

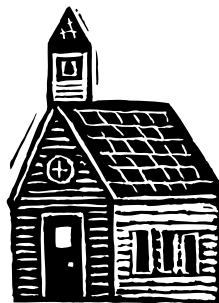
Maple Creek School



Student/Parent Handbook

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GENERAL INFORMATION

District Address: 15933 Maple Creek Road
Korbel, CA 95550

District Phone: 668-5596
- Please leave a message
if you reach the
answering machine.



Web Site: www.humboldt.k12.ca.us/mapleack_sd/

School Hours: Grades TK-8: 8:45 - 3:00

Board of Trustees:	Term Expires
Jan Garcia	2013
Rachel Cogliati	2013
Tina Floyd	2015

Administration: Wendy Orlandi Superintendent/Principal

Teachers:	Leslie Odelberg	Grades K - 8
	Wendy Orlandi	Grades K - 3
	Gwen Neu	Grades 4 - 8
	Eden Joseph	School Nurse
	Ann Heaney	School Psychologist

Support Staff:	Bill Carlson	Maintenance - Custodian
	Calene Cogliati	Bus Driver



SCHOOL SCHEDULE

School Starts:	8:45
Snack and Recess	10:15 - 10:45
Lunch	12:15 - 1:00
Dismissal	3:00



SCHOOL POLICIES

ATTENDANCE

Attend every day unless ill. Unexcused absences are considered TRUANT. If students are truant, we will be sending out Notification of Truancy letters to inform parents of the school's concern. This will include habitual tardiness as well as unexcused absences.



Please be on time. Student attendance is an important factor in helping students be successful in school. Please be sure that your child arrives at school ON TIME. When they come in late, it interrupts the rest of the class and the child has likely missed the start of the day's directions.

Illness (excused absence): When your child is ill, misses school, or will be late, please send a written excuse or phone stating the type of illness that caused him/her to be absent or late.

When a student incurs a communicable disease, he/she will not be allowed at school until the conditions no longer can be transmitted. Examples of communicable diseases are measles, chicken pox, head lice, scabies and pink eye. When your student contracts a communicable disease, please contact the school immediately.

Students will be expected to make up work missed during their absences whether due to illness or truancy (including out of town trips, etc.)

INDEPENDENT STUDY (EXCUSED ABSENCE)

When a student absolutely must be away from school for 5 days or longer, an **Independent Study Form** may be used. It will be necessary that the form be completed by parent and teacher prior to the days of absence.

SCHOOL POLICIES, CONTINUED

ARTICLES FROM HOME

Toys, models, playground equipment, electronic games, and headsets often cause a disruption in class or on the playground. These items can only be brought for class assignments. Students who bring articles from home do so at their own risk.

If a classroom teacher agrees that a student may use a video camera for an assignment, written parent permission is required before the student brings it to school. It may only be used under the direct supervision of the teacher whether during class time or recess. The camera is to remain on the teacher's desk when not in use.

If articles brought from home become a disruption, the teachers may confiscate the item and will ask that the student leave the article at home.

HOMEWORK

An important part of the educational process is the home-school link. The goal of homework is to promote and develop thinking skills, self-discipline, study habits, and time management skills which go beyond the time students are in the classroom. Time for silent reading, reading to parents or siblings, hobbies, and other activities are valuable and appropriate ways to enhance a child's learning at home.

Students may have homework Monday through Thursday. The amount of time will vary according to grade-level and quantity of work assigned.

• It is important that parents check the homework nightly.

Parents as partners in teaching can help their children in the learning process by providing support and encouragement, by spending special time with them on assigned activities, and by helping them with a concept or with memorizing information.

HOMEWORK HELPS FOR PARENTS

- Provide a study corner with necessary materials and good lighting.
- Support, encourage, and show interest in your child's school work.
- Help your child schedule their time so they can participate in family and community activities and not have to stay up too late.
- If your child does not understand the work, please write a note to the teacher so she/he knows why the homework was not completed.
- If you feel that your child is usually spending too much or too little time on homework, please contact the teacher and discuss the situation.

SCHOOL POLICIES, CONTINUED

PARENTS, VISITORS, VOLUNTEERS

Volunteers are welcome in our school and are not only helpful, but bring many talents to be shared with students. We prefer volunteers to schedule their time in advance with the classroom teacher so that lesson plans can be adjusted to meet student needs. Fingerprinting and a negative TB test are required by Ed code.

Volunteers are asked to keep all matters pertaining to individual children confidential.

PARENTAL COMPLAINT PROCEDURES

Parental concerns regarding your child's academic, social, or emotional growth should:

Be brought to the attention of the classroom teacher.

This will provide the parents and the teacher the opportunity to resolve misunderstandings, answer questions, and open channels of communication.

If the concern remains unresolved, the parent should refer to the Maple Creek School's complaint procedures that are available on our website. A hard copy is available upon request.

A conference with, or a written report to, the parent/guardian of each pupil is required whenever it becomes evident to a teacher that such pupil is in danger of failing a course. The teacher should notify the parent/guardian as early in the semester as practical and effective. However, the refusal of the parent/guardian to attend the conference, or to respond to the written report, shall not preclude failing the pupil at the end of the grading period. (Education Code 49067)

SCHOOL POLICIES, CONTINUED

IMMUNIZATION/PHYSICAL EXAM

It is the parents' responsibility to keep their child's immunizations up to date. Students who have not completed the immunizations are not allowed to attend school.

Required:

Immunizations BEFORE age 7: polio (3 times); DPT/TP (4 times); Measles, Mumps, Rubella (1 dose)

Immunizations schedule beginning AFTER age 7: polio (2 times + 1 booster); DPT/TD (2 times + 1 booster); Measles (1 time); Hepatitis B (upon entry into 7th grade); and chicken pox.

Please contact the school each time your child has had an immunization or a booster so the school may record it on the child's health record.

Entering kindergartners must have evidence of an oral exam by a dentist. First graders must have evidence of a physical exam. The forms are included in the kindergarten registration packet.

A physical exam for entering kindergarten will meet the requirement for entering 1st grade.

If a child is to be exempted for reasons of personal beliefs, the parent or guardian must sign and date the affidavit on the California School Immunization Record. First graders must have evidence of a physical exam that will meet the requirement for entering first grade.



PARENT/TEACHER CONFERENCES

Formal progress reporting will occur two times a year. Additional conferences can be made by parent, student or teacher request.

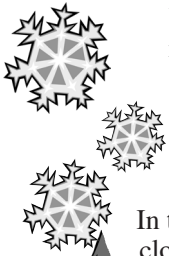
Parents will be notified of the date and time of the conference. We will make every attempt to coordinate with families. If there are any problems with a specific time, you may request an alternate.

EARLY DISMISSALS

Please check the calendar for early dismissals for staff development and parent conferences.

WEATHER/DISASTER EMERGENCIES

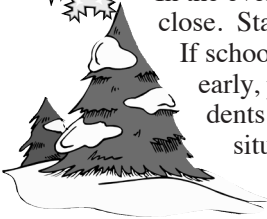
It is important for you to completely fill out the yearly Emergency Update so that phone numbers, work schedules, and persons authorized to pick up your child are accurate.



SNOW/HAZARDOUS WEATHER CONDITIONS

In the event of snow or hazardous weather conditions, school may close. Staff will telephone to notify parents of the school closure.

If school is in session, and it is necessary to dismiss the students early, parents will be called before students are sent home. Depending on the situation, the students will be taken home on the bus, by a parent or person authorized by parent, or by a staff member. *



** If you cannot make it to school and you cannot reach us, call HCOE operator at 445-7000.*



EARTHQUAKE OR OTHER DISASTER

In the event of a major disaster, pupils shall be released **ONLY TO PERSONS AUTHORIZED BY PARENTS, OR PARENTS THEMSELVES**. Persons authorized by the parents will be required to identify themselves to an assigned staff member of the school to sign out the pupil by date and time.

At the school, we keep a full list of all emergency numbers for the county as well as for each student. Our 2-way radio and a ham radio are designed to have open communication with the County Office of Education, which will coordinate all emergency information. We are equipped with flashlights, warming blankets, and have access to water. Emergency food contributions are appreciated.

Please visit our website to view the school-wide safety plan.



MEETINGS AND ORGANIZATIONS

SCHOOL BOARD

The Board of Trustees meets the third Wednesday of each month in the Meeting Room. The regularly scheduled meeting time is at 2:00 P.M. The public is encouraged to attend.

SCHOOL SITE COUNCIL

The School Site Council is the School's advisory group for the School Improvement Program. This advisory group helps to decide on how special monies from the State will be spent to improve the total school program, environment, or curriculum. This committee consists of parents, teachers, and community members who are interested in our school. The group meets 2 to 3 times a year. All interested parents are welcome to attend. All parent input is encouraged.

FUNDRAISING COMMITTEE

The fundraising committee is open to all parents, guardians and community members.

SERVICES AND PROGRAMS

STATE CATEGORICAL PROGRAMS:

(Gate, School & Library, School Improvement, School Safety & Staff Development)

For the next 4 years, the State has allowed districts to use these funds for regular educational purposes.



EIA

This State program funds extra teacher help for the students below grade level.

CLASS SIZE REDUCTION PROGRAM

These funds are used to partially fund a second teacher.

RESOURCE SPECIALIST PROGRAM (INCLUDES SPEECH THERAPY)

The Resources Specialist Program is a State and Federally funded program that was developed for students with exceptional needs. If you feel your student might have a learning problem or disability, you may request he/she be tested. You may contact your child's teacher about testing.

A speech therapist is available to help children with speech-related problems. Referrals can be made to your child's teacher.

FEDERAL PROGRAMS

REAP & TITLE II

These programs are designed to help "at risk" students in grades K-8 who are experiencing difficulty in meeting grade level standards. Funding is used for teacher time to provide smaller groupings in math and language arts.

SERVICES AND PROGRAMS, CONTINUED

SCHOOL PSYCHOLOGIST & SCHOOL NURSE

We are provided with the services of a school psychologist three days a year. Among other duties, the psychologist tests students with special academic or emotional needs.

A school nurse will be available two days a year. The nurse deals with student health concerns, records, screening, and health education. If special attention is required for your child, notify the office or your child's teacher.

We often have students that ask to have Tylenol. **We cannot dispense any medication without direct parental and physician permission.**

Please remember that all medications that must be taken at or during school time must be taken to the office, along with a parent and physician permission slip. Label clearly and include instructions.



LUNCH PROGRAM

In order to comply with Education Code Section 49550, our district will work with those who qualify for free lunch to provide a basic lunch. If you wish to inquire about this service, please request a form from our office.

If you have any questions, please feel free to call our office (668-5596).

FAMILY - SCHOOL COMPACT

An important part of the educational process is the home-school link. In order to help ALL students, including RSP, GATE, and regular ed, to show yearly progress and to become proficient in the State Content and Performance standards, students, staff, and families agree to these responsibilities.

STAFF RESPONSIBILITIES:

1. Establish a classroom atmosphere that elicits proper behavior and enables every student the full opportunity to learn without disruption.
2. Teach classes through interesting and challenging lessons designed for students to show proficiency in the State Content and Performance standards.
3. Provide assistance to families concerning what they can do to support their child's learning.
4. Communicate with parents regarding student academic and behavioral progress through conferences, notes, or telephone calls.
5. Ensure that students experiencing difficulty in school are provided with extra help and support.
6. Participate in professional development opportunities that improve teaching and learning.

PARENT RESPONSIBILITIES

1. Assure that students are in school, on time, and prepared for the school day.
2. Provide a quiet time and place for homework and monitor TV viewing.
3. Support, encourage, and show interest in your child's school work. Some examples might be helping with homework, seeing that they read or are read to, helping them study and checking that they return their homework to school.
4. Get involved with school by attending conferences, communicating with the teacher, volunteering, and attending school activities.

STUDENT RESPONSIBILITIES

1. Come to school prepared to learn. Be on time and bring all necessary books, materials and homework assignments.
2. Know and follow school and classroom rules and behave in a manner that does not disrupt or interfere with other students' learning.
3. Communicate regularly with parents and teachers about school experiences so they can help me be successful in school.
4. Show respect for the school, classmates, staff, and family.

Please discuss the following classroom rules with your child/children. Discuss what each rule means and what expectations you have. For example, being respectful can include giving others appropriate body space and using kind words. In seat can mean sitting at your desk or on the carpet. On task includes doing your work without distracting others. Directions should be followed the first time they are given. We will have a school meeting the first day of school to discuss these rules and want each child to be prepared to participate in the discussion.

RESPECT

IN SEAT

ON TASK

FOLLOW DIRECTIONS

I agree to abide by these classroom rules.

PARENT SIGNATURE: _____ Date _____

STUDENT SIGNATURE: _____ Date _____

Please discuss the following playground rules with your child/children. We will have a school meeting the first day of school to discuss these rules and want each child to be prepared to participate in the discussion.

RESPECT

FOLLOW DIRECTIONS

USE EQUIPMENT SAFELY

STAY IN SIGHT OF A SUPERVISOR

I agree to abide by these playground rules.

PARENT SIGNATURE: _____ Date _____

STUDENT SIGNATURE: _____ Date _____

DRESS AND GROOMING

In cooperation with teachers, students and parents/guardians, the superintendent or designee shall regularly review district regulations and may establish additional school rules governing dress and grooming.

The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. During P.E., athletic footwear must be worn.
2. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, violent, profane, or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs and alcohol.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. In consideration of others, please refrain from application of body fragrance.
6. Hair shall be clean and neatly groomed. Hair sprays/applications that drip when wet are prohibited.
7. Personal grooming must be restricted to the restroom.



LEGAL REPORTING REQUIREMENTS

SUSPENSION OR EXPULSION (Education Code 48900)

A pupil shall not be suspended from school or recommended for expulsion unless the administrator of the school in which the pupil is enrolled determines that the pupil has:

- a. Willfully caused, attempted to cause, or threatened physical injury to another person; used force except in self-defense;
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object;
- c. Unlawfully possessed, used, sold, or furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind;
- d. Unlawfully offered to sell any controlled substance, alcoholic beverage, or controlled substance;
- e. Committed robbery or extortion;
- f. Caused or attempted to cause damage to school or personal property;
- g. Stolen school or private property;
- h. Possessed or used tobacco or nicotine products;
- i. Committed an obscene act or engaged in habitual profanity or vulgarity;
- j. Unlawfully offered to sell any drug paraphernalia;
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel.

A pupil may be suspended or expelled for the acts listed above and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

1. While on school grounds;
2. While coming to or going home from school;
3. During lunch period;
4. During, or while going to or coming from a school activity.

EXPULSION

The principal SHALL recommend a pupil's expulsion for violation of a, b, c, and e listed above, or for assault or battery upon any school employee, unless the principal finds, and so reports in writing to the governing board, that expulsion is inappropriate due to the particular circumstances of the incident.

If you wish to have a full copy of Maple Creek School's Suspension/Expulsion Policy BP5144.1, please call the school.

Sexual Harassment

Please refer to Maple Creek School's Sexual Harassment Policy on our website.

Pupil Transportation Information

Maple Creek School students, who qualify for school bus transportation, are transported to their assigned school through a coordinated transportation system.

The information in this booklet is provided for your information. Your cooperation will aid considerably in transporting our students with maximum service, courtesy, and safety.

QUESTIONS: Regarding Pupil Transportation should be forwarded to:

Maple Creek School
15933 Maple Creek Rd.
Korbelt, CA 95550

Telephone: (707) 668-5596

SCHOOL BUS DRIVER TRAINING

To help assure safe drivers for your children, Northern Humboldt Union High School requires all drivers to attend regularly scheduled training sessions to improve their skill's with both special needs students and regular education students. In addition to our training sessions, California state law requires each applicant for a School Bus Driver Certificate to attend a minimum of 20 hours of behind the wheel training. This training ensures that the applicant is proficient in the safe operation of a school bus prior to testing with the California Highway Patrol. After training the applicant must pass a behind the wheel drive test administered to them by the California Highway Patrol. In addition, School Bus Drivers must also receive first aid training and must have a valid Commercial Drivers License. Northern Humboldt Union High School has a policy of testing all School Bus Drivers for alcohol and controlled substances prior to employment, and on a random basis, and any time the supervisor has reason to suspect that a driver may be using alcohol or a controlled substance. School bus drivers who test positive for either test are immediately terminated.

SCHOOL BUS EQUIPMENT

To assure us of safe equipment, all school buses are inspected daily by the driver, at scheduled intervals by our qualified mechanics, and annually by the California Highway Patrol.

PERSONAL ARTICLES ON THE BUS

For safety reasons, glass items, insects, animals (except dogs to assist the disabled) or any other article which may cause injury to a bus passenger will not be allowed on the bus.

ALTERNATE TRANSPORTATION

Transportation using district vans, shall also be regulated for the safety of the students. Drivers using vans for athletic, or fieldtrips shall be 25 years of age with a copy of their drivers license on file with the transportation department. Any use of personal vehicles to transport students must be approved and inspected prior to date of trip.

LOADING & UNLOADING

At a School Bus Stop.....

Drivers shall follow all state rules regarding loading and unloading of school buses. Drivers will stop only at school bus stops that have been approved by the District Superintendent. Drivers shall operate the school bus red warning lights as required by state law at each bus stop.

STUDENTS THAT MUST CROSS THE ROADWAY SHALL BE ACCOMPANIED BY THE DRIVER.

At the stop, required supervision will be applied while student cross's the roadway. A driver shall not allow a student to cross until traffic has stopped, or cleared. Students shall not return to the school bus after exiting the school bus or crossing the roadway, nor shall a student re-cross the roadway after the school bus has departed. Drivers shall note on their route sheet, all stops that require student crossing and shall turn in updated route sheets highlighting added or deleted stops to the Transportation Dispatcher within 24 hours. The dispatcher shall, within 24 hours, enter the update information to the drivers bus route and shall indicate each stop where the school bus driver must supervise students crossing the roadway.

NO STUDENT SHALL DISEMBARK FROM THE BUS AT A STOP OTHER THAN THEIR REGULAR BUS STOP WITHOUT PARENTAL PERMISSION.

At a School or other trip destination:

Drivers shall follow all state rules regarding loading and unloading of school buses. Drivers will load or unload the bus only at safe bus loading and unloading zones. When driving special trips, the school bus driver shall make the final determination as to the safety of a loading or unloading zone. Drivers shall not operate the school bus amber/red warning lights and stop arm at any school loading zone or at any stop while on a special trip where students are not crossing the roadway.

SAFE CONDUCT AT A SCHOOL BUS STOP

Students shall practice safe pedestrian rules when walking to and waiting at a school bus stop. Students shall not damage private or public property and shall respect the rights of others while walking to and waiting at the school bus stop. They should not litter, engage in rowdy conduct, or walk in the streets. They shall line up in a single line at least 10 feet from the edge of the roadway where the bus will stop to load. Students shall unload the bus in a single line, one at a time without pushing the students in front of them. They shall immediately remove themselves from the danger areas around the school bus (at least ten feet in all directions) until the school bus has safely pulled away from the bus stop. Students should use sidewalks and crosswalks, whenever they are provided, while walking home.

BUS RULES

1. Follow the instructions of your driver THE FIRST TIME for your safety.
2. When the bus is moving remain seated and keep body inside.
3. Must cross the street in front of the bus.
4. Enter and Exit through front door.
5. Avoid loud, distracting noises and actions.
6. Help keep the bus clean-NO eating or drinking on the bus.
7. Defiance or disrespect to the driver is unacceptable.
8. Profanity, vulgar language or gestures will not be tolerated.
9. Poking, grabbing, throwing objects is prohibited.
10. Use or possession of tobacco, alcohol, or illegal drugs is prohibited.
11. Threats to harm, or the physical assault of another person will not be tolerated.
12. Violations may result in suspension of bus riding privileges.

SCHOOL BUS DISCIPLINE PROCEDURE

Northern Humboldt has developed the following guidelines for reporting and correcting unsatisfactory behavior of students on the school bus. These guidelines will be followed in dealing with the day to day behavior problems of students on the school bus. Any student that physically attacks another student, or the driver, shall be reported to the Principal and Transportation Director as soon as possible after the attack so corrective action can take place. Here is a sample of our disciplinary form that the drivers fill out at the time of the offense, before the students are allowed on the bus the following day they must return the unsatisfactory form with a parent/guardian signature.

The following is in accordance with Education Code section 48900, Title V, section 14103, Northern Humboldt Union High School District board policy, and/or approved administrative regulation. The Governing board of the District appreciates the good behavior of most of the students who use District Transportation. Not all students, however, realize the close relationship of their behavior to the safety of all who are transported. These rules are designed to correct the misbehavior of students and to make riding in district vehicles as safe as possible.

Warning Only	Referred to Assist Principal/Dean of students	
This is notice that the conduct of _____	on bus # _____	
_____20 has been unsatisfactory for the reasons indicated below:		
Category 1	Category 2	Category 3
To be handled by the bus driver until the misbehavior is determined to be persistent by the supervisor of Transportation.	To be referred to the assistant Principal, or Dean of students by bus ticket	To be referred to the Assistant Principal or Dean of students by bus ticket.
When persistent, the violation is referred to the Assistant Principal, or Dean of students to be processed as category 2.	Range: conference with student denial of transportation, suspension.	Range: Denial of transportation, suspension or expulsion of student.
<input type="checkbox"/> Does not follow the instructions of the bus driver <input type="checkbox"/> Behaves in such a manner as to distract the driver's attention from his primary responsibilities. <input type="checkbox"/> Uses profane language while under the supervision of the bus driver. <input type="checkbox"/> Throws non-injurious objects. <input type="checkbox"/> Does not cross the street in front of bus. <input type="checkbox"/> Does not remain in seat or does not keep body parts inside bus. <input type="checkbox"/> Eats on bus.	<input type="checkbox"/> Is insubordinate to the bus driver. <input type="checkbox"/> Threatens to harm the bus driver. <input type="checkbox"/> Is involved in physical assault of a student. <input type="checkbox"/> Uses vulgar language and/or obscene gestures. <input type="checkbox"/> Is involved in minor vandalism to the school bus. <input type="checkbox"/> Leaves the bus through a window or emergency exit. <input type="checkbox"/> Uses or possesses tobacco while under the supervision of the bus driver.	<input type="checkbox"/> Involved in physical assault of the bus driver <input type="checkbox"/> Directs profanity or makes an obscene gesture at the bus driver. <input type="checkbox"/> Is involved in major vandalism to the school bus. <input type="checkbox"/> Uses possesses alcoholic beverages or illegal drugs while under the supervision of the bus driver.

NOTICE OF NON-DISCRIMINATION

Every student in the District shall be afforded an equal educational opportunity in every program, activity, sport, athletic event, or Special Education program. No student shall be discriminated, harrassed, intimidated or bullied against for reasons of actual or perceived sex, sexual orientation, age, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives benefits from state financial assistance.

Name: Wendy Orlandi
Address: 15933 Maple Creek Road
Telephone No.: (707) 668-5596

For further information regarding non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1 (800) 421-3481.

NOTICE OF PESTICIDE APPLICATION ON SCHOOL FACILITIES

The Maple Creek School District will not apply any pesticides on any of its' school facilities.

You may obtain more information about pesticide use in the schools from the Department of Pesticide Regulation at www.cdpr.ca.gov

You have the right to register with the District Office for written notification at least 72 hours in advance of the application of a pesticide at the school facility attended by your child(dren). Please contact Wendy Orlandi at 668-5596 or write to that person at Maple Creek School, 15933 Maple Creek Road, Korbelt, CA 95550.

In addition, the school facility to be sprayed will have warning signs posted at least 24 hours in advance of any application of a pesticide and maintained at least 72 hours after application.

PARENTAL ANNUAL NOTICE INFORMATION SHEET

Pursuant to Education Code section 48980, this is to inform you that:

- The District provides a fingerprinting program pursuant to Education Code section 32390
- The District does NOT provide a fingerprinting program pursuant to Education Code section 32390.

Pursuant to sections 49520 and 48980, you are hereby notified of the availability of the program prescribed under the Duffy/Moscone Family Nutrition Education and Services Act of 1970 (sections 49510 through 49520) as follows:

The information requiring notice under section 49063 is as follows:

- (a) Types of pupil records: Cumulative Record File:
course of study, directory information, health record, test results,
report cards (copy)
- (b) Official responsible for maintenance of records: teachers, nurse, secretary
- (c) Location of the log: District Office
- (d) Criteria used in defining "legitimate educational interest" and "school officials and employees" as used in sections 49064 and 49076: "one whose duties and
responsibilities require that they have access."

- (e) Policies for reviewing and expunging records (see sections 49066, 49067, 49069, 49070, 49071, 49072, 49075, 49077, quoted above: _____
Board Policy and Administrative Regulation 5125
Board Policy and Administrative Regulation 5125.1
- (f) Right of parent to access to pupil records: See sections 49069 quoted above.
- (g) Procedures for challenging content of pupil records: See sections 49070 and 49071 quoted above.
- (h) Cost of reproducing copies of records: Five cents per page after the first three pages.
- (i) Categories designated as directory information: student name, address, date & place of
birth, grade, school of previous attendance, telephone number (not released
without parent/guardian permission.
- (j) Other rights (See all sections of quoted herein): _____
(see printed pages)

§3080, 4600, 4960 TITLE 5 CCR UNIFORM COMPLAINT PROCEDURES

The school district has primary responsibility to ensure that its program and activities are available to all persons without regard to race, ancestry, ethnic group, identification, religion, creed, age, sex, color, physical or mental disability, marital or parental status. This school district shall investigate complaints of unlawful discrimination in its programs or activities.

Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding a public education agency's alleged violation of federal and state law including allegations of unlawful discrimination in specified programs and activities which receive state or federal funding. Such complaints include allegations that the local educational agency has failed to implement a student's individualized education program.

Complaints must be filed in writing with the appropriate complaint officer identified below.* Complaints alleging discrimination must be filed not later than six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the Superintendent of Public Instruction.

In accordance with adopted procedures, complaints will be investigated and a written decision sent to the complainant within 60 days. If the complainant is not satisfied with the local educational agency's decision, the complainant may file within fifteen (15) days a receipt of the decision a written appeal with the California Department of Education in Sacramento, California. A copy of the local educational agency's policy and complaint procedures may be obtained through the superintendent's office.

Complainants also may pursue available civil law remedies, including, but not limited to, injunctions, restraining orders or other orders in federal or state court. Further information about such remedies may be available through a public or private interest attorney, the County Lawyer Referral Service, Legal Aid Society, a mediator, or dispute resolution service.

***Complaint Officer(s)**

For complaints concerning Discrimination _____ :

Title of Compliance Officer: Wendy Orlandi

Address: 15933 Maple Creek Rd.
Korbel, CA 95550

Telephone Number (707) 668-5596

SCHOOL ACCOUNTABILITY REPORT CARD

Data included in the School Accountability Report Card (SARC) are consistent with State Board of Education guidelines, which are available at the office or by logging on to the California Department of Education Website: <http://www.cde.ca.gov/ta/ac/sa/definitions05.asp>

MAPLE CREEK SCHOOL WEBSITE

Maple Creek School also maintains a website with information about the school and the District. The website address is:

http://www.humboldt.k12.ca.us/mapleck_sd