program to offer the best possible preschool services. In the case of a grievance, the following procedure is outlined by the California Department of Education, Child Development Division.

Appeal Procedures

If the parent disagrees with the written decision from the Amador County Office of Education or Preschool program (agency), the parent may file a request for a hearing with the program within (14) fourteen calendar days of the date of the adverse action was received.

1. Upon the filing of a request for hearing, the intended action shall be suspended until the review process has been completed. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process.
2. Within 10 calendar days following the receipt of the request for a hearing, the agency shall notify the parent of the time and place of the hearing. The time and place of the hearing shall, to the extent possible, be convenient for the parent.
3. An Administrative staff person who shall be referred to as "the hearing officer" shall conduct the hearing. The hearing officer shall be at a staff level higher in authority than the staff person who made the contested decision.
4. The parent(s) or parent's authorized representative is required to attend the meeting. If the parent or the parent's authorized representative fails to appear at the hearing, the parent shall be deemed to have abandoned his or her appeal. Only persons directly affected by the hearing shall be allowed to attend.
5. The agency shall arrange for the presence of an interpreter at the hearing if one is requested by the parent.
6. The hearing officer shall explain to the parent(s) the legal, regulatory, or policy basis for the intended action.

7. During the hearing, the parent shall have an opportunity to explain the reason(s) they believe the agency's decision was incorrect. The agency's staff shall present any material facts omitted by the parent.
8. The hearing officer shall mail or deliver to the parent a written decision within ten (10) calendar days after the hearing. If the parent is not satisfied with this action, the parent may follow the Appeal Procedure to the Child Development Division (CDD) below.

Appeal Procedure for Child Development Division (CDD)

If the parent disagrees with the written decision from the Amador County Office of Education or Preschool (agency), the parent has 14 calendar days in which to appeal to the CDD. If the parent does not submit an appeal request to the CDD within 14 calendar days, the parents appeal process shall be deemed abandoned and the agency may implement the intended action.

The parent shall specify in the appeal request the reason(s) why he/she believes the agency's decision was incorrect. A copy of the agency's notice of intended action and written decision shall be submitted by the parent with the appeal request.

Upon receipt of an appeal request, the CDD may request copies of the basic data file and other relevant materials from the agency. The CDD may also conduct any investigations, interviews or mediation necessary to resolve the appeal.

The decision of the CDD shall be mailed or delivered to the parent and to the agency within thirty (30) calendar days after receipt of the appeal request. Mail this second appeal to:

California State Department of Education
Child Development Division
Attention: Appeals Coordinator
560 J Street, Suite 220
Sacramento, CA 95814

Parent/guardians will sign for receipt of the following information:

ACOE State Preschool ADMISSION AGREEMENT

I have received the 2010-2011 Amador State Preschool Program Parent/Guardian Handbook; the Amador Public Schools Uniform Complaint Procedures (included in application packet) and ACUSD Annual Notification to Parents qualified for and signed the Application for Child Development Services and Certification of Eligibility (CD9600); and received a Notice of Action stating the enrollment of my child to Amador State Preschools.

We hope that your child has an enriching and positive experience at Amador County State Preschool Programs. This handbook has been written to describe our program, goals policies, and the many practical details that make each school day as happy and successful as possible.

We use this handbook as a reference for our Policies and Procedures. Please keep this handbook for your reference for you as well. It will answer many of your questions. This page will serve as an Admission Agreement between Amador State Preschools and the Parent/Guardian of the enrolling child.

**AMADOR UNIFIED SCHOOL DISTRICT
“ANNUAL NOTICE TO PARENTS” 2011-12
INFORMATION AS IT RELATES TO THE STATE PRESCHOOL PROGRAMS:**

DUTY CONCERNING CONDUCT OF PUPILS: Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

DUTIES OF PUPILS: Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language.

DRESS CODE/GANG APPAREL: The district is authorized to adopt a reasonable dress code.

SEXUAL HARASSMENT POLICY: Each district is required to have adopted a written policy on sexual harassment and to display such policies in a prominent location and include it in orientation for employees and parents, and students. (*See State Preschool Parent Handbook.*)

SCHOOL RECORDS AND ACHIEVEMENT: PUPIL RECORDS/NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC §49063 et seq., §49073, 34 CFR 99.30, 34 CFR 99.34, and the federal Family Educational Rights and Privacy Act): Federal and state laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students 17 and younger. Parents, or an eligible student, may review individual records by making a request to the principal. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page within 5 business days of the request. District policies and procedures relating to: location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records. If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education (20 USC §1232(g)).

RELEASE OF PUPIL DIRECTORY INFORMATION (EC §49073): The district also makes student *directory information* available in accordance with state and federal

laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). Parents and eligible students will be notified prior to the destruction of any special education records.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification.

STUDENT USE OF TECHNOLOGY AND THE INTERNET: Preschool children will not have access to the internet. The Superintendent or designee has established regulations governing student access to technology that are age appropriate. Technology enables students to practice skills and to develop reasoning and problem-solving abilities.

RELEASE OF STUDENT RECORDS/COMPLIANCE WITH SUBPOENA OR COURT ORDER: Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order.

RELEASE OF STUDENT RECORDS TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT: Districts may release educational records, without obtaining prior written parental consent, to any school official or employee, which would include accountants, consultants, contractors, or other service providers, who have a legitimate educational interest in the educational record.

HEALTH SERVICES

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM: Physical examinations are required as a prerequisite for enrollment in State Preschools and again in the First grade. Free health screening may be available through the local health department. Failure to comply with this requirement or sign appropriate waiver may result in exclusion of your child from school for up to five days.

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC §49451): A child may be exempt from physical examination whenever the parents file a written statement with the school principal stating that they will not consent to routine physical exam of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

PUPIL NUTRITION/NOTICE OF FREE AND REDUCED PRICE MEALS: Families may be eligible for free or reduced price meals. Details are available at your child's school during the State Preschool Parent Orientation. Individual records pertaining to student participation in any free or reduced-price meal program may, under appropriate circumstances, be used by school district employees to identify students eligible for public school choice and supplemental educational services pursuant to the federal No Child Left Behind Act.

COMMUNICABLE DISEASES: The district is authorized to administer immunizing agents to pupils, whose parents have consented in writing, to the administration of such immunizing agent.

CONTINUING MEDICATION REGIMEN (EC §49480): Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated school employee of the medication(s) being taken, the current dosage, and the name and signature of the supervising physician. **(See your child's Teacher for the form that must be signed.)** With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN: School sites must allow for outdoor use of sun-protective clothing and must provide for the use of sunscreen by students during the school day by an established policy.

ASBESTOS: The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office.

USE OF PESTICIDES: School districts are required to inform parents about the use of pesticides on school grounds. Pesticides used at each school site in the district are Round-up and Premise #75. Department of Pesticide Regulation pursuant to Food and Agriculture Code section 13184 for access to information on pesticides and pesticide use reduction, and the parent option to register to receive notification of individual pesticide applications at the school facility is online at: www.cdpr.ca.gov

COMPREHENSIVE SCHOOL SAFETY PLAN (EC §§32280 et seq.): Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability

report card (SARC). The planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. The planning committee shall notify specified persons and entities in writing.

NOTICE OF COMPLIANCE (EC §32289): A complaint of noncompliance with the school safety planning requirements may be filed with the State Department of Education under the Uniform Complaint Procedures (5 CCR 4600 et seq.).

STUDENT SERVICES: MINIMUM AGE OF ADMISSION TO KINDERGARTEN (EC §48000): Children who will have their 5th birthday on or before Dec. 2 of the school year shall be admitted to kindergarten at the beginning of that school year. Students turning 5 after Dec. 2 but during the school year may be admitted with informed parent consent subject to board approval. Children who are 5 by Dec. 2 may not attend the State Preschool Programs.

SPECIAL EDUCATION (IDEA): State and federal law requires that a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental rights and procedural safeguards are available upon request.

SPECIAL EDUCATION; CHILD FIND SYSTEM (EC §56301): Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC §56300.

SPECIAL EDUCATION COMPLAINTS (5 CCR §3080): State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal.

SECTION 504/DISABLED PUPILS (Section 504 of the Rehabilitation Act of 1973): Federal law requires districts to annually notify disabled pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act. All students with disabilities are entitled to a free and appropriate education and effective access to all school programs and facilities. Parents have the right to initiate a referral for assessment to identify students (ages 0-21 years) who may need assessment for special education services, or accommodations or services under Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education Improvement Act (IDEIA). Contact the school

principal for assistance in initiating a referral, which must be in writing. Parents who disagree with the identification, placement, services, or accommodations for students may appeal through an informal or formal hearing process. For information contact the Office of Curriculum and Instruction 209-257-5334.

STATEMENT OF NONDISCRIMINATION (Title VI Civil Rights Act of 1964): The district is required to have a policy of nondiscrimination on the basis of race, color, national origin, sex, age, or disability. This policy requires notification in native language if the district's service area contains a community of minority persons with limited English language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent. A copy of the district's nondiscrimination policy is available upon request.

FINGERPRINTING PROGRAM: Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, you will be notified of procedures, applicable fee and your right to decline your child's participation upon your child's initial enrollment.

CHILDREN IN HOMELESS SITUATIONS: Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations.

HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS (EC §51240): Upon written request of a parent, students shall be excused from the part of any school instruction in health if it conflicts with the religious training and beliefs of a parent.

CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS: Upon written request of a parent, students shall be excused from the part of any school instruction in health if it conflicts with the religious training and beliefs of a parent. *See State Preschool Parent Handbook.*

SCHOOL ATTENDANCE/ATTENDANCE ALTERNATIVES EXCUSED ABSENCES: Students may be absent for justifiable reasons and may complete missed assignments. All State Preschool Parent/Guardians must sign and "Absent Slip" stating the reason for the student's absence from school.

Choosing a School Within District in Which Parent Lives: At the time of State Preschool enrollment, Parents/Guardians are given the opportunity to choose the school for which their children may attend. State Preschool

enrollment requirements are listed in the Preschool Parent handbook and, unless a CPS referral is in place, must live in the county. Transfer to another Preschool during the school year is based on availability and granted on a first come first serve basis.

ABSENCE FOR RELIGIOUS INSTRUCTION (EC §46014): Districts may allow pupils with parent consent to be excused to participate in religious exercises/instruction.

NOTICE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS: The district is required to annually notify parents of its schedule(s) of minimum days and student-free staff development days at the beginning of the year or as early as possible, but no later than one month prior to the start of school. The 2010-2011 School Calendar is available on the district website: www.amadorcoe.org or your school site's office

MISCELLANEOUS

NON-MANDATORY PROGRAMS FOR PARENTAL/PUPIL PARTICIPATION: Schools may not require a student or student's family to submit to or participate in any assessment, analysis, evaluation, or monitoring of the quality or character of student home life, parental screening or testing, nonacademic home-based counseling program, parent training, or prescribed family educational service plan.

DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education): Possession, use or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC §§32255 et seq.): Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals.

NO CHILD LEFT BEHIND ACT OF 2001 (20 USC §§6301 et seq.): Under the NCLB, parents have the following rights:

Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides: Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4

or more consecutive weeks by a teacher who is not highly qualified.

Information Regarding Individual Student Reports on Statewide Assessments: Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student. For State Preschool, this is the DRDP assessment listed in the Parent Handbook.

Limited English Proficient Students: The Act requires prior notice be given to parents of limited English proficient students regarding limited English proficiency programs, including the reasons for the identification of the student as limited English proficient, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for limited English proficient students.

The information provided is available upon request from your child's school or the district office. Additional notices that may be required under the No Child Left Behind Act shall be sent separately. For State Preschool, it is included in the Parent Handbook. Parents/Guardians sign they have received this Handbook on the first day of school, or thereafter at the time of enrollment.

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622):

The district is required to annually notify parents, pupils, employees, district and school advisory committees and other interested parties in writing of its required Uniform Complaint Procedures. A copy of the district's policy is available upon request.

SCHOOL BUSES/PASSENGER SAFETY (EC §39831.5):

Districts are required to provide safety regulations to all new students.

MEGAN'S LAW NOTIFICATION (PENAL CODE §290.4):

Parents and members of the public have the right to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district.

VISITORS/OUTSIDERS ON CAMPUS (Administrative Regulation 1250): The Superintendent or designee shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Penal Code 627.6)

Visits during school hours should be first arranged with the teacher and principal.

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on

school grounds.

Outsider Registration

Any person other than the following is considered an outsider and required to register upon entering school premises during school hours: (Penal Code 627.1, 627.2, Evidence Code 1070). All persons not employed by ACUSD and assigned to the campus must sign in at the appropriate school site office. Students not enrolled at the school site are expected to check in to receive permission to be on campus.

Registration Procedure

In order to register, outsiders shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Denial of Registration

The following provisions of law shall apply to outsiders. Outsiders do not include students, parents/guardians, district employees, elected public officials, or other persons listed in Penal Code 627.1.

1. The principal or designee may refuse to register any outsider if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4)

(cf. 3515.2 - Disruptions)

2. The principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or designee or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or designee or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or designee shall be held within seven days after receipt of the request. (Penal Code 627.5) (cf. 1312.1 - Complaints Concerning District Employees)

AMADOR COUNTY USD/COE ~ Jackson, California
Regulation approved: September 8, 1999 ~ Revised July 2009.

EDUCATION CODE SECTION 48205: (a)

Notwithstanding Section 48200, a pupil shall be excused from school when the absence is: (1) Due to his or her illness. (2) Due to quarantine under the direction of a county/city health officer. (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered. (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California. (5) For the purpose of jury duty in the manner provided for by law. (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent. (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code. (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester. (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments. (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references

CONSEQUENCES FOR STUDENT MISBEHAVIOR
[Education Code 48900]

Expulsion is the removal of a student from all schools in the Amador County Unified School District for violating the California Education Code as ordered by the Board of Education. The expulsion is for a defined period of time, but an application for readmission must be considered within a specified time period. State laws provides for full due process and rights to appeal any order of expulsion. The Amador County Unified School District has long

maintained a "zero tolerance" policy that is supported by state law. State law mandates the Board of Education expel students for:

- Possession, sale or furnishing of a firearm
- Brandishing a knife
- The sale of drugs
- Committing or attempting to commit sexual assault or battery
- Possession of an explosive

State law requires a school administrator to recommend expulsion if a student commits one of the following offenses:

- Causing serious physical injury to another person except in defense
- Possession of any knife, or other dangerous object of no reasonable use to the student
- Unlawful possession of any drug except for the first time offense of possession of not more than one ounce of marijuana
 - Robbery or extortion
 - Assault or battery upon a school employee
 - Stealing or attempting to steal school or private property.

Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by a teacher or school administrator. A principal or designee may suspend for up to five days. A teacher may suspend for the remainder of the class in which the misbehavior occurred and for the next day's class. A suspension may be extended under certain circumstances.

Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension. They may however, be required to complete assignments and tests which will be made available to them through an intermediary.