

PARENT-STUDENT HANDBOOK 2022-2023



El Tejon School
4337 Lebec Road
P.O. Box 876
Lebec, CA 93243
(661) 248-6680

www.et.el-tejon.k12.ca.us

EL TEJON UNIFIED SCHOOL DISTRICT 2022/23 INSTRUCTIONAL CALENDAR

AUGUST 2022							SEPTEMBER							OCTOBER							NOVEMBER						
1 2 3 4 5 6							4 5 6 7 8 9 10							2 3 4 5 6 7 8							1 2 3 4 5						
7 8 9 10 11 12 13							11 12 13 14 15 16 17							9 10 11 12 13 14 15							6 7 8 9 10 11 12						
14 15 16 17 18 19 20							18 19 20 21 22 23 24							16 17 18 19 20 21 22							13 14 15 16 17 18 19						
21 22 23 24 25 26 27							25 26 27 28 29 30							23 24 25 26 27 28 29							20 21 22 23 24 25 26						
28 29 30 31							21/32							21/31							16/69						
DECEMBER							JANUARY 2023							FEBRUARY							MARCH						
1 2 3							1 2 3 4 5 6 7							1 2 3 4							1 2 3 4						
4 5 6 7 8 9 10							8 9 10 11 12 13 14							5 6 7 8 9 10 11							5 6 7 8 9 10 11						
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25 26 27 28 29 30 31							29 30 31							26 27 28							26 27 28 29 30 31						
17/85							16/102							18/120							23/143						
APRIL							MAY							JUNE							JULY						
1							1 2 3 4 5 6							1 2 3							1						
2 3 4 5 6 7 8							7 8 9 10 11 12 13							4 5 6 7 8 9 10							2 3 4 5 6 7 8						
9 10 11 12 13 14 15							14 15 16 17 18 19 20							11 12 13 14 15 16 17							9 10 11 12 13 14 15						
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23 24 25 26 27 28 29							28 29 30 31							25 26 27 28 29 30							23 24 25 26 27 28 29						
30							22/179							6/185							30 31						
14/157																											

< > = Start/End of School ◯ = Minimum Day ◻ = End of Trimester/FPS
△ = Legal Holidays ◻ = Local Recess ◻ = End of Qtr or Sem/ ETS & FMH

IMPORTANT DATES

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| <p>AUGUST</p> <ul style="list-style-type: none"> 12 New Teachers Report 15-16 Teacher Workday 17 First Day of School (Minimum Day) <p>SEPTEMBER</p> <ul style="list-style-type: none"> 5 Labor Day <p>OCTOBER</p> <ul style="list-style-type: none"> 14 End of 1st Quarter for ETS & FMHS <p>NOVEMBER</p> <ul style="list-style-type: none"> 4 End of 1st Trimester for FPS 11 Veterans Day Holiday 18 Minimum Day-District Wide 21-25 Thanksgiving Holiday <p>DECEMBER</p> <ul style="list-style-type: none"> 16 End of 1st Semester ETS & FMHS 23 Minimum Day-District Wide 12/26-1/6 Winter Break <p>JANUARY</p> <ul style="list-style-type: none"> 2 New Years' Day Observed 9 School Resumes - Students Report 16 Martin Luther King, Jr. Day Observed | <p>February</p> <ul style="list-style-type: none"> 13 Lincoln's Day Observed 20 President's Day <p>MARCH</p> <ul style="list-style-type: none"> 3 End of 2nd Trimester for FPS 17 End of 3rd quarter for ETS & FMHS 31 Minimum Day-District Wide <p>APRIL</p> <ul style="list-style-type: none"> 3-10 Spring Break 11 School Resumes - Students Report <p>MAY</p> <ul style="list-style-type: none"> 29 Memorial Day Observed <p>JUNE</p> <ul style="list-style-type: none"> 7 ETS Graduation 8 Last Day of School (Minimum Day) 8 FMHS Graduation 8 End of 2nd Semester for ETS and FMHS 8 End of 3rd Trimester FPS only 9 Teacher Workday <p>JULY</p> <ul style="list-style-type: none"> 4 Independence Day |
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Wednesdays between Aug. 24-May 31 - Min Day for Professional Development!

TOTAL STUDENT DAYS:	180	
TOTAL TEACHER WORKDAYS:	185	Original Board Adoption: April 13, 2022
TOTAL SNOW DAYS BUILT IN:	5	

August 3, 2022

Dear Parents and Guardians,

Welcome back to school! I am so appreciative of your support. It really has been a team effort. I hope everyone has been able to remain healthy and happy. I feel privileged to be returning to El Tejon, as your middle school principal. I will work my hardest to make your child's experiences at El Tejon both fulfilling and exciting. I want to first thank you for returning to El Tejon. Secondly, I want to reassure you that we are willing and ready to help each and every child succeed. I am grateful for your support and looking forward to this year!

We have continued to develop a robust elective program here at El Tejon, including the development of FFA and Agriculture, Home Economics, Music, Sports, ASB, Bridges, and Art. Additionally, we have spent time this summer training to be an AVID (Advancement via Individual Determination) School. It is our goal to create college and career ready students. The excitement of engaging in person with robust curriculums is a huge incentive to your child's academic success. Again, thank you for allowing us to serve you and your children.


Please read and become familiar with our Parent-Student Handbook. The goal of providing this handbook is to give parents and students an understanding of the rules, procedures, privileges, and responsibilities at El Tejon School. **Review the contents with your child and return all necessary forms to school as soon as possible. It is very important that your child understands the changes to the cell phone policy.**

Your child's homeroom and a bus schedule will be posted on the cafeteria windows on August 16, 2022. school. Please understand that students are strategically placed for many reasons. If you have a concern you can set up an appointment to talk with me.

The instructional school day begins promptly at 8:30 a.m. However, students will be served a free breakfast when they arrive at school. Breakfast will be served from 8:15a.m. - 8:30a.m in the Cafeteria . It is essential that all students come to school ***every day on time, prepared, and ready to learn.*** Students will earn positive behavior points for attendance. If you receive a positive letter and sign it your child can return it to the office for points and drawing entries. Students will be **dismissed at 2:50 p.m.** on regular days and 1:50 p.m. on minimum days. Each Wednesday is a minimum day for professional development.

Parent participation is highly encouraged; feel free to call or email me any time. Please, also complete the parent volunteer form and return it to the school office with the parts required from the parent handbook. I am here to help. Please, reach out to me for anything you may need.

Sincerely,



Corey Hansen, Principal

(661) 248-6680

chansen@el-tejon.k12.ca.us

SCHOOL LOCATIONS AND INFORMATION
2022-2023

FRAZIER PARK SCHOOL

GRADES: TK-4th
3149 San Carlos Trail
Frazier Park, CA 93225
661-245-3312. 245-2105 . 245-3424 FAX
PRINCIPAL – Michael McNelis
e-mail: mmcnelis@el-tejon.k12.ca.us

EL TEJON SCHOOL

GRADES: 5th-8th
4337 Lebec Road
Lebec, CA 93243
661-248-6680. 858-2062. 248-5203 FAX
PRINCIPAL – Corey Hansen
e-mail: chansen@el-tejon.k12.ca.us

FRAZIER MOUNTAIN HIGH SCHOOL

GRADES: 9th-12th
700 Falcon Way
Lebec, CA 93243
661-248-0310. 248-0311 . 248-0403 FAX
PRINCIPAL – Sara Haflich
e-mail: shaflich@el-tejon.k12.ca.us

CONDOR ACADEMY

GRADES: K-12th
700 Falcon Way
Lebec, CA 93243
661-248-0310 x182 . 248-0403 FAX
PRINCIPAL – Sara Haflich
e-mail: shaflich@el-tejon.k12.ca.us

EL TEJON SCHOOL STAFF

2022-2023

Ms. Hansen, Principal

Debbie Ford, Admin. Secretary/Diana Holt, School Secretary

Teachers

Ms. Walker	Room 4 /MS1	dwalker@el-tejon.k12.ca.us
Mrs. Castanon-Motley	Room 9	kcastanon@el-tejon.k12.ca.us
Mr. Jansen	Room 7	rjansen@el-tejon.k12.ca.us
Mrs. Oliver	Rm 11/MS2	loliver@el-tejon.k12.ca.us
Mrs. Page	Room 1/ Rm 21	jpage@el-tejon.k12.ca.us
Ms. Peddy	Room 10	kpddy@el-tejon.k12.ca.us
Mr. Stewart	Gym	cstewart@el-tejon.k12.ca.us
Mrs. Wood	Room 2/MS3	kwood@el-tejon.k12.ca.us
Ms. Castanon	Room 6	rcastanon@el-tejon.k12.ca.us
Mrs. Farewell	Room 5	lfarewell@el-tejon.k12.ca.us

E-mail

School Psychologist

Mrs. Webb	Room 8	lwebb@el-tejon.k12.ca.us
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Student Success Facilitator

Katie Gonzalez	Room 3	kgonzalez@el-tejon.k12.ca.us
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El Tejon School
Dates for Grades and Report Cards
2022-2023
(Every Wednesday - Minimum Day - Release time 1:50PM)

Wednesday, August 25th	Back to School Night
Monday, September 5th	Labor Day Holiday
Friday, September 16th	Progress Reports
Friday, October 14th	End of 1st Quarter
Monday, Oct. 24th, 25th, 26th, 27th	Parent Teacher Conferences
Friday, October 28th	1st Quarter Awards Assembly

**1st Quarter Report Cards for Grades 5-8 will be
Presented to the parents at Parent/Teacher Conferences**

Thursday,, November 10th	Progress Reports
Friday, November 11th	Veterans Day - Holiday
Friday, November 18th	Minimum Day-District Wide
Monday, November 21st - Friday, November 25th	Thanksgiving Holiday
Friday, December 16th	End of 2nd Quarter
Friday, December 23rd	2nd Qtr. Honor Roll Assembly/Minimum Day-DistrictWide/Report Cards Go Home

Winter Break Monday, December 26th - Friday, January 6th, 2023

Monday, January 9th	School Resumes
Monday, January 16th	Martin Luther King, Jr. Holiday
Friday, February 3rd	Progress Reports
Monday, February 13th	Lincoln's Birthday - Holiday
Monday, February 20th	Presidents Day - Holiday
Friday, March 17th	End of 3rd Quarter
Friday, March 24th	3rd Quarter Honor Roll Assembly
Friday, March 31st	Minimum Day-District Wide
Monday, April 3rd - Tuesday, April 10th	Spring Break
Tuesday, April 11th	School Resumes
Friday, April 21st	Progress Reports
Monday, May 29th	Memorial Day - Holiday
Wednesday, June 7th	8th Grade Graduation @ FMHS
Thursday, June 8th	4th Quarter Honor Roll Assembly Last Day of School/Minimum Day/Report Cards Go Home

**EL TEJON SCHOOL DAILY SCHEDULES
2022-2023**

INTERMEDIATE GRADES 5-6

Regular Day		Minimum Day	
Monday, Tuesday, Thursday, Friday		Every Wednesday	
8:15- 8:30	Breakfast	8:15- 8:30	Breakfast
8:30	School Begins	8:30	School Begins
8:30-10:20	ELA	8:30- 9:50	ELA
10:20-10:35	Recess	9:50-10:00	Recess
10:35-11:25	Math	10:00-11:20	Math
11:25-12:05	Lunch	11:20-12:00	Lunch
12:10-12:55	Science	12:00-12:40	Science
12:55- 1:20	History	12:40-1:50	Electvie
1:20- 1:50	PE/Music	1:50	Dismissal
1:50- 2:50	Elective		
2:50	Dismissal		

JUNIOR HIGH SCHEDULE

Regular Day		Minimum Day	
Monday, Tuesday, Thursday, Friday		Every Wednesday	
Breakfast	8:15- 8:30	Breakfast	8:15-8:30
Period 1	8:30- 9:30	Period 1	8:30-9:10
Period 2	9:30-10:20	Period 2	9:10-9:50
Recess	10:20-10:35	Recess	9:50-10:00
Period 3	10:35-11:25	Period 3	10:00-10:40
Period 4	11:25-12:15	Period 4	10:40-11:20
Lunch	12:15-12:55	Period 5	11:20-12:00
Period 5	1:00-1:50	Lunch	12:00-12:40
Period 6	1:50-2:50	Period 6	12:40-1:50
Dismissal	2:50	Dismissal	1:50

2 HOUR DELAY

INTERMEDIATE GRADES 5-6

ELA	10:30-11:15
ELD	11:15-12:00
Lunch	12:00- 12:35
Math	12:35-12:20
Science/History	12:20-1:05
PE/Music	1:05-2:50
Dismissal	2:50

JUNIOR HIGH

Period 1	10:30-11:15
Period 2	11:15-12:00
Period 3	12:00-12:45
Lunch	12:45-1:20
Period 4	1:20- 2:05
Period 5	2:05-2:50
Dismissal	2:50

EL TEJON SCHOOL

MISSION STATEMENT

The mission of El Tejon School is to provide a program that meets the individual educational needs of each student in a safe and positive environment with the goal of preparing each student to be a confident and productive citizen.

Principal's Note: I am willing to work with you to meet your needs. Please, read through the policies and procedures and know that if you encounter a problem and need help all you need to do is reach out. If there is any way that I can help I will.

POLICIES AND PROCEDURES

Attendance: Attendance and participation in daily classroom activities is an essential part of the learning process. By law, parents are responsible for their children being in school every day during the school year. Excessive absences and tardiness may prevent the pupil from successfully meeting course requirements and hurts students both emotionally and academically. State law requires school districts to document and maintain a record of the reason for daily absences. A telephone call to the office on the day of the absence is the easiest way to fulfill this requirement. If you are unable to call on the day of absence, send a note with your child when he/she returns. **The note must contain the date and reason for the absence. Please reach out for help if you are having difficulties getting your child to school and need our help. As a team we are here to support you. Please reach out, we honestly want to help.**

Tardies: Students who arrive at school after the second bell at 8:30 a.m. are considered tardy. **Students who are late to school must first come to the office to check in and get a tardy pass to class.** When a student arrives at school late, it not only disrupts their learning, it may also affect your child's attendance record. Attendance is taken during the first five minutes of the day and students who are late may inadvertently be marked absent. All tardies are recorded on a student's attendance record.

Bus Passes: Bus passes may be issued to students in the morning who bring a signed note giving permission from parent or guardian to the office. A bus pass allows students to get off their regular bus at a different stop. El Tejon buses are usually loaded to capacity and may not have extra seating. For this reason, a bus pass may not be issued allowing anyone to ride a bus other than his/her normally assigned bus. Please, keep this in mind when making after-school arrangements.

Phone Messages to Students: The office staff would like to be able to honor parent requests to get messages to students; however, to do so interrupts instruction and is not in the best interest of students. **If there is a true emergency, we will, of course, accommodate your needs. Students should be given directions regarding after-school appointments, sports practices or any changes in after-school transportation arrangements prior to leaving for school *in the morning*.** The practice of delivering messages, particularly at the end of the school day, is extremely disruptive to classroom instruction.

Requests for Make-up Work: If the student is absent less than three days, the student is to request makeup work from the teacher when the student returns to class or via email or Google classroom. Students will be allowed two days for each day absent to submit makeup work. Students may make arrangements with classmates to call them in the evening to share what assignments and activities occurred during the day(s) he/she was absent. **The school office may not always be able to honor phone or written requests from parents for lists of assignments, particularly if those requests are made at the end of the day.**

Picking up Students: Students will only be released to parents/guardians, or the persons listed as emergency contacts on the student's emergency card. **Parents/guardians wishing to pick up their children before regular dismissal time must check in with the office.** It is very important that parents carefully consider their choice of emergency contacts and provide the school with a local resident to contact. Teachers will not release a child to anyone without written authorization from the office. Also, please know that student safety is of the utmost importance to us, so if we ask you to verify your name so that we can check our records we are only doing so to protect your child. Please also know that we must have legal documents on file if there is a court order or ruling which prevents contact with your child. Again, this is so that we can keep your children, our students, safe.

Students Leaving School During the School Day: No pupil shall leave the school unless his parent/guardian calls in person at the office and requests that he/she be excused. When possible, please send a note ahead of time so the teacher can be notified and have assignments arranged. Parents/guardians picking up a child need to **check in at the office** to sign their student out. No pupil will leave the classroom until the parent/guardian is at the office. Please minimize pulling students out of class during the day. It is very disruptive to the class when someone leaves early. **The principal shall not permit a student to leave school in the custody of a person other than the student's parent/guardian unless the parents on the emergency card have designated that individual.**

Students Staying After School: Students **must** have written permission from parents to stay after school for any reason. Students without written permission will be sent home on the bus! **Students are not allowed to wait on campus for sports at Tejon Fields. Students must go to the Tejon Sports Field and wait with a coach or responsible adult. El Tejon Staff is not responsible for supervision after regular school hours.**

Cell Phone Policy: Students are not to have their cellphones on or visible during class. Students may only use their cellphones before and after school, and during morning and lunch recess. **They may not be used for recording or taking pictures of others, as this violates their rights to privacy and can lead to legal litigation. Cell phones out during class will be taken and placed in the office safe until parent pickup.**

Accidents: In case of an accident that may require medical attention, the child is given first aid and every effort is made to contact the parent or guardian. For this reason, it is very important that you include local contacts that are available in case of an emergency and any changes in personal or emergency information must be reported to the office **immediately**. The school carries accident insurance on all students, which is **SECONDARY** to any other insurance held by parents. In the event of an accident the student should report the injury to the teacher or school office for the appropriate report to be completed. A claim form may be obtained from the school office should medical treatment be necessary. Medical or dental expense benefits will be paid for covered charges incurred by the insured student within 52 weeks of the date of the accident.

Personal Transportation: Parents who drive their children to school are **requested not to drop students off early or pick them up late**. If you leave for work early, arrangements need to be made for childcare -- **there is no student supervision at school prior to 8:00 a.m.** Students must be picked up **30 minutes after the end of the school day** or emergency contacts will be notified. Any parent who transports students to and from school activities must check with the school office regarding insurance liability requirements.

P.E. Excuses: A doctor's certified note is required for a student to be **excused from physical education classes** for more than **three days** due to health or medical reasons. Education law requires physical education classes for all junior high students and no other excuses are considered acceptable.

Lunches: Students may eat cafeteria meals or bring lunch from home. Milk may be purchased for 50 cents to supplement sack lunches. Lunch credits may be purchased in the office before 9:30 and in the cafeteria after this time. Credits may be purchased in the morning or during the first morning recess. Price per lunch is \$3.00, payable by cash or check made out to El Tejon School. Each student is issued a lunch account, which must be presented to the cafeteria cashier. Free or reduced price lunches will be provided for those students who are determined eligible. Information regarding eligibility will be attached to this handbook.

Parent Involvement: Our Parent Teacher Service Organization (P.T.S.O.) contributes a great deal to school site improvement, extra-curricular programs, and student motivation. PTSO meetings are held each month. All members of the school community are invited and encouraged to get involved. Parents are also encouraged to visit their child's classroom and donate time as a parent volunteer or classroom helper. Consult your child's teacher for more details on how you can help.

School Site Council: School Site Council meets quarterly to review and provide input into school decisions, programs, and activities. It is a very important part of the functioning of the school. If you would like to be a member or participate in any way please complete the School Site Council form and return it to the school.

Communication and Correspondence: Upcoming Events and other pertinent correspondence regarding school events and programs will be sent home periodically. We encourage you to check your child's backpack for these important notices. Feel free to contact the office if you have any questions regarding school activities and programs.

Personal Items at School: Toys, trading cards, skateboards, "wheelies", radios, I-pads, cameras, cell phones, electronic devices and other valuable items should never be brought to school. There is always a possibility they may be broken or stolen at school. The school is not responsible if this should happen. Students are forbidden to carry any item that may be considered dangerous, and may be suspended from school if they are in possession (see discipline section).

Problem Solving:

When you experience a problem with the school the following procedure is suggested;

1. **First**, discuss the problem with the teacher or other adult involved in the incident.
2. **Then**, if necessary, arrange a joint meeting with the teacher and principal.
3. **Lastly**, call the district office to arrange a meeting with the superintendent if your problem has not been resolved.

Please do not expect a conference when the instructor is in a teaching situation! The instructor's first obligation is to the class in session. Please arrange a time with the teacher when full attention can be given as well as records and reports shown and discussed. The Principal is also available on a regular basis, both in person and on the telephone.

Textbooks: All textbooks are furnished to students by the school district. **Care of textbooks is the responsibility of the student! Students will be required to pay for lost or damaged texts or library books. Damage to textbooks may include water damage, writing in the book, torn or worn corners on the cover, and overall damages that require repair. It is advised that parents and students check the condition of textbooks when they are assigned at the beginning of the year to prevent problems at the end of the year.** Under existing law, a school district whose real or personal property is damaged or improperly returned by a pupil may withhold the grades, diploma, and transcripts of the pupil until the district is properly compensated. **Students are encouraged to get a locker for proper storage.**

Visitors: Every person who visits the school campus must sign in at the school office and receive a "Visitors Pass". We need to be aware of who is on the school grounds at all times! **When friends or relatives come to visit your family, please do not send them to school to visit. Students are not allowed to bring guests to school.** Parents are always welcome to visit and volunteer in classrooms and discuss their student's progress with the teacher. It is important, however, that such visits do not interrupt the instruction of the class. Please make prior arrangements with the school. Teachers are also available to meet with parents before and after school by appointment. Please call the office to arrange a meeting.

Graduation Ceremony, Trip and Activities: Eighth graders who maintain satisfactory attendance, discipline, an overall 2.0 cumulative GPA for the entire year will participate in the graduation ceremony, field trips and various special activities. Parents will be notified if their child is in jeopardy of not participating in any of these graduation events. Non-graduates, and students who are formally suspended from school, or who receive two or more discipline reports or bus referrals during the last semester, may be ineligible to participate in the 8th grade field trip and/or the graduation party/dance.

Field Trips: Field trips at every grade level are enriching experiences that add to the academic curriculum and are considered a privilege. Any student who has been involved in inappropriate or unsafe behavior at school may be excluded from a class field trip in order to ensure the safety and well being of all students. Please speak with your child's homeroom teacher for more information. Field trip chaperones **must** ride the school bus in order to adequately supervise participating students.

Extra Curricular Activities :

No students may remain after school unless they are directly involved in a school sponsored activity or receive prior approval from the principal. **Students staying after school for Little League, Soccer or other Club sports must stay at the sports field with an adult. Students will not be allowed to stay on campus after hours without supervision.**

Special activities, events and competitions available to El Tejon School students may include the following:

- Student Council:** El Tejon School has one governing council for grades 5th through 8th. The council consists of elected officers and classroom representatives. The Student Council is responsible for planning and organizing dances, Pep Rallies, special activities and celebrations.
- Student Council Fundraising:** The Associated Student Body (ASB) council conducts various fundraisers throughout the year. The ASB also sponsors student store sales and smaller seasonal fundraising events (Carl's Junior Books, car washes, candy sales, and Krispy Kreme Donuts), etc..
- Dances:** Junior High dances are generally held during the afternoon on a school day. A student's eligibility to attend a dance is determined by his/her academic standing and behavior. If an after-school dance is held, the district will be unable to provide transportation home for students. Therefore, parents would be responsible for arranging transportation for their students who are eligible to stay after school for a dance.
- Sports Activities:** All students are eligible to participate in after school sports (softball, volleyball, basketball). The school's Athletic Director will announce the dates for tryouts and students are expected to attend these if they wish to be placed on a team. Eligibility requires appropriate academic standing as well as appropriate behavior in order to participate.
- Future Farmers of America Activities:** FFA students are eligible to participate in afterschool and weekend activities such as field trips, animal care, and garden/farm maintenance. A student's eligibility to attend an event is determined by his/her academic standing and behavior.
- Boys & Girls Club:** B&G students are eligible to participate in afterschool activities such as sports, cooking, tutoring, and art. A student's eligibility to attend an event is determined by his/her completion of the application and appropriate behavior.

SCHOLASTIC ACHIEVEMENT

Report Cards: Report cards are designed to give you a good idea of what your child is accomplishing in class, but a report card can never give a parent all of the information they may need regarding their child's progress in school. We hope you will attend parent-teacher conferences which are held at the end of the first quarter, and that you will maintain ongoing contact with your child's teacher. Teachers are always willing to meet with parents to discuss concerns and the progress of their child. Parents may also access AERIES on-line for specific academic information and grades. Upcoming parent training will be held and presentations provided to assist in parental access to AERIES. It is very important that you check your child's grades regularly as it will help to support academic progress.

Parent/Teacher Conferences:

Conferences are held in October and you will be notified of your preference for a particular time slot to meet with teachers. Due to limited time restrictions I encourage you to communicate with your child's teacher in advance to minimize any surprises to your child's progress or lack of.

Grading: Reports of scholarship, effort, and citizenship are given to parents four times a year at the end of each quarter. Reports of unsatisfactory student progress are sent home at mid-quarter and other times during the year if needed. Report card grades are reported as follows:

Grading Scale

100.....A+	73-76.....C
93-99.....A	70-72.....C-
90-92.....A-	67-69.....D+
87-89.....B+	63-66.....D
83-86.....B	60-62.....D-
80-82.....B-	57-59.....F
77-79.....C+	

Honor Roll: Students in Grades 5 through 8 with high academic achievement will be honored at assemblies to be held at the end of each quarter. Students who have made the "A" Honor Roll or Principal's Honor Roll three out of four grading periods will receive special recognition and awards at the end of the school year.

Principal's Honor Roll = G.P.A. of 4.00

Honor Roll = G.P.A. of 3.00 – 3.99

***Students who receive an "F" in any subject will not be granted honor roll status.**

Citizenship Awards: Each quarter, this award is granted to students who obey school rules, respect adults and peers, actively support their school, behave as exemplary citizens and uphold their academic responsibility.

Attendance Awards: Students who maintain perfect attendance are recognized each quarter. Awards are presented in individual classrooms. Students who receive Perfect Attendance or Excellent Attendance (miss only 1 day) for each quarter will be eligible to receive a special treat. Perfect Attendance Awards are also awarded at the end of the school year during our End of Year Awards Assembly.

CODE OF CONDUCT

The Board of Trustees of the El Tejon Unified School District believes that each student will be given every opportunity to succeed by maintaining a safe and orderly environment at the school.

No student may stop the teacher from teaching or the class from learning. The conduct of students attending the school must establish an educational climate conducive to the enhancement of educational opportunities for students and the promotion of learning.

EL TEJON SCHOOL RULES

Be Safe

Be Respectable

Be Responsible

These are our general school rules that apply to **ALL STUDENTS** at **ALL TIMES**. Please review the attached **School-wide Expectations matrix** for more information.

At El Tejon School we like to acknowledge positive behavior and offer support so that each student can achieve. PBIS Rewards has been implemented school wide and will be used to encourage and promote student success, outstanding character, dedication, and hardwork. Please discuss your child's behavior and visit the PBIS reward points earned on a regular basis. Students "caught being good" at school will be acknowledged through the PBIS rewards program. Please, praise your child when they are recognized.

Rules and regulations are established to maintain an atmosphere conducive to learning. Through classroom and playground rules, school personnel are helping students learn that all society is governed by rules and the purpose for rules is to ensure the safety and well being of all people, in this case, our students and staff. While we take the approach that children need to learn lessons and be able to develop

self awareness in order to actually grow from mistakes, there are times in which immediate disciplinary actions are required. A discipline referral may be issued to students who do not follow the rules, and appropriate consequences will be administered.

Furthermore, restorative practices including circles, peer mediation, and Check in and Check-out are in place alongside a social emotional curriculum to develop the character of students and decrease bullying and increase inclusion.

School Wide Discipline Procedure :

Step 1: Warning

Step 2: Student Conference with teacher + Parent Contact (documented)

Step 3: Alternate Classroom Placement + Parent Contact (document parent contact, write up and notify the principal)

Step 4: Parent/Teacher/Student (and Principal if requested) conference

Step 5 – Referral to Principal

Those students whose behavior results in frequent discipline referrals or suspensions may be excluded from field trips, special events, activities and athletic events. This will be at the discretion of the Principal in consultation with school personnel, the student and the parents.

Individual classroom rules are determined by the teacher and students based on school wide rules (Be Safe, Be Respectful, and Be Responsible). These rules are posted conspicuously in each room and are reviewed regularly with students.

EL TEJON UNIFIED SCHOOL DISTRICT DRESS CODE

The El Tejon Unified School District Mission Statement strongly supports the philosophy that our students will be provided with a quality education in a safe, secure environment. The enforcement of the dress code is the responsibility of all ETUSD employees and ETUSD parents/guardians.

The Board and administration reserve the right to declare any mode of dress that in their estimation inhibits the educational process or threatens the safety and protection of all students, as unacceptable. If students are dressed in an unacceptable manner, parents will be notified and corrective measures must be taken before the student will be allowed to return to class.

- Excessively large trousers, pants, and overalls may not be worn. All trousers and pants must be worn at the waist. Belt ends may not hang down. Sagging pants are unacceptable.
- Excessively oversized shirts, including oversized tee shirts, worn outside pants are not allowed. Overalls must be worn with straps on the shoulders, not hanging loose.
- Hats, caps and attached hoods shall not be worn indoors; site-approved hats, caps and other headgear may be worn for sun protective needs or warmth. Special individual needs regarding headgear should be discussed with the school principal.
- Clothing that is excessively revealing is unacceptable. "Excessively Revealing" includes:
 - * clothing that is extremely tight fitting
 - * backless halter tops or dresses; tube tops; tank-top shirts or muscle shirts cut low at armpits or neckline, shirt straps must be 2 finger width
 - * clothing that shows bare midriffs
 - * shorts, the length of which is no shorter than the students fingertips

- * clothing that is transparent or revealing
- * underwear being worn as an outer garment
- Suggestive clothing or objects may not be worn which are obscene, or depict illegal activity. This includes buttons, armbands, shirts, insignias, etc. Clothing with crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages or clothing that is sexually suggestive or disruptive is not acceptable.
- No bare feet or unsafe or disruptive footwear shall be worn.
- Cosmetics to the face and hair that distract from the educational process such as spray-painted hair, extreme painting of the face, glitter in the hair, etc. is unacceptable except on appropriate days declared by administration.

BUS TRANSPORTATION

All school rules are in effect when riding the school buses. Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. Violations of rules will result in bus referrals. Repeated bus referrals will cost students the privilege of riding the school buses. Video cameras are installed in some of our school buses and are used on a random basis to observe inappropriate student behavior.

Rules Governing Students Riding the Bus:

- No throwing any object inside or to the outside of the bus.
- Submit to the authority of the bus driver and follow any direction given
- No eating, drinking or gum chewing
- No standing or changing seats while bus is in motion
- Keep hands and feet to yourself
- Face front, no loud talking or yelling
- Keep heads and arms inside windows
- Windows may be down with driver permission only
- No pencils or sharp objects, no electronic equipment, skateboards, and no pets or animals.

Violation of these bus rules may result in the following consequences:

- 1ST Bus Referral Warning and, or Lunch Detentions
- 2nd Bus Referral 1 DAY bus suspension or Detentions
- 3rd Bus Referral 3 DAY bus or In-School Suspension
- 4th Bus Referral 5 DAY bus suspension or 1-3 Full Suspension
- 5th Bus Referral 10 DAY 1-3 days of school suspension OR
BUS SUSPENSION FOR THE REMAINDER OF THE SEMESTER

AUTOMATIC BUS SUSPENSION OR FULL SCHOOL SUSPENSION MAY OCCUR IF A STUDENT ENDANGERS THE SAFETY OF OTHERS INCLUDING OTHER DRIVERS.

If a student loses his/her bus privileges, parents are responsible for their child's transportation to and from school. NOTE: Students who are suspended from bus privileges are also suspended from riding the bus to school sporting events or field trips.

EMERGENCY PROCEDURES

Fire Drill:

Fire drills are conducted on a monthly basis. Signal for Fire Drill is a series of short tones. When the signal sounds, file in an orderly manner out of the room and into the Emergency Assembly Area and stay with your teacher. The return to class signal will be a verbal announcement. All students are to return to class in an orderly manner. Specific routes, procedures, and information are posted in classrooms, cafeteria, gym and office.

Earthquake Drill:

Earthquake drills are conducted once a school year. At first indication of ground movement, all personnel on campus should seek the most immediate safe place to "drop and cover" under desks, tables, etc. kneeling in a crouching position next to your desk with hands around your head, facing away from windows. In the gym or classes without desks, take the same position against walls. Stay in this position until the ground stops moving.

After the ground has ceased moving and it is deemed safe by the teacher, begin an orderly evacuation with your teacher to the designated Emergency Assembly Area. During passing periods or at lunch, students should seek immediate safe places to "duck and cover". When directed to do so, they should report to their second period teacher in the Emergency Assembly Area.

Campus Lock Down:

Lock Down procedures are conducted once a school year. A campus "Lock Down" is due to a civil disturbance or if an emergency on campus occurs. A code is given, teachers will inform their students and are to lock all doors and windows, turn off lights and have students "duck and cover". Do not open the door for any reason until the all clear has been given. Students who are outside during a lock down are to go to the first available classroom and stay there until the all clear is given.

General Rules Governing Student Conduct

Cooperation is essential to maintaining an orderly campus and certain standards of behavior are expected from all students. As a student at El Tejon School you are expected to be aware of and accept your individual responsibilities and behavior.

- Be responsible for yourself and your property
- Be responsive to your school community
- Be ready for each class period with the proper learning materials • Review and reflect as you go over each day's activities and lessons • Students are expected to be punctual to classes and attend on a regular basis, • Conform to regulations of the school
- Obey directions of teachers and others of authority
- Be diligent in study
- Be respectful of teachers and others in authority, kind and obligating to Schoolmates
- Refrain entirely from profanity and vulgar language.

(Art. Sec. 62; Title V CA Admin. Code)

Students must comply with school regulations, pursue the required courses of

study, and submit to the authority of teachers (Ed. Code 48908). Students do not have the right to interfere with the learning process of others. Therefore students must follow teacher imposed and school class rules. You are responsible for your actions and the consequences for those actions. The Principal is responsible for administering student discipline. You can contact the Principal, Corey Hansen at (661) 248-6680 or chansen@el-tejon.k12.ca.us.

BUS RULES

To: Parents and Students

The information below pertains to all student passengers, grades T-kindergarten through twelve on a School District bus. We ask that you read the information carefully and discuss these infractions and consequences with your child. Good pupil behavior while entering, riding, or leaving the school bus contributes in many ways to safe transportation. Such conduct makes it possible for the driver to give his/her full attention to the routine matters involved in the safe operation of the bus and holds to a minimum those conditions that may cause injury to pupils. These regulations are for the purpose of students' safety. Cooperation is necessary from all students, parents, bus drivers, teachers, and administrators. Drivers may assign seats.

Students will receive a bus ticket for the following infractions:

1. Not keeping hands to themselves.
2. Using profane language or obscene gestures.
3. Putting any part of the body out of the bus window.
4. Any movement out of the seat while the bus is in motion.
5. Creating excessive noise that distracts the bus driver.
6. Unauthorized opening, closing, or tampering of any kind, with bus doors, emergency exits and windows.
7. Transporting live animals, reptiles, or insects on the bus.
8. Throwing objects in, out of, or at the bus.
9. Eating, drinking, or chewing gum on the bus.
10. Using other than the students regularly designated bus stop.
11. Riding the bus after receiving a "No Ride" penalty.
12. Any improper bus stop procedure (not lining up, rock throwing, playing in the street, damaging property, smoking at the bus stop).
13. Giving improper identification when requested by the driver.
14. Tampering with radio, bus controls or camera.
15. Bringing on bus skateboards or items too large to hold on lap.
16. Harassing other students.

The following infractions will result in student referral to the administration for appropriate discipline, which will be handled on a case-by-case basis. Discipline may include suspension or referral to the Board of Trustees for expulsion.

1. Fighting (slapping, hitting, poking, shoving, pulling hair, etc.) in the bus or when loading or unloading the bus.
2. Any type of damage to or defacing of a bus. (Parents will be charged for defacing or destroying bus equipment)
3. Lighting of matches or cigarettes, or smoking on the bus.
4. Defiance, failure to obey the driver, or exhibiting disrespect for the bus driver.
5. Possession, use of, sale of, or under the influence of any controlled substance, alcoholic beverage or intoxicant.
6. Possession or sale of weapons.
7. Stealing or attempting to steal school or private property.
8. Sexual Harassment.

SUSPENSION OF TRANSPORTATION (Grades TK through 12)

Administrative policy dictates that a warning (with signature of transportation supervisor) Be given to a disruptive student when the driver deems it necessary.

First Referral – warning mailed home and given to the student.

Second Referral – up to five days’ transportation suspension.

Third Referral - up to ten days’ transportation suspension.

Fourth Referral – up to fifteen days’ transportation suspension.

Further referrals may also lead to permanent suspension.

These alternatives are not listed in a mandatory sequence of steps to be taken by the District. It will depend on the type of disorderly conduct with which the student is charged.

All actions and consequences shall be at the discretion of the Transportation Supervisor, along with the school site administrators. Any safety issues shall be determined by the Transportation Supervisor: Tickets may be issued and time off given to a student without a previous warning referral.

Parents are required to furnish transportation for those students who have been denied transportation by the School District.

EL TEJON UNIFIED SCHOOL DISTRICT-2022/2023

Students should be at their bus stops *5 minutes early* – Times shown are for departure.

Effective Wednesday, August 17, 2022

School-El Tejon (Grades 5-8)

Page 2

<i>Bus Stop (Location)</i>	<i>AM Route #</i>	<i>AM Pick Up</i>	<i>2 Hour Snow Delay</i>	<i>PM Route #</i>	<i>Reg. PM Drop Off</i>	<i>Min. Day Drop Off</i>
Lockwood Valley						
Lockwood Substation	2	6:40	8:40	2	3:47	2:55
13777 Boy Scout Road	2	6:44	8:44	2	3:42	2:48
13234 Boy Scout Road	2	6:45	8:45	2	3:44	2:50
Wildlife	2	6:46	8:46	2	3:45	2:52
Green Leaf Springs	2	6:48	8:48	2	3:39	2:45
Adams Trail / Lockwood Valley Road	2	6:50	8:50	2	3:37	2:40
Seymour Canyon (Mailbox)	2	6:55	8:55	2	3:32	2:35
Pinon Pines						
Pinon Pines / Cuddy Valley Road	1	7:48	9:48	7	3:25	2:25
Pineridge / Cuddy Valley Road	5	7:35	9:35	7	3:30	2:30
Darling Ave. / Cuddy Valley Road	5	7:38	9:38	7	4:05	3:05
Pine Mountain Club						
Nadelhorn / Mil Potrero	5	7:18	9:18	7	3:40	2:40
P.M.C. Clubhouse / Mil Potrero Northside	5	7:20	9:20	7	3:45	2:45
P.M.C. Clubhouse / Mil Potrero Southside	5	7:22	9:22	7	3:46	2:46
15708 Mil Potrero	5	7:25	9:25	7	3:48	2:48
Tirol/Mil Potrero	5	7:28	9:28	7	3:50	2:50
The "Y"		***			***	***

Notes:

Any questions call school office at 661-248-6680. Office hours are 7:30-4:00.

*Bus Stop Inactive
JG Revised 7/19/22

EL TEJON UNIFIED SCHOOL DISTRICT– 2022/2023

Students should be at their bus stops *5 minutes early* – Times shown are for departure.

Effective Wednesday, August 17, 2022

School-El Tejon (Grades 5-8)

<i>Bus Stop (Location)</i>	<i>AM Route #</i>	<i>AM Pick Up</i>	<i>2 Hour Snow Delay</i>	<i>PM Route #</i>	<i>Reg. PM Drop Off</i>	<i>Min. Day Drop Off</i>
Lebec						
Mobil Tanks / Lebec Oaks Road	5	8:20	10:20	4	3:00	2:00
Lebec Road / LE2 No Name	5	8:17	10:17	4	3:04	2:04
Circle Dr/ Lebec Road	5	8:15	10:15	4	3:06	2:06
1771 Lebec Road	5	8:12	10:12	4	3:08	2:08
Oakridge / Lebec Road	5	8:05	10:05	4	3:10	2:10
Lebec Mobile / Frazier Mtn Park Road	5	8:08	10:08	4	3:12	2:12
Sand Pit / Cuddy Canyon Road	5	***	***	1	***	***
Frazier Park						
Frazier Park County Park / Park Drive	4	8:02	10:02	1	3:20	2:20
Mt. Pinos / Hale Trail (Fire Station)	4	7:52	9:52	1	3:14	2:14
Mt. Pinos / Vine Trail	4	7:54	9:54	1	3:15	2:15
Mt. Pinos / Alcot (Lower)	4	7:56	9:56	1	3:16	2:16
Walnut (Rock Houses)	4	7:48	9:48	1	3:12	2:12
Mt. Pinos / San Miguel	4	7:45	9:45	1	3:10	2:10
Santa Cruz / Mt. Pinos	4	7:58	9:58	1	3:18	2:18
Frazier Park School	4	8:05	10:05	7	3:10	2:06
Lake of the Woods						
Tecuya Dr. / Frazier Mtn Park Road	1	7:40	9:40	1	3:21	2:21
Lakewood Place (Mailboxes)	1	7:43	9:43	1	3:23	2:23
Oak Street / Lakewood Drive	1	7:54	9:54	1	3:27	2:27
Fir Drive / Lakewood Place	1	7:56	9:56	1	3:29	2:29
Midway Market / Frazier Mtn Park Road	1	8:00	10:00	1	3:30	2:30
Cuddy Creek/Frazier Mtn Park Road	1	8:01	10:01	1	3:32	2:32
L.O.W. Mini Mart	1	7:53	9:53	1	3:25	2:25

School-wide Expectations El Tejon School

Expectations	Hallways	Cafeteria	Bathroom	Playground	Bus	Everywhere
Be Safe	<ul style="list-style-type: none"> * WALK outside the yellow lines * Stay clear of doorways * Close and lock your locker 	<ul style="list-style-type: none"> * Walk to the seating area * Stay seated until dismissed * Eat your own food 	<ul style="list-style-type: none"> * Wash hands * Watch your step 	<ul style="list-style-type: none"> * Report problems to supervisor * Stay in designated areas * Be aware of others 	<ul style="list-style-type: none"> * Obey bus driver * Stay seated * Buckle your seatbelt * Indoor voice when permitted 	<ul style="list-style-type: none"> * Follow adult directions * Keep hands and feet to yourself * Be courteous to others
Be Respectful	<ul style="list-style-type: none"> * Stay quiet during periods * Only use your own property 	<ul style="list-style-type: none"> * Raise your hand for assistance * Indoor voice (soft voice) * Use appropriate language 	<ul style="list-style-type: none"> * Give others privacy * Indoor voice * Treat the supplies and facilities with care, like you paid for them 	<ul style="list-style-type: none"> * Invite others to play * Use put-ups * Put yourself in someone else's shoes * Be a good sport * Stay away from classrooms 	<ul style="list-style-type: none"> * Obey bus driver * Share seats * Use appropriate language 	<ul style="list-style-type: none"> * Listen to adults * Use good manners * Use appropriate language * Be to school & class on time
Be Responsible	<ul style="list-style-type: none"> * Go directly to your next class * Walk-in designated hallways 	<ul style="list-style-type: none"> * Stay in hot or cold lunch lines * Keep your area clean * Throw trash away 	<ul style="list-style-type: none"> * Report problems to the office * Throw paper towels in the bin * Promptly return to class 	<ul style="list-style-type: none"> * Stop when the bell rings * Pick up equipment * Line up at once 	<ul style="list-style-type: none"> * Obey bus driver * Pick a seat and stay put * Get to your bus stop on time 	<ul style="list-style-type: none"> * Always tell the truth * Own your behavior * Think before making choices

School-wide Distance Learning Expectations

El Tejon School

Expectations	Attendance	Online	Zoom	Grading
<p>Be Safe</p>	<ul style="list-style-type: none"> *Log into classes daily *Remain in the Canvas Platform *Communicate only with your teacher and fellow students. 	<ul style="list-style-type: none"> *Remain in the Canvas Platform *Communicate only with your teacher and fellow students. *Make sure your parents have access to all your accounts. 	<ul style="list-style-type: none"> *Remain in the Zoom meeting. *Communicate only with your teacher and fellow students. 	<ul style="list-style-type: none"> *Communicate with your teacher and parents regularly.
<p>Be Respectful</p>	<ul style="list-style-type: none"> *Log into classes DAILY *Complete all assignments in the Canvas Platform DAILY. *Participate in discussions, labs, and activities with your teacher and fellow students DAILY. 	<ul style="list-style-type: none"> *Log into classes DAILY *Follow classroom expectations. *Follow your teacher's instructions. *Ask questions politely 	<ul style="list-style-type: none"> *Log into the live session and participate with your video and audio. *Ask questions politely *Include all members of your group in discussions. *Own your behavior. *Limit CHAT conversations to the topic 	<ul style="list-style-type: none"> *Read and UNDERSTAND your teachers' grading policy. *Completely assignments on time. *DO your very best work. *Respond to your teachers' feedback with corrections.
<p>Be Responsible</p>	<ul style="list-style-type: none"> *Log into classes DAILY *Complete all assignments in the Canvas Platform DAILY. *Participate in discussions, labs, and activities with your teacher and fellow students DAILY. *Make up all work by the end of the week. 	<ul style="list-style-type: none"> *Keep all passwords and materials in a safe and central location. *Set enough time aside to complete all assignments accurately and to the best of your ability. *Be proactive, by asking questions, participating daily, and monitoring your grades and feedback. 	<ul style="list-style-type: none"> *Use your real name to get credit. *Follow school rules (Dress code, language, participation...) *Use the video so that you can interact with your teacher and fellow students. *Follow your designated times to participate live 	<ul style="list-style-type: none"> *Read and UNDERSTAND your teachers' grading policy. *Complete assignments on time. *DO your very best work. *Respond to your teachers' feedback with corrections

Badger Team Pledge



Badgers

El Tejon School

Today and every day I will honor my
Badger Team and try my best. I will be
responsible for my choices. I will be
respectful towards all people and
property. I will be safe in my actions.

This is my Badger Team Pledge!

**BE SAFE
BE RESPECTFUL
BE RESPONSIBLE**

**EL TEJON
SCHOOL
Badgers**



URGENT!

**PLEASE RETURN THESE REQUIRED ITEMS TO
SCHOOL AS SOON AS POSSIBLE:**

Emergency/ Registration Card

***Complete both sides**

***Include emergency contacts**

****Be sure to sign it**

Signed Parent Acknowledgement

Signed Internet Use Agreement

Permission to be Photographed

Signed Cell Phone Policy

8th Grade Graduation Requirements

Application for Free or Reduced Lunch

Locker Contract

Bullying Policy

**** (Optional Items) ****

Medication Form

Parent Involvement Form

**Boys & Girls Club Application (handed out
separately by teacher)**



El Tejon Unified School District REGISTRATION CARD

Student ID
Picture

For Office Use
Only

STUDENT# _____ GRADE _____ YEAR 2022-2023

*** All registration information must be completed for your child to be enrolled***

STUDENT INFORMATION

STUDENT LEGAL NAME (LAST) _____ (FIRST) _____

(MIDDLE) _____ (AKA/OTHER NAME) _____

GENDER : MALE _____ FEMALE _____ NON- BINARY _____

IS STUDENT A U.S. CITIZEN ? ___ YES ___ NO

BIRTHPLACE (COUNTRY OR CITY, STATE) _____ DATE OF BIRTH _____

STREET ADDRESS _____ MAILING ADDRESS _____ CITY/STATE/ZIP _____

HOME PHONE _____ ALTERNATE PHONE (CELL) _____

Has your child ever been enrolled in ETUSD? _____ Yes or _____ No

Has your child ever been enrolled in the state of California? _____ Yes or _____ No

If yes, where? _____

What is your child's ethnicity? (Please check one): NOT Hispanic or Latino Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

What is your child's race? (Please check up to five racial categories) The previous question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your race to be.

- | | | |
|--|--|--|
| <input type="checkbox"/> American Indian or Alaskan Native (100) | <input type="checkbox"/> Laotian (206) | <input type="checkbox"/> Tahitian (304) |
| <small>(Persons having origins in any of the original people of North, Central or South America)</small> | | |
| <input type="checkbox"/> Chinese (201) | <input type="checkbox"/> Cambodian (207) | <input type="checkbox"/> Other Pacific Islander (399) |
| <input type="checkbox"/> Japanese (202) | <input type="checkbox"/> Hmong (208) | <input type="checkbox"/> Filipino/Filipino American (400) |
| <input type="checkbox"/> Korean (203) | <input type="checkbox"/> Other Asian (299) | <input type="checkbox"/> African American or Black (600) |
| <input type="checkbox"/> Vietnamese (204) | <input type="checkbox"/> Hawaiian (301) | <input type="checkbox"/> White (700) (Persons having origins |
| <input type="checkbox"/> Asian Indian (205) | <input type="checkbox"/> Samoan | in any of the original peoples of Europe, |

PARENT EDUCATION- Check the answer that describes
Education level for both parents listed:

Parent #1:

- ___ Graduate Degree or Higher
- ___ College Graduate
- ___ Some College or Associates Degree
- ___ High School Graduate
- ___ Not a High School Graduate

Parent #2:

- ___ Graduate Degree or Higher
- ___ College Graduate
- ___ Some College or Associates Degree
- ___ High School Graduate
- ___ Not a High School Graduate

Date first attended
school **in U.S.**

Date first attended
school **in California:**

Residence – Where is your child/family currently living? (federally mandated by NCLB) – **Please check one box:**

- Single family permanent residence (house, apartment, condo, mobile home)
- Doubled Up (sharing housing with other families/individuals due to economic hardship or loss) (11)
- In a shelter or transitional housing program (10)
- In a motel/hotel (09) Unsheltered (car/campsite) (12) Other (15) _____

PARENT OR GUARDIAN INFORMATION (STUDENT LIVES WITH)

FATHER / STEP-FATHER / GUARDIAN (Circle One)

NAME _____ CELL PHONE: _____ WORK PHONE: _____

NAME OF BUSINESS/EMPLOYER _____ EMAIL ADDRESS: _____

MOTHER / STEP-MOTHER / GUARDIAN (Circle One)

NAME _____ CELL PHONE: _____ WORK PHONE: _____

NAME OF BUSINESS/EMPLOYER _____ EMAIL ADDRESS: _____

Is Father or Mother a migrant farm worker? ___ Yes ___ No / Student Migrant ID # _____

Parent/Guardianship Information (with whom the student lives) – check all that apply

Father Mother Both Step-Father Step-Mother Guardian Foster/Group Home Other _____
Is the above (checked) person(s) the student's LEGAL guardian? Yes No (If no, please complete a "Caregiver Affidavit")
If there is a legal custody agreement regarding this student, please check one: Joint Sole Guardian

LOCAL EMERGENCY OR DISASTER CONTACTS

Please list three (3) parties who live close by that can assist in case of injury, illness, emergency or disaster when parent(s) or guardian(s) cannot be reached. **ETUSD WILL ALWAYS ATTEMPT TO CONTACT PARENT(S) or GUARDIAN(S) FIRST. STUDENTS WILL NOT BE RELEASED TO ANYONE NOT LISTED ON THIS SECTION OF THE REGISTRATION CARD.**

NAME	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

HEALTH AND SPECIAL EDUCATION INFORMATION

Allergies, Diabetes, Asthma, Other: _____

Does your child routinely take medication at school? Yes _____ No _____
(STUDENTS MUST HAVE PHYSICIAN'S RELEASE FORM FOR ANY MEDICATIONS ON FILE IN THE OFFICE. ALL MEDICATIONS MUST BE KEPT LOCKED IN THE SCHOOL OFFICE.)

Is your child currently enrolled in Special Education? Yes _____ No _____

Is your child currently enrolled in a Speech Program? Yes _____ No _____

Does your child currently have an IEP? Yes _____ No _____

Is your child enrolled in an English Language Program? Yes _____ No _____

Does your child currently have a 504 Plan? Yes _____ No _____

Is your child qualified for or enrolled in: RSP ___ SDC ___ TITLE I ___

LIST OTHER CHILDREN (SIBLINGS) ATTENDING SCHOOL WITHIN THE ETUSD

NAME _____ GRADE _____ BIRTHDATE _____

NAME _____ GRADE _____ BIRTHDATE _____

I CERTIFY THAT I AM A RESIDENT OF THE EL TEJON UNIFIED SCHOOL DISTRICT AND THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

For Office Use on New Students Only:							
Proof of Birth	Proof of Residence	Proof of Immunizations	Enroll Date	Assigned Grade	IEP	Blank	<input type="checkbox"/> Ethnicity
_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Race

EL TEJON UNIFIED SCHOOL DISTRICT
COVER LETTER AND PARENT ACKNOWLEDGEMENT

ANNUAL NOTICE TO PARENTS/GUARDIANS
CONCERNING THEIR RIGHTS AND RESPONSIBILITIES
2022 - 2023

Each school district must notify parents and guardians of their legal rights and obligations at the beginning of the first semester or quarter of the regular school year. The following summarizes those rights and responsibilities.

Please sign and return the attached acknowledgment indicating that you have received and reviewed these materials. Also, please check the appropriate box below which will allow the district to send future versions of the Annual Notice to you electronically instead of a hard copy.

If you have any questions, please contact the district office.

Sincerely,


District Superintendent

PARENTAL ACKNOWLEDGMENT

E.C section 48982 Requires Parents to Sign and Return this Acknowledgment

By signing below, I am neither giving nor withholding my consent for my student(s) to participate in any program nor am I agreeing to, or disagreeing to, the information contained in this Notice. I am merely indicating that I have received and read the attached notice regarding my rights relating to activities which might affect my student(s).

- I wish to receive the district's Annual Notice by logging onto the district website
 I wish to receive the district's Annual Notice only by email

Date: _____

Signature of Parent

Printed Name of Student

Printed Name of Parent

Printed Name of Student

ACCEPTABLE USE AND INTERNET SAFETY POLICY
FOR THE COMPUTER NETWORK OF THE
EL TEJON UNIFIED SCHOOL DISTRICT

The El Tejon Unified School District (hereinafter referred to as the "District") is pleased to make access available to students to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the terms and provisions of the Acceptable Use and Internet Safety Policy (hereinafter referred to as "Policy") of the District and the Data Acquisition Site that provides Internet access to the District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parent(s) or guardian(s) read and sign the Policy. The District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parent(s) or guardian(s).

If you have any questions about these provisions, you should contact the School principal. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, *but also are agreeing to report any misuse of the network to a teacher or school administrator.* Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed, will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the District before they are given an access account.

III. ACCEPTABLE USES

A. Educational Purposes Only. The District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
5. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

IV INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users. All

users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors should discuss with their children the type of materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to a teacher or school administrator.

- B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. “Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 or older.

The term “harmful minors” is defined by the Communication Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the District may refuse to reinstate for the remainder of the student's enrollment in the District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The District may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, the user is taking full responsibility for his or her use, and the user who is 18 or older [or, in the case of a user under 18, the parent(s) or guardian(s)] is agreeing to indemnify and hold the School, the District, the Data Acquisition Site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers, and staff harmless from any and all losses, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user [or if the user is a minor, the user's parent(s) or guardian(s)] agrees to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the District's network.

VIII. UPDATES

Users, and if appropriate, the user's parent(s)/guardian(s), may be asked from time to time to provide new or additional registration and account information or to sign a new

Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardians) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

EL TEJON UNIFIED SCHOOL DISTRICT
STUDENT INTERNET USER AGREEMENT

Student's Name: _____

Teacher's Name: _____

I understand that the school district will provide me access to the Internet for educational purposes. I agree that I will use this access only for those purposes. Internet access is a privilege, not a right. I understand that my access will be withheld if I abuse the privilege, violate the district's Internet Policy, violate the rules of network etiquette (Netiquette) or engage in any prohibited activity on the internet. I will not allow any other person to access the Internet using my district account, and I will not access the Internet using anyone else's district account.

Before I access the Internet, I will read and abide by the following:

- The School District's Internet Policy
- Rules for Netiquette
- Usage guidelines

Student's Signature

Date

I am the parent/guardian of the student named above. I request that the student be given access to the Internet for educational purposes. I will review with the student the District's Internet Policy, Rules for Internet Etiquette, and Prohibited Activities. I understand that access may be withheld if the policy and rules are violated.

Parent/Guardian Signature

Date

I also agree that my student's name (first name only in grades K-6), picture, email address (grades 7-12 only), and work may be featured on the El Tejon Unified School District web pages.

Parent/Guardian Signature

Date

THIS SIGNED AGREEMENT MUST BE RETURNED TO THE STUDENT'S SCHOOL BEFORE ACCESS WILL BE PERMITTED.

El Tejon Unified School District

Sara Haflich, Superintendent

(661) 248-6247

P.O. Box 867 *4437 Lebec Road

Lebec, CA 93243

There are many activities and accomplishments that take place in our schools, which we feel are positive, newsworthy, and of interest to the community. If there is any reason why you would not want to have your child photographed, please let us know on the form below. We want to emphasize that this is for sharing positive information on our students and our schools.

PERMISSION TO BE PHOTOGRAPHED OR FILMED

- I give permission for my son/daughter _____ to be photographed or filmed by the El Tejon Unified School District and /or the press (television, videos, magazines, and newspapers) for highlighting student/classroom/school activities and for recognizing student achievement. I understand that such photographs or films may be used by the El Tejon Unified School District informational newsletters, brochures, websites and press releases or by the media for publication and use.
- I give permission for my son/daughter's name to appear for the above purpose.
- I do **not** give permission for my son/daughter _____ to appear in photographs prepared by the El Tejon Unified School District and/or the press (television, videos, magazines, websites and newspapers).
- I do **not** give permission for my son/daughter's name to appear for the above purpose.

Signed: _____ Date: _____
Parent or Guardian

Teacher

El Tejon Middle School Locker Agreement/Contract

Locker Agreement & Expectations

El Tejon 6th, 7th and 8th grade students will receive a hall locker. Due to space limitations, 6th grade self-contained students may not be issued a hall locker.

Please read the following guidelines carefully as you accept a locker from El Tejon School. Remember that having a locker is a privilege and not a right. Lockers are assigned only if the student and parent/guardian agree to these rules. Violation of these rules will result in the loss of the privilege of having a locker on campus.

1. Lockers are El Tejon/ETUSD property on loan to students until the last day of the instructional school year.
2. The school is not responsible for theft, damage, or vandalism of property including but not limited to personal property and textbooks. El Tejon School is not liable for personal property and not liable for damages to assigned lockers.
3. Valuables must **NOT** be left in the lockers (including money, jewelry, electronic equipment, etc.). Please keep all valuables at home.
4. **El Tejon School reserves the right to search lockers at any time.**
5. Students should keep only items necessary for school in the lockers (i.e. textbooks, school supplies, sweaters, running shoes, etc.)
6. Students are prohibited from storing perishable food items. Including items which could potentially be deemed unsafe or cause harm to self or others; alcohol, tobacco, controlled substance, weapons, or any other item prohibited by law.
7. At the end of each school day, lockers must be kept free from food and trash.
8. Students may only use lockers issued to them. Students will lose their locker privileges if they are found sharing a locker without administrative permission.
9. Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year. Proper care of the locker is the responsibility of the student. Defacing or damaging the lockers by stickers, markers, etc. are grounds for withdrawal of locker privileges and the student will be charged the cost of repair or replacement of the locker.
10. Students may not use lockers during class time, unless you have permission from a staff member.
11. If there are any problems with lockers, students should go to the office within 24 hours. The staff will address the problem as soon as possible.
12. Students will be assigned a combination lock with a \$10.00 dollar **refundable** deposit. **If you have more than one student attending ETS you're eligible for a family discount/waiver. Please contact the El Tejon Office for more information at 661-248-6680.**

BY SIGNING THIS CONTRACT, I UNDERSTAND AND AGREE THAT THE USE OF ANY ETUSD LOCKER ASSIGNED TO ME IS SUBJECT TO THE FOREGOING CONDITIONS.

STUDENT SIGNATURE DATE

PARENT SIGNATURE DATE

GRADE LEVEL HOMEROOM

DEPOSIT AMOUNT PAID (CIRCLE)
YES / NO

LOCKER NUMBER LOCKER COMBINATION

**EL TEJON SCHOOL
CELL PHONE POLICY**

PLEASE READ THE CELL PHONE POLICY WITH YOUR STUDENT.
BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO THE
STATED POLICIES REGARDING THE USE OF CELL PHONES ON
CAMPUS AND DURING INSTRUCTIONAL LEARNING.

Cell Phone Policy: Students are not to have their cell phones on or visible during class. Students may only use their cell phones before and after school, and during morning and lunch recess. **They may not be used for recording or taking pictures of others, as this violates their rights to privacy and can lead to legal litigation. Cell phones out during class will be taken and placed in the office safe until parent pickup.**

Parent Name - Print

Parent Name - Signature

Student Name - Print

Student Name - Signature

Date

El Tejon School
8th Grade Graduation Requirements
2022-2023

Student Name _____

Homeroom _____

Goal – Junior High Diploma*
Including full participation in all End of Year activities

- A cumulative GPA of **2.0 or higher** (overall average for all four quarters)
- Has shown to be an upstanding good citizen (demonstrates positive character traits)
- Have debts paid in full (books, lunch, transportation, etc.)
- No more than 10 student suspension days
- The principal will conduct a preliminary evaluation ***4 weeks prior*** to graduation to determine if your child is in jeopardy of not graduating.
- An 8th grade graduation committee will conduct a final evaluation ***2 weeks prior*** to graduation day to determine if your child is eligible to participate in all graduation activities.
- Any serious disciplinary issues that arise prior to graduation may be grounds for exclusion of ***any and all*** graduation activities (subject to principal and or superintendent approval).

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____

*Committee will consist of various school representatives, including the principal.

*If unable to participate in the graduation ceremony or end of year activities; you may pick up your child's diploma and or report card from the front office on the last day of school.

IT'S MORE THAN JUST AN
ALTERNATE HOUSEHOLD INCOME FORM

All 3 El Tejon Unified schools serve one (1) complete breakfast and one (1) complete lunch at no charge to ALL students as part of the Community Eligibility Provision (CEP) Program. Completing the Alternate Household Income Form is completely confidential and is not based on citizenship status.

COMPLETE BOTH THE ALTERNATE HOUSEHOLD INCOME FORM AND SHARING INFORMATION WITH OTHER PROGRAMS WAIVER. IF YOU QUALIFY, YOU MAY BE ENTITLED TO THE FOLLOWING BENEFITS:

SCHOLARSHIPS

Local scholarships, tuition assistance for dual credit & AP courses, and discount fees on applying for college.



SPORTS FEES

Reduced fees for sports and activities.



TEST FEES

Testing fees will be waived. These tests include:

- AP
- PSAT
- ACT



SCHOOL FEES

School fees waived:

- Textbook & Material Fees (6-12)
- Materials & Supplies (K-5)
- Instrument Rental



SCHOOL BUDGETS

Increased state & federal funding for staff, equipment, and supplies



COMPUTER NETWORK

More funding for internet access, wireless & network services. Discount fees for home.



THANK YOU FOR ENSURING THAT YOUR SCHOOL CONTINUES TO RECEIVE ADDITIONAL FUNDING!

ES MÁS QUE UN FORMULARIO ALTERNO DE INGRESOS

Las 3 escuelas del Distrito Escolar de El Tejon sirven un (1) desayuno completo y un (1) almuerzo completo sin cobro a TODOS los estudiantes como parte del programa del Provisión por Elegibilidad Comunitaria (CEP, por sus siglas en inglés). Rellenar el Formulario Alternativo de Ingresos es completamente confidencial y no se basa en el estado de ciudadanía.

RELLENE AMBOS, EL FORMULARIO ALTERNATIVO DE INGRESOS Y COMPARTIR INFORMACIÓN CON OTROS PROGRAMAS. SI CALIFICA, PUEDE RECIBIR LOS SIGUIENTES BENEFICIOS:

BECAS

Becas locales, ayuda con colegiatura para los cursos de crédito dual y AP y un descuento en las cuotas al aplicar para la universidad.



CUOTAS DE DEPORTES

Un descuento en las cuotas de deportes y actividades.



CUOTAS PARA EXÁMENES

Se perdonarán las cuotas para los exámenes. Estos exámenes incluyen:

- PSAT
- ACT
- AP



CUOTAS ESCOLARES

Las cuotas escolares que se perdonan:

- Cuotas por libros y materiales (6-12)
- Materiales y útiles (K-5)
- Alquiler de instrumentos



PRESUPUESTOS ESCOLARES

Un aumento en los fondos estatales y federales para el personal, equipo y materiales.



SISTEMA DE COMPUTACIÓN

Más fondos para el acceso a internet, servicios inalámbricos y de informática.

Descuento en las cuotas en casa.



¡GRACIAS POR ASEGURAR QUE SU ESCUELA SIGA
RECIBIENDO FINANCIAMIENTO ADICIONAL!

El Tejon Unified School District

Alternate Household Income Form

2022-2023

TO THE PARENTS/GUARDIANS OF:

Student ID: _____

School: _____

Student Name: _____

SECTION I: Fill in the following information for children living in your household

Name of Child(ren) attending a California K-12 Public School			School Attending	Birth Date	Grade Level
Last	First	Middle			
1. «Last_Name»	«First_Name»	«Middle_Name»	«School»	«Birthdate»	«Grade»
2.					
3.					
4.					
5.					

SECTION II: Please complete this section if a household member receives one of the following benefits or if the above noted student is either a foster child, homeless, a runaway, or migrant.

CalFresh – Case # _____ Medi-Cal – Case # _____
 CalWORKS – Case # _____ FDPIR – Case # _____
 Child is: Homeless Runaway Migrant Foster

SECTION III: Fill in the following information for Household size and Household Income

Do not include overtime pay if it is not received on a regular basis.

For help in determining your household size and total annual household income, please see the enclosed instructions provided for you.

1. Circle the total number of adults and children living in your household:

Circle one: 1 2 3 4 5 6 7 8 9 10 Other _____

2. Total Household Income: \$ _____

3. How Often Paid (circle one): Weekly Every 2 Weeks Twice a Month Monthly

SECTION IV: Contact Information & Signature

I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

Signature of Adult Household Member
Completing this Form

Date

Printed Name of Adult Household Member
Completing this Form

Phone Number

Cell Number

E-mail

** FOLLOWING SECTION IS FOR SCHOOL DISTRICT USE ONLY **

Household Size	Category 1 – Total Annual Household Income is Within This Range:	Category 2 – Total Annual Household Income is Within This Range:
1	<input type="checkbox"/> \$0 - \$17,667	<input type="checkbox"/> \$17,668 - \$25,142
2	<input type="checkbox"/> \$0 - \$23,803	<input type="checkbox"/> \$23,804 - \$33,874
3	<input type="checkbox"/> \$0 - \$29,939	<input type="checkbox"/> \$29,940 - \$42,606
4	<input type="checkbox"/> \$0 - \$36,075	<input type="checkbox"/> \$36,076 - \$51,338
5	<input type="checkbox"/> \$0 - \$42,211	<input type="checkbox"/> \$42,212 - \$60,070
6	<input type="checkbox"/> \$0 - \$48,347	<input type="checkbox"/> \$48,348 - \$68,802
7	<input type="checkbox"/> \$0 - \$54,483	<input type="checkbox"/> \$54,484 - \$77,534
8	<input type="checkbox"/> \$0 - \$60,619	<input type="checkbox"/> \$60,620 - \$86,266

Eligibility Status: Category 1 Category 2 Exceeds

Verifying Signature (School District Employee): _____

ID: _____

School: _____

El Tejon Unified School District

Formulario Alternativo de Ingresos

2022-2023

A LOS PADRES / TUTORES DE : _____ Identificación del Estudiante: _____
 Escuela: _____

Student Name: _____

SECCIÓN I: Proporcione la siguiente información acerca de los niños que viven en su hogar					
Nombre del niños/as que asisten a una escuela pública de California del kindergarten al doceavo grado			Escuela a la que asiste	Fecha de nacimiento	Grado
Apellido	Primer nombre	Segundo nombre			
1. «Last_Name»	«First_Name»	«Middle_Name»	«School»	«Birthdate»	«Grade»
2.					
3.					
4.					
5.					

SECCIÓN II: Por favor complete esta sección si un miembro de su hogar recibe uno de los siguientes beneficios o si el estudiante indicado anteriormente es hijo adoptivo, sin hogar, fugitivo, o migrante.					
<input type="checkbox"/> CalFresh – Case # _____	<input type="checkbox"/> Medi-Cal – Case # _____				
<input type="checkbox"/> CalWORKS – Case # _____	<input type="checkbox"/> FDIPIR – Case # _____				
Niño/a es:	<input type="checkbox"/> Sin Hogar	<input type="checkbox"/> Fugitivo	<input type="checkbox"/> Migrante	<input type="checkbox"/> Niño adoptivo o colocado en el cuidado fuera del hogar	

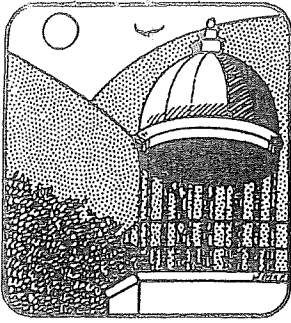
SECCIÓN III: Proporcione la siguiente información acerca de la cantidad de integrantes y los ingresos del hogar											
No incluya pago de horas extras si no se recibe regularmente.											
Para obtener ayuda en la determinación de su tamaño del hogar y el ingreso total anual de los hogares, por favor consulte las instrucciones adjuntas proporcionadas para usted.											
1. Marque el número total de adultos y niños que viven en su hogar :											
Marque Uno:	1	2	3	4	5	6	7	8	9	10	Otro _____
2. Ingreso Anual del Hogar: \$ _____											
3. Frecuencia de pago (marque uno): Semanalmente Cada Dos Semanas Dos veces al mes Mensual											

SECCIÓN IV: Información de contacto y firma		
<i>Certifico (prometo) que la información proporcionada en este formulario es verdadera y que he incluido todos los ingresos. Entiendo que la escuela puede recibir fondos estatales y federales sobre la base de la información que proporcione y que la información podría ser objeto de revisión.</i>		
Firma del adulto del hogar completando este formulario	Fecha	Nombre del adulto del hogar completando este formulario
Número de teléfono	Número de celular	Correo Electrónico

ID: _____

LA SIGUIENTE SECCIÓN ES SÓLO PARA USO DEL DISTRITO ESCOLAR		
Tamaño del Hogar	Categoría 1 - Ingreso anual total del hogar es dentro de este rango:	Categoría 2 - Ingreso anual total del hogar es dentro de este rango:
1	<input type="checkbox"/> \$0 - \$17,667	<input type="checkbox"/> \$17,668 - \$25,142
2	<input type="checkbox"/> \$0 - \$23,803	<input type="checkbox"/> \$23,804 - \$33,874
3	<input type="checkbox"/> \$0 - \$29,939	<input type="checkbox"/> \$29,940 - \$42,606
4	<input type="checkbox"/> \$0 - \$36,075	<input type="checkbox"/> \$36,076 - \$51,338
5	<input type="checkbox"/> \$0 - \$42,211	<input type="checkbox"/> \$42,212 - \$60,070
6	<input type="checkbox"/> \$0 - \$48,347	<input type="checkbox"/> \$48,348 - \$68,802
7	<input type="checkbox"/> \$0 - \$54,483	<input type="checkbox"/> \$54,484 - \$77,534
8	<input type="checkbox"/> \$0 - \$60,619	<input type="checkbox"/> \$60,620 - \$86,266
Estado De Elegibilidad: <input type="checkbox"/> Categoría 1 <input type="checkbox"/> Categoría 2 <input type="checkbox"/> Excedió		
Firma de Verificación (Empleado/a del distrito): _____		

School: _____



El Tejon School

P.O. Box 876
Lebec, California 93243
(661) 248-6680 • 858-2062
Fax (661) 248-5203

Dear Parents:

The State of California has some very strict and specific guidelines as to how schools may proceed with the administration of medications to students. Please make note of the following guidelines so that if and when your child needs medications at school, we will have the necessary information and authority to fulfill those needs. **Medication includes both prescription and over-the-counter substances. The school will not administer medications unless the following information is received.**

1. A written statement from the student's physician detailing the method, amount, and time schedules by which such medication is to be taken.
2. A written statement for the parent/guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician's statement.

Parent Responsibilities

1. Parents/guardians are responsible for providing the school with a signed physician's statement and a parent's/guardian's request for medication to be administered during school hours.
2. The physician's statement must include the following:
 - *Name of the student for whom the request is made.
 - *Name of medication to be administered.
 - *Dosage required and route of administration.
 - *Time schedule for administration.
 - *Statement indicating that the medication is medically required to be administered during school hours.
3. Parents/guardians must deliver the medication in its originally received container with all labeling intact.

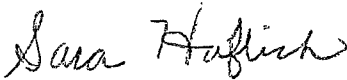
"Home of the Badgers"

4. Prescribed and over-the-counter medications that are not in their original containers with the label intact that identifies the medication will *not* be accepted or administered. The prescribed medication label must also include the name of the person of whom it is prescribed, the name of the prescribing physician, and the physician's instructions.
5. Medications shall not be sent to the school site on the school bus.
6. Medications should not be brought to the school site by the student. The parent or other authorized adult must bring the medication to the school.
7. The parent/guardian of the student on a continuing medication regime from a non-episodic condition shall inform the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician. If a change in dosage on a medication is required, the school must receive a note from the physician indicating the changes.

Attached please find an *Authorization For Any Medication Taken During School Hours* form, with Part 1 to be completed by parent/guardian and Part 2 to be completed by physician. This completed form will fulfill requirements #1 and #2 above. If you take your child to the doctor for an illness, please take this letter and form with you to assist the doctor with providing the school all necessary information to prevent any lapse in the administration of your child's medication. Please remember that these guidelines must be followed even for over-the-counter medications such as children's Tylenol or Advil.

If you have any questions regarding these State guidelines, please feel free to call me. We want to assist you in keeping your child healthy

Sincerely,



Mrs. Sarah Haflich
Superintendent

Office of Christine Lizardi Frazier
Kern County Superintendent of Schools

AUTHORIZATION FOR ANY MEDICATION TAKEN DURING SCHOOL HOURS

Valid only for the current school year.

Part 1: To be completed by Parent or Legal Guardian

Note: All medications must be prescribed, including over-the-counter medications. Medications must be in the original container and the label must include the child's name, name of medication, dosage, method of administration and name of physician.

I request that designated school personnel assist my child in taking this prescribed medication (including prescribed over-the-counter medication). I understand that my child may not have nor take medication at school unless all requirements are met. I hereby give consent for a School Nurse or District Administrator to communicate with my child's physician and school personnel as needed with regard to this medication.

Child's Name _____ Sex M F Birthdate _____ SS# _____ ID# _____

Name of School _____ Grade _____ Teacher _____ Room # _____

I have read and understand the "Notice of Provisions" printed below. I will immediately notify the school if there are any changes in medications my child is taking at school.

Date Parent or Legal Guardian Signature _____ Home Phone _____ Work Phone _____ Emergency Phone _____

Please review the 'Notice of Provisions' California Education Code Sections 49423, 49480 and California Code of Regulations Title 5, 18170, listed below.

California Education Code, Section 49423 - Administration of prescribed medication for pupil

Notwithstanding the provisions of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for them by a physician, may be assisted by the school nurse or other designated personnel if the school district receives:

1. A written statement from such physician detailing the method, amount and time scheduled by which such medication is to be taken, and
2. A written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in matters set forth in the physician's statement.

California Education Code, Section 49480 - Continuing medication regimen for non-episodic condition; require notice to school employees

The parent or legal guardian of any public school pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the 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. The superintendent of each school district shall be responsible for informing parents of all pupils of the requirements of this section.

California Code of Regulations Title 5, 18170 - The agency shall follow these provisions pertaining to medication

1. An assigned staff member shall administer medications prescribed by a physician for a child provided written parental consent has been given.
2. Record of medication dosages to the child and date and time medication is administered shall be maintained by the facility.
3. Centrally stored medicines shall be kept in a safe and locked place that is not accessible to persons other than employees responsible for health supervision. Each container shall carry the name of the medication, the name of the person for whom prescribed, name of the prescribing physician and physician's instructions. All centrally stored medications shall be labeled and maintained in compliance with State and Federal laws. Each person's medication shall be stored in its originally received container.

No medications shall be transferred between containers. The agency shall be responsible for assuring that a record of centrally stored prescription medications for each person in care includes: Name of the person for whom prescribed, the drug name, strength and quantity, the date filled, the prescription number and name of issuing pharmacy.

4. All medications shall be centrally stored in an area which is totally inaccessible to children.

***Procedures under the Individualized Education Program (IEP), Individualized Health Program (IHP) or 504 Plan should not be addressed on this form. Please request for Specialized Physical Health Care Services pursuant to California Education Code Section 49423.5.

Part 2: To be completed by the Physician

The child named below is under my care. It is necessary for him or her to receive the following medication during school hours.

Name of child _____

Diagnosis for which medication is prescribed _____

Name of medication (one medication per form) _____

Dosage (Be specific, i.e., milligrams, etc.) _____

Time of day to be given _____ Frequency if 'as needed' _____

If 'as needed' describe indications and sequence orders _____

Method of administration: ORAL Liquid Tablet Inhaler DROPS Eye R L Ear R L Nostril R L
 Topical Other _____

Precautions, reactions or side effects _____

For Severe Allergy: If the following symptoms occur (check appropriate):

- choking hives skin rash swelling (eyes and lips) loss of voice breathing difficulty
- loss of consciousness other _____

Use: (circle one) Epi-pen Junior or Epi-pen

Transport student to nearest emergency room _____

Storage and Handling Routine handling, medications in locked storage and administered by authorized school personnel
 72 hour disaster supply only Refrigeration

If Medically Necessary Child to carry, school personnel to administer Child trained to carry and self-administer (medicate)

Additional special instructions/interventions _____

Physician (Printed Name) _____ Date _____ Signature _____
Office Address _____ Office Phone _____ Office Fax _____

***SCHOOL STAFF: Notify school nurse or district administrator if allergy or asthma is indicated under diagnosis.

Bullying Policy

Dear Parents/Guardians,

In an effort to eliminate bullying at El Tejon School we need everyone's support. Remember the saying, "It takes a village to raise a child." This statement is so true! As you know, bullying has become a major issue in today's society, especially in schools. This means any student found to be bullying another student(s) will receive one of the following consequences:

First Offense: Lunch detention and phone call home

Second Offense: In-School Suspension, phone call home, and Safe School Ambassador Mediation Referral

Third Offense: One Day Suspension from school and Safe School Ambassador Mediation Referral

Fourth Offense: 2 or more days' suspension from school + referral to the school's Student Assistance Team

Students will receive these consequences if they engage in one or more of the following acts of bullying:

- A.) Displays aggressive behavior in the form of physical or verbal harassment.
- B.) If a student or students gang up on another student.
- C.) Shoves, kicks, hits, excludes someone from an activity, or gossips about someone.
- D.) Uses an electronic device to "cyber bully" one or more individuals.

Students being bullied can easily report (also anonymously) any bullying to the office by completing a "**Bully Buster Form**" describing the incident and dropping it off in the Bully Buster Box located in the office. Forms are available in the office and each of the classrooms. Students can also access "**Sprigeo**" on the El Tejon website to report bullying (can be done anonymously). You may also email us at chansen@el-tejon.k12.ca.us or talk to another teacher or adult at school. We will be implementing the following activities/interventions in order to raise awareness about bullying and what students being bullied can do by enforcing or promoting the following programs:

- a.) Safe School Ambassadors Anti-bullying Program
- b.) School Assemblies that promote anti-bullying
- c.) Peer Mediation Team
- d.) Participate in school based extracurricular activities (ASB, Sports, Science Fair, Music, etc.)

Please help us eliminate bullying at El Tejon School. Without your support, this goal would not be accomplished. To show your support please read the above information to your student, sign, and return the bottom portion with your student.

Thank you,

Mrs. Hansen – Principal

Please complete and return to school

I have read and understand the above information about El Tejon School's BULLYING policy. I have made my child aware of this policy including the consequences, and will encourage my child to adhere to this policy.

Date _____ Parent Signature _____

Date _____ Student Name _____ Room # _____

Parent Involvement Through Volunteering

I would be willing to help our school.

Your Name _____

Your Student's Name _____

Phone Number _____

- _____ Be a Room Parent
- _____ Assist with classroom parties
- _____ Chaperone Field Trips
- _____ Assist at Honor Roll Assemblies
- _____ Assist with the Winter Program
- _____ Assist with the Spring Carnival
- _____ Make information calls to parents
- _____ Bake cookies, cakes or brownies
- _____ Assist at Bake Sale
- _____ Help in classrooms
- _____ Be a part of School Site Council (Work on school improvement programs)
- _____ Be a part of Parent Advisory Council
- _____ Assist at Book Fair
- _____ Assist with fundraising activities

Do you have any skills you would be willing to offer that aren't mentioned above?
Please let us know. El Tejon School truly appreciates parent involvement!
