

Annual Notification to Parents and Guardians

2009-2010



Dear Parent or Guardian:

School districts are required by state and federal laws to notify you annually of certain rights and responsibilities that you have as parents or guardians of minors. This booklet is a summary of these laws, and provides important information about federal laws and state education codes, as well as information relating to rights and responsibilities of parents/guardians of children. The abbreviations at the end of each section refer primarily to the Education Code (E.C.) and Board Policies (BP) where you may find more information.

Please review this information carefully as it applies directly to you and your child's participation in our educational programs. If you have any questions, your school will be able to provide additional information and clarification.

The same laws require your signature indicating that you were notified of your rights. Please sign and return the form provided to you in the school information packet. If you have any questions regarding this information, please feel free to contact our office.

Best wishes for a productive and successful school year.

Sincerely,

James D. Brown
Superintendent

College Elementary School District
3525 Pine • Santa Ynez, CA 93460
(805) 686-7300 • (805) 686-7305 FAX
www.sbceo.org

Please review the material in this booklet. Then SIGN and RETURN the acknowledgement on page 2.

ANNUAL NOTICE TO PARENT/GUARDIAN REGARDING YOUR RIGHTS

As required by law, this is to notify you, as parents and/or guardians of students enrolled in our schools, of your rights and responsibilities. Please take a moment of your time to carefully review the information in this booklet. After your review, please sign and return to your child's school this parent/guardian acknowledgment below indicating you have received and reviewed these materials.

If you have any questions regarding this information, please feel free to contact our District office.

PARENT/GUARDIAN ACKNOWLEDGMENT

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment.

By signing below, I am neither giving nor withholding consent for my child(ren) to participate in any program. I am merely indicating that I have received and read the booklet with notices regarding my rights relating to activities which might affect my child(ren).

Student Name

Student ID Number

School

Grade

Parent/Guardian Signature

Date

PERMISSION/OBJECTION TO INTERNET USE 2008-09

The College Elementary School District is committed to providing the best possible service to all our students. The Internet offers unlimited global access to information. The District is unable to monitor or control the content, accuracy, completeness or type of material available through this medium. Parents/guardians of children under age 18 are responsible for their children's use of the Internet.

I have read and agree to abide by the Internet Access Policy set forth by College Elementary School District and included in this notification. I understand that I will lose my access privileges if I do not abide by the policies.

I GIVE PERMISSION for my son/daughter/ward to access the the Internet at school.

I DO NOT GIVE PERMISSION for my son/daughter/ward to access the Internet at school.

Student Name

Student ID Number

School

Grade

Student Signature

Date

Parent/Guardian Name

Phone Number

Parent/Guardian Signature

Date

SCHOOL RULES

You have a right to review school rules regarding student discipline. If you wish to do so, please contact the school office. [E.C. 35291, 48980]

ATTENDANCE

General Absences

Children cannot learn if they are not in school. California schools no longer receive funding for students who are sick or excused. It is essential that your child attend school whenever possible, for part of a day after or before appointments. However, other attendance requirements still rely on excused and unexcused tallies. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

1. Notwithstanding E.C. 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - E. For the purpose of jury duty in the manner provided for by law.
 - F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - G. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization. When the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - H. For any student 16 years old or older, with a GPA of 2.5 or higher, for the purposes of serving as a member of a precinct board for an election pursuant to Sec. 12302 of the Elections Code.
 - I. Participation in religious instruction or exercises in accordance with district policy.
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
5. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." [E.C. 46014, 48205]

Parental Consequences for Non-Attendance

Any parent or guardian who fails to ensure their student's

As the parent of a student you have many rights and responsibilities. This booklet talks about many of those and laws, policies and statutes which cover them. We suggest you read it. We must get the signed form returned or your child may not be able to attend classes. This page talks about when your child is absent from school. Only in certain cases is it permissible for a student to miss school.

Teachers build your child's education one day at a time, so every day is essential. In elementary, middle, junior, and high school, moving ahead, or even graduation, can be put in jeopardy if too many days are missed. Work with the teacher when a child must miss school. Get homework assignments and review work. There is only one chance to get a great education.

attendance may be guilty of an infraction and can be punished as follows: \$100 for first conviction; \$250 for second conviction; \$500 for third conviction; Rather than a fine, a parent or guardian may be placed in parent education or counseling program; \$1,000 for willful violation of a court order directing that student must be enrolled in school or program. [E.C. 48293]

● Attendance Options

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intradistrict). This district has non-arbitrary rules explaining how students may apply, be accepted or denied transfer to district schools. Many districts also allow the transfer of students from or to other districts (interdistrict). In some cases the district must provide transportation. [E.C. 35160.5, 46600, 48204, 48206.3, 48301, 48306, 48980]

Interdistrict Transfers

All students residing within the College School District are required to attend district schools. Exceptions to this policy must be approved by the district Board of Trustees on an individual basis. Consideration in acting upon a request are:

1. Child care/health documented reasons
2. When special mental or physical health needs of the student are certified by a physician, school psychologist or other appropriate school personnel
3. Length of time of previous attendance at the specific school
4. The grade placement of the student under consideration

Interdistrict transfers may occur when class enrollments in the district will permit the addition of non-resident students. Interdistrict transfers may occur on a student-for-student basis when equal numbers of students transfer between two districts.

Requests for all outgoing interdistrict transfers will be considered at the July regular Board meeting for the ensuing school year, or during that year as they arise.

Requests for all in-coming transfers will be considered in two stages:

1. Those students who have previously attended in the College School District on an interdistrict transfer will be considered at the regular July school Board meeting.
2. Those students who are applying to attend College School District for the first time on an interdistrict transfer will be considered at the regular August school Board meeting.

The following stipulations apply to approve interdistrict transfer requests:

1. Special attendance permits are valid for the balance of the school year remaining after the date of the permit providing the student's attendance, citizenship and scholarship are satisfactory to the school of desired attendance. Permits need to be renewed each year thereafter.
2. New attendance permits will not become officially valid until the second week of each school year, at which time the district's individual classroom enrollment will be known. Over-enrollment could be cause to invalidate the permit at any time.
3. Interdistrict permits are subject to cancellation at any time if it is determined that the circumstances justifying the original approval no longer apply.
4. Transportation, if needed, shall be the responsibility of the parent.
5. If grades, attendance and conduct of the student are reviewed and found to be unsatisfactory, the attendance permit may be revoked. [E.C. 46600-46611, 46621, 48204, 48915, 48915.1, 48918, 48980, 52317]

● Attendance Where Caregiver Resides

If your child lives in the home of a caregiving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home. [E.C. 48204(d), 48980(h)]

● Attendance in District in Which Parent or Guardian is Employed

Your child may have the option of attending school in the school district where you or your spouse is employed. If interested, call the school office for information. [E.C. 48204(b)(f), 48980(i)]

● Individualized Instruction

If your child has a temporary disability preventing him/her from attending regular classes, the district will provide individual instruction when possible. [E.C. 48206.3, 48980(b)]

● Pupils in Hospitals Outside of School District

If, due to a temporary disability, your child is in a hospital or other residential health facility,

which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [E.C. 48207] If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [E.C. 48208]

● Leaving School at Lunch Time

Due to the age of students attending our district, this law does not apply. [E.C. 44808.5]

● Minimum Days/Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press time are printed in the calendar in this booklet. [E.C. 48980(c)]

● Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. [E.C. 58501]

DISCIPLINE

● Release of Student to Peace Officer

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [E.C. 48906; Penal Code 11165.6]

● Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$16,650 in damages and another maximum of \$16,650 for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [E.C. 48900.1, 48904; Civil Code 1714.1; Government Code 53069.5]

As a parent, you are the best person to set rules and consequences for your children.

Unfortunately, society has been forced to set some rules as well.

This section talks about those rules.

● Student Search

The school principal or designee may search the person of a student, the student's locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed

weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

☰ **Cellphones, Pagers, Electronic Signaling Devices**

Districts may regulate the possession or use of any cellphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. [E.C. 48901.5]

☰ **Grounds for Suspension or Expulsion**

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more subdivisions:

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. An "imitation firearm" means a replica of a firearm so similar in physical properties to a firearm as to lead a reasonable person to conclude that the replica is a firearm. Displaying an imitation weapon at a school can result in a misdemeanor or fines.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel as defined in subdivisions (f) and (g) of Section 32261. Such activity may result in a misdemeanor charge.
- (s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section.

Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. [E.C. 35291, 48900]
- Additionally, sexual harassment, hate violence, harassment, intimidation (only grades 4-12) and threats and terroristic threats against school officials or school property or both (all students) [E.C. 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

Mandatory Suspension / Expulsion

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 1 1053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

STUDENT SERVICES

Services to Disabled Pupils

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools [E.C. 56020 et seq., 56040, 56301; 20 USC 1412, (10)(A)(ii); 34 CFR 300.121]

Student Lunch Program

Your child may be eligible for free or reduced cost lunch. An application will be sent to all students' homes. [E.C. 49510 – 49520]

● Career Counseling

When all students are provided career counseling and course selection opportunities, all students are provided equal services. Parents may participate in counseling sessions. [E.C. 221.5]

● Student Use of Technology

The Board of Trustees intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers and consequences for unauthorized use and/or unlawful activities.

On-Line Services / Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced.

The Board desires to protect students from access to harmful matter on the Internet or other on-line services. The Superintendent or designee shall implement rules and procedures desired to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communication. Disclosure, use and dissemination of personal identification information regarding students is prohibited.

Staff shall supervise students while they are using on-line services and may ask teacher aides and student aides to assist in this supervision.

Before using the district's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district responsible and shall agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users. In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent or designee shall regularly review this policy, the accompanying administrative regulation and other procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness. [BP 6163.4; 20 USC 6777, 47 USC 254]

● School Accountability Report Card

The School Accountability Report Card is available on request, and is available on the Internet at www.sbceo.org. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [E.C. 33126, 32286, 35256, 35258, 52056]

HEALTH SERVICES

● Kindergarten and First Grade Physical Exam

State law requires that for each child enrolling in the first grade, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file with the school district a waiver stating the reasons you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. [E.C. 49450; Health and Safety Code 124085, 124100, 124105, 120475]

We are glad to offer the services listed in student and health services sections. As do you, we recognize that students need to be healthy, rested, and well-fed in order to learn to the best of their ability. To protect your child and others from the spread of contagious diseases, a doctor-signed note is required as proof your child was immunized.

Additionally, State law requires that schools watch for or test for childhood diseases and other health-related matters.

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact:

Santa Barbara County	People Helping People –
Public Health Department	or Healthy Families Office
315 Camino Del Remedio	3525 Pine Street
Santa Barbara, CA 93110	Santa Ynez, CA 93460
(805) 681-5255	(805) 688-2880

Kindergarten and/or First Grade Oral Health Assessment

Parents or guardians must have their child’s oral health assessed by May 31 of the student’s first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional.

The District Oral Health Assessment/Waiver Request form is available from the District or online at www.cde.ca.gov/ls/he/hn/ and must be filled out at the dental office. If you cannot fulfill this requirement, please give the reason in Section 3 of the form. By law student health information is confidential.

The following resources can help you complete this requirement:

1. Medi-Cal/Denti-Cal at 800-322-6384, <http://www.denti-cal.ca.gov/>;
2. County Health Department listed in this section, <http://www.dhs.ca.gov/mcs/medi-Calhome/CountyListing1.htm>;
3. Healthy Families at 800-880-5305, <http://www.dhs.ca.gov/mcs/medi-Calhome/CountyListing1.htm>.
4. People Helping People, Healthy Families Office (805) 688-2880

Many things impact a child’s school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, be able to pronounce sounds properly, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, have trouble learning to pronounce sounds, and have problems paying attention and learning at school. [E.C. 49452.8]

Immunizations

A pupil may not be admitted to school unless he/she has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella. Students entering kindergarten and the seventh grade are required to have three doses of Hepatitis B vaccine and a second dose of measles-containing vaccine. Students must be immunized for varicella or provide proof from a doctor stating the child has had the disease. The required immunizations are available from the County Health Department or a physician. Documented proof of immunization is required upon admission. It is this district’s policy that there be no "conditional" admittance to schools; immunizations must be up-to-date before admission to school is granted. This requirement does not apply if a district provided waiver is signed stating that the immunization is contrary to the beliefs of the parent or guardian, or a licensed physician writes a letter indicating the immunizations are inadvisable. If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration. Parents or guardians may refuse to allow the sharing of personal information related to their child’s immunization records by notifying the County Health Department listed in this section. [Health and Safety Code Sec. 120335, 120440; E.C. 49403]

Medication

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian or caregiver submits a written statement indicating his/ her desire that the school district assist his/her child in taking the medication; and
3. Parent or guardian signs a release statement on a special form available from the district. [E.C. 49423, 49480]

Children may carry and self-administer a blood glucose level test and diabetes care, inhaled asthma medication and auto-injectable epinephrine if the rules in one through three above are met. [E.C. 49414.5, 49423, 49423.1, 49480] Parents wishing for information on self-administration

For your child’s safety, we need to know if your child is taking medication on a regular basis.

procedures are asked to contact the school office.

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. [E.C. 49480]

☰ Physical Examinations

If you want your child to be exempt from physical examinations at school, file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [E.C. 49451]

☰ Scoliosis (curvature of the spine) Screening

Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent. [E.C. 49452.5]

☰ Vision and Hearing Appraisal

Your child's vision and hearing will be checked by an authorized person between grades kindergarten through 8, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief. [E.C. 49455, 49452]

☰ Sun Protection

Students when outdoors can wear sun protective clothing, including, but not limited to hats worn properly. [E.C. 35183.5; (ne)] Students may also apply sunscreen during the day without a doctor's note or prescription. [E.C. 35291, 35294.6]

☰ Confidential Medical Services

According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. School districts are permitted to grant such excuses, but are not required to do so. This district does grant such excuses. [E.C. 46010.1]

☰ Medical and Hospital Insurance for Students

The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [E.C. 32221.5, 49472]

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families/Medi-Cal for Families (888) 747-1222.

☰ Drug, Alcohol, and Tobacco Prevention Programs

This notice is provided in compliance with the requirements of state and federal law as a part of the District's drug, alcohol, and tobacco prevention programs. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any of its activities is wrong, harmful and is strictly prohibited. Tobacco use is prohibited. All pupils will abide by this prohibition as a condition of attendance. Any violations of District or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and District disciplinary action up to and including expulsion, and/or required to satisfactorily complete a drug abuse assistance, tobacco cessation program, or rehabilitation program selected by the District in conformance with law.

The District's drug alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use and to provide

pupils with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to pupils may be obtained by contacting their school. This information may include programs sponsored or maintained by various community groups or agencies. The District neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and pupils who may desire information regarding the resources available to assist them. [E.C. 60041; Health and Safety Code 11032]

CURRICULUM AND PERSONAL BELIEFS

☰ Comprehensive Sexual Health and HIV/AIDS Prevention

In the California Comprehensive Sexual Health and HIV/AIDS Prevention classes written and audio-visual educational material will be used and are available for inspection prior to the start of classes. You have a right to request, in writing, that your child not attend these classes. You may withdraw this request at any time. School districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. In this District, staff and contractors give such instruction. If taught by a consultant or in an assembly, parents will be given the dates, name of organizations and affiliation of speakers in this booklet or receive notice at least 14 days prior to the dates of the class or assembly. Contractor’s material will be accurate and age appropriate. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use as the most effective means for AIDS prevention and avoiding sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision-making skills to avoid high-risk activities. During this class students in grades 7 - 12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, questionnaires measuring student attitudes toward health, sex, and risk behaviors. Parents will be notified in writing and given the opportunity to review the material and can request in writing that their child not participate in any or all of the above activities. Copies of Education Code Sections 51938 and 51934 can be requested from your district or can be obtained online at www.leginfo.ca.gov. [E.C. 51933, 51934, 51937-51939; Health and Safety Code 151000]

☰ Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child’s objection. [E.C. 32255]

☰ Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. [E.C. 51240]

☰ Tests/Surveys on Personal Beliefs

Unless you give written permission, your child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about your child’s, or his/her parents’ or guardians’ personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. [E.C. 60650, 51513, 60614, 60615; PPRA, 20 U.S.C.; No Child Left Behind Act (NCLB)]

Your children may decide, or you may decide for them, not to participate in some parts of certain classroom activities for various reasons.

SCHOOL RECORDS AND STUDENT ACHIEVEMENT

☰ District Courses

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. [E.C. 49063, 49091.14]

Pupil Records

You have the right to review, get copies, and inspect school records within five business days of a written request or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained, except in some instances such as when your child transfers to another school. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at the school office by the principal. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for 25 cents per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge how your request was handled with the district or with United States Department of Education if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [E.C. 49063, 49060, 49069, 49070, 56043, 56504; Family Educational Rights and Privacy Act (FERPA); 34 CFR Part 99]

Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [E.C. 49067]

Teacher Qualifications

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are. [No Child Left Behind Act (NCLB)]

Release of Directory Information

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information may include a student's name, address, telephone information, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. You may have the district withhold any of this information by submitting a request in writing. In the case of students with exceptional needs, no material can be released without parent or guardian consent. [E.C. 49061(c), 49070, 56515; FERPA; No Child Left Behind Act (NCLB)]

School Safety Plan

Every year, each school shall review and update its plan by March 1. The plan will include an earthquake emergency procedure system and disaster policy for buildings with a capacity of 50 or more people. Each school shall report on the status of its school safety plan to numerous community leaders and include a description of its key elements in the school accountability report card. [E.C. 32281, 32286, 32288]

DUE PROCESS PROTECTIONS AND COMPLAINTS

The District is responsible for compliance with state and federal laws and regulations and has procedures to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

● Complaints Regarding Discrimination, Exceptional Need Students, Categorical Programs, Federally Funded Programs

The District is committed to equal opportunity for all individuals in education. It is the district policy to afford all persons in public schools regardless of their age, disability, gender, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics equal rights and opportunities in the educational institutions of the state.

The District shall promote programs that ensure non-discriminatory practices in all District activities. If you want further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Jim Brown, Superintendent

3525 Pine, Santa Ynez, CA 93460, (805) 686-7300

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs: Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, No Child Left Behind (NCLB), State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth-Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination, Harassment, Civil Rights Guarantees that receive state or federal financial assistance as well as Williams Settlement issues and other areas designated by the District. [E.C. 234, 260 et seq., 56501; Penal Code 422.55; Title IX of the Education Amendments of 1972; 20 USC 1681-1688, 42 USC 2000d-2000d7; 34 CFR 106.9; Title VI of the Civil Rights Act of 1974; Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act (IDEA); 5 CCR 4622]

● District's Uniform Complaint Process

You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues, school safety planning requirements in the No Child Left Behind Act, and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student may be filed within 12 months of the occurrence. Staff has been trained to deal with these types of complaints. [E.C. 56500.2]

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint unless the complainant agrees in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results the complainant then has 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. You may forward your complaint directly to CDE and they may choose to intervene immediately based on established criteria.
8. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504 – Office of Civil Rights

Child Abuse – Department of Social Services, Protective Services Division, or law enforcement

Discrimination/Nutritional Services – U.S. Secretary of Agriculture

Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

General Education – this school district

Health and Safety/Child Development – Department of Social Services

Student Records – Family Policy Compliance Office (FPCO), U.S. Department of Education

[20 USC 7114(D)(7) (No Child left Behind), 20 USC 11138;34 CFR 300.510-511, 300.513; E.C. 232.262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 6400o(a); 5 CCR 4600; 5 CCR 4620-4632]

● **Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities**

Parents should use the District Uniform Complaint Procedure to identify and resolve any deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, teacher vacancies or misassignments, and instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12. [E.C. 35186, 37254, 52378]

Williams Settlement complaint procedure

Free forms are available, free of charge, at the school, but the form need not be used to make a complaint. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of resolution, notice should be sent to complainant when a response was requested. The principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [E.C. 35186, 48985]

SEXUAL HARASSMENT

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

● **Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

● **Complaint Process**

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or

designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

☰ **Disciplinary Measures**

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 8, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

☰ **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. [BP 5145.7]

MISCELLANEOUS

☰ **Management Plan for Asbestos-Containing Material**

The district has available upon request a complete and updated management plan for asbestos-containing material. [Code of Federal Regulations: 40 CFR 763.93]

☰ **Pesticide Use**

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. That identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds.

Parents and guardians may register with the district if they wish to receive notification of pesticide applications at a particular school or facility, please request a REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION from their school. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [E.C. 17610.1]

<u>Product</u>	<u>Active Ingredient</u>
Cy-Kick CS.....	Cyfluthrin
Drione Insecticide	Pyrethrin, Piperonyl butoxide, amorphous silica
Fumitoxin	Aluminum phosphide
Intruder HPX-20	Pyrethrins, Cyfluthrin, Piperonyl Butoxide
Premise 75	Imidacloprid, 1-[(6-chloro-3-pyridinyl) methyl]-N-nitro-2-imidazolidinimine 75%
Prevail FT	Cypermethrin
Terminator SC.....	Fipronil
Vikane	Sulfuryl Fluoride

☰ **Further Information is Available**

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [E.C. 48209.13, FERPA, 34 CFR Section 99.7(b)]



SCHOOL YEAR CALENDAR 2009-2010

AUGUST

Staff Development 25-26 . Desarrollo del Personal
Faculty Workdays 27-28 . Trabajo para Maestros
Students Begin 31 Estudiantes Llegan

SEPTEMBER

Labor Day 7 Día del Trabajo

OCTOBER

NOVEMBER

Parent Conferences Conferencias de Padres

Minimum Days 2, 3, 4, 5, 6 Días Minimos

Veteran's Day 11 Día de los Veteranos

1st Trimester Ends 24 Fin del 1º Semestre

Thanksgiving 25-27 Acción de Gracias

DECEMBER

Minimum Day 18 Día Minimo

Winter Vacation 21-31 . . Vacaciones de Invierno

JANUARY

Winter Vacation 1-4 . . Vacaciones de Invierno

Students Return 4 Regreso de Estudiantes

M.L. King, Jr Day 18 Día de M.L. King, Jr

FEBRUARY

Lincoln's Day 12 Día de Lincoln

Presidents' Day 15 Día de los Presidentes

MARCH

2nd Trimester Ends 12 Fin del 2º Semestre

Staff Development 15 Desarrollo del Personal

APRIL

Minimum Day 2 Día Minimo

Spring Vacation 5-11 Vacaciones de Primavera

Students Return 12 Regreso de Estudiantes

MAY

Memorial Day 31 Día de Conmemoración

JUNE

3rd Trimester Ends 11 Fin del 3º Semestre

Last Day of School 11 Último Día de Clases

Days of School 180 Días de Escuela

AGOSTO

SEPTIEMBRE

OCTUBRE

NOVIEMBRE

DICIEMBRE

ENERO

MARZO

ABRIL

MAYO

JUNIO

January 2010 Enero

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March 2010 Marzo

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April 2010 Abril

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December 2009 Diciembre

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