



welcome back

BEEES!

STUDENT-PARENT HANDBOOK

CAMBRIDGE VIRTUAL ACADEMY

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CVA Page

Cambridge Virtual Academy

ADMINISTRATION'S MESSAGE

Welcome to the 2025-2026 School Year!

We are thrilled to welcome you to the Cambridge Virtual Academy (CVA) community as we begin another exciting year of learning, growth, and discovery.

At CVA, we are committed to providing a dynamic and innovative educational experience designed to meet the unique needs of every student. We recognize that traditional classroom models may not work for everyone — that's why we embrace a personalized approach that empowers you to take ownership of your learning journey and explore new possibilities.

Whether you're an athlete, performer, frequent traveler, or someone who thrives in a flexible, remote learning environment, CVA offers the freedom to pursue your academic goals while balancing your passions. We encourage you to engage fully in our innovative virtual classes and take advantage of the many in-person events and activities we offer throughout the year.

Our dedicated team of educators and staff is here to support and guide you every step of the way. Trained in the National Online Teaching Standards, our teachers are passionate about delivering high-quality instruction in an engaging, supportive, and collaborative environment. We are committed to fostering meaningful connections with our students and helping you achieve both academic success and personal well-being.

We are excited to have you as part of the CVA family and can't wait to see what you will accomplish this year. Together, we will embrace new opportunities, celebrate your individuality, and create an educational experience that prepares you for a bright and successful future. Stay connected! Be sure to subscribe, like, and follow us on Facebook, Instagram, TikTok, and X (formerly Twitter) for the latest CVA news and updates.

If you have any questions or need support, please don't hesitate to reach out. We value our partnership with you and look forward to an incredible year ahead.

Let's GO BEES!

Hilda Vázquez-Díaz
Cambridge Virtual Academy
Coordinator/Principal

Jenny Lee
Cambridge Virtual Academy
Assistant Principal

Cambridge Virtual Academy

Mission Statement

CVA will develop young scholars into compassionate innovators, critical thinkers, and problem solvers who will lead and succeed in all levels of society.

Important Dates

DATES TO REMEMBER FOR 2024-2025

August 6, 2025	First Day of School
October 10, 2025	End of First Quarter
December 19, 2025	End of 1 st Semester
March 13, 2026	End of Third Quarter
May 21, 2026	Last Day of School

HOLIDAYS AND VACATION DAYS (NON-STUDENT DAYS)

September 1, 2025	Labor Day (Holiday)
November 11, 2025	Veteran's Day (Holiday)
November 24 – 28, 2025	Thanksgiving Break
December 22 - 31, 2025	Winter Break
January 1 - 2, 2025	Winter Break
January 19, 2025	MLK (Holiday) & AUHSD Servathon
January 30, 2026	Staff Development Day – Non-Student Day
February 9, 2026	Lincoln's Birthday (Holiday)
February 16, 2026	President's Day (Holiday)
March 23 – 27, 2026	Spring Break

School – Parent Guidelines

CAMBRIDGE VIRTUAL ACADEMY 2025-2026

The school – parent guidelines outline how parents, students, and the entire school will share the responsibility for improved student academic achievement.

STUDENT

Because I want to be successful in school, I will:

- Log into class on time, ready to learn and with assignments completed.
- Set aside time each day to complete my homework assignments.
- Be responsible for my own behavior by following classroom and school rules.
- Follow the school's dress code.
- Regularly talk to my teachers and parents about my progress in school.
- Ask for help or attend tutoring when needed.
- Respect my school, classmates, staff, and family.
- Read independently at home at least 30 minutes each day.
- Use technology and social media appropriately and responsibly.

HOME

As a parent, I will:

- Talk to my child regularly about the value of education.
- Provide a quiet study time and place for my child at home.
- Encourage my child to complete his/her homework on time.
- Make sure my child gets adequate sleep and has a healthy diet.
- Support the school's/district's homework, discipline, dress code, and attendance policies.
- Communicate with the school when I have a concern.
- Monitor my child's progress in school.
- Make every effort to attend school events.
- Participate in decisions related to the education of my child.
- Monitor time on TV, electronic devices, social media, and assure that my child reads at least 30 minutes each day.
- Respect the school, staff, students, and families.

SCHOOL

As a school, we will:

- Provide high-quality, motivating and interesting learning experiences in my classroom.
- Communicate high expectations for every student.
- Strive to address the individual learning needs of each student.
- Explain classroom goals and the grading system to students and parents.
- Explain classroom and school codes of student conduct to parents and students.
- Explain assignments clearly to my students.
- Supply clear evaluation of your child's progress and achievement.
- Communicate regularly with families about their child's progress in school

McKinney-Vento

HOMELESS EDUCATION ACT

If your family is in a temporary or inadequate living situation due to a loss of housing, your child might be eligible to certain educational rights and services outlined in the McKinney-Vento Homeless Education Act.

If any of the below applies, your child might be able to receive help through a federal law called the McKinney-Vento act.

You are living in one of the following:

- in a shelter,
- in a motel or campground due to the lack of adequate alternative accommodation,
- in a car, park, abandoned building, or bus or train station, or
- doubled-up with other people due to loss of housing or economic hardship.

Your McKinney-Vento eligible children may have the right to the following services.

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents typically required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending the school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
- Receive transportation to and from the school of origin if you request it and are not able to transport your child.
- Receive educational services comparable to those provided to other students, according to your children's needs.

* If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

HAVE QUESTIONS OR NEED ASSISTANCE? CALL THE MCKINNEY-VENTO LIAISON

Dr. Adela Cruz, LCSW, PPSC

Director, of School Mental Health & Wellness

McKinney-Vento (Homelessness) / Foster Youth

Email: cruz_ad@auhsd.us

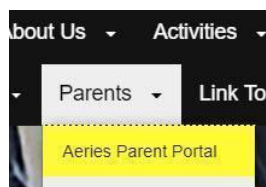
Registration for 2025 - 2026

Dear Students, Parents, or Guardians,

Welcome to the 2025-2026 school year! Cambridge Virtual Academy is an online independent studies school. The process for registering for classes will differ from a traditional site. However, the steps below are consistent with all schools.

FIRST DAY OF SCHOOL: AUGUST 7, 2024

Step 1 - Aeries Online Data Confirmation- OPEN NOW!



Starting April 2024, parents can start Step 2: Online Data Confirmation, you **MUST** have an Aeries PARENT PORTAL account. If you do not have an account, you can create one with your personal email by going to our website auhsd.us/Cambridge/ and click on the **AERIES & EKADENCE Button** then select **PARENTS TAB** then select **AERIES PARENT PORTAL**. Begin completing the Aeries Enrollment. Make sure that all of the sections are completed.

If you have any password questions, email passwords@auhsd.us

Step 2 - Orientation on campus- August 6th - 8th.



Textbook & Technology Distribution

Please continue to monitor our CVA Website (auhsd.us/Cambridge/) for more information regarding textbook and technology distribution. Students will be requested to come to the school site for pick up.

NEW STUDENTS TO AUHSD

Any new students to Anaheim Union High School District must enroll in *Aeries Air* before completing Steps 1 & 2. Please go to: <https://aeriesair.auhsd.us/air/> and complete the steps.

**Technology Distribution
2024-25**
<http://tech.auhsd.us>

TECH REQUESTS	LINKS to share
CHROMEBOOKS/ LAPTOPS/ZBOOKS	Student Technology 
HOTSPOTS	http://hotspot.auhsd.us
INSURANCE /DAMAGES Insurance may be purchased • once per year per device type • within 30 days of checking out the device	   CHROMEBOOK INSURANCE https://bit.ly/auhsdchromebook

Application Process for 2025-2026

WHAT TO DO:

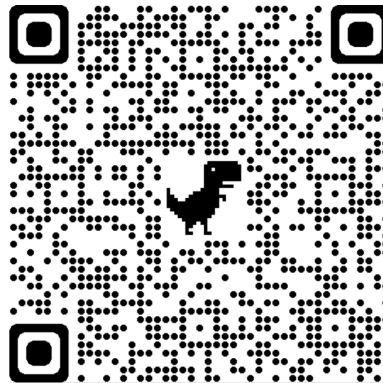
Prospective students need to complete the online application found on the [CVA Website](#) during the application window.

Accepted students will complete a Learning and Course Agreement which outlines student responsibilities.

Accepted students will participate in orientation prior to school starting.

STAFF DIRECTORY

The Cambridge Virtual Academy teachers are always available for our students. If you would like to arrange a meeting with your teacher, please use the QR Code below to access their contact information:



CVA Pathways

WHAT TO KNOW:

Cambridge Virtual Academy's Career Technical Education Pathways include, but are not limited to, the following:

- * Computer Science / App Development
- * Business / Marketing & Entrepreneurship
- * Graphic Design

Upon graduation, depending on the students' academic pathway, a student will have earned one full year of transferable college credit through CVA's exclusive Dual Enrollment program with our local community college. Furthermore, students can complete the admissions requirements for the UC/CSU systems which is commonly referred to as A-G. Students will also have the opportunity to earn a Seal of Biliteracy, an AIME Internship and benefit from an education that is concentrated on the bedrock of the 5 C's (Critical Thinking, Collaboration, Communication, Creativity and Compassion). Lastly, all AUHSD students benefit from The Pledge, which is University of California, Irvine's Transfer Admission Guarantee (TAG) program for students who meet the eligibility requirements

Immunization Requirements

STUDENTS ADMITTED AT TK/K-12 NEED:

As of JULY 1, 2020

- **Diphtheria, Tetanus, and Pertussis (DTap, DTP, Tdap, or Td) – 5 doses**
4 Doses OK if one was given on or after fourth birthday. 3 doses OK if one was given on or after seventh birthday.
For 7th - 12th graders, at least 1 dose of pertussis - containing vaccine is required on or after seventh birthday.
- **Polio (OPV or IPV) – 4 doses**
3 doses OK if one was given on or after fourth birthday.
- **Hepatitis B – 3 doses**
- **Measles, Mumps, and Rubella (MMR) – 2 doses**
Both given on or after first birthday.
- **Varicella (Chickenpox) – 2 doses**
These immunization requirements apply to new admissions for all grades.

Earned Income Tax Credit Act

(EITC) INFORMATION ACT

Notice: *The California Revenue and Taxation Code (RTC) Section 19853(b) requires local educational agencies (LEA) that operate the National School Lunch Program (NSLP) to annually notify households about the Earned Income Tax Credit (EITC) Information Act.*

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance for Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at www.irs.gov.

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website at www.ftb.ca.gov.

For additional information, refer to the IRS EITC Web page at:

<https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit-eitc>

or the California EITC Web page at:

<https://www.ftb.ca.gov/file/personal/credits/california-earned-income-tax-credit.html>

Free & Reduced Lunch Benefits

EXTENDED BENEFITS OF PARTICIPATING IN FREE & REDUCED LUNCH PROGRAM

There are many benefits for students who are approved as eligible for free and/or reduced meals through the National School Lunch Program. Information collected as a part of Aeries Data Confirmation will be used to determine benefits.

- A healthy, delicious breakfast and lunch each day at school
- \$15 AP Testing - Regularly \$99 per AP Test
- Free 11th Grade PSAT - Regularly \$16
- Free SAT Testing (up to 2 opportunities) - Regularly \$64.50 each opportunity
- Free college application fees at participating colleges or universities - including all
- California State and University of California schools - Regularly \$55 to \$80 each
- Free unlimited sending of SAT scores to colleges - Regularly \$12 each

AUHSD also benefits as the school district receives additional funding for each student eligible for free and/or reduced meals. This funding is currently used in AUHSD to support additional social workers, counselors, and teachers, as well as improved and increased services for students.

Attendance & Academic Alert

Cambridge Virtual Academy is an online independent studies program. Synchronous meetings are scheduled once per week for each subject. Attendance is required for all synchronous meetings. Students will make attending the synchronous meetings a priority in their schedules.

ABSENCES & ACADEMIC PERFORMANCE

Students will connect with their class subject teacher in advance if a reason to miss the synchronous class arises. Communication is KEY with independent studies. Attendance and academic performance are linked in independent studies. Students that do not attend synchronous meetings and are not performing academically will be notified through the Academic Alert process.

ACADEMIC ALERT PROCESS:

1. A teacher will make contact with a parent / guardian by phone (Google Meet, etc) when a student is not attending / performing above the D range after a week's session.
2. If the student continues to poorly perform for a second consecutive week below a D, written notification that includes immediate next steps for academic intervention will be sent to both student and parent with acknowledgement of receipt.
3. If the student continues to poorly perform for a third consecutive week below the D range, an Academic Evaluation Meeting will be scheduled with parent / guardian, student, teacher and

CVA administration. The purpose of this meeting will determine if CVA online independent studies is the correct placement for the student to be successful. Students can be returned to their resident school site.

Important Links

FOR DISTRICT AND SCHOOL INFORMATION

AUHSD.US
AUHSD.US/Cambridge/



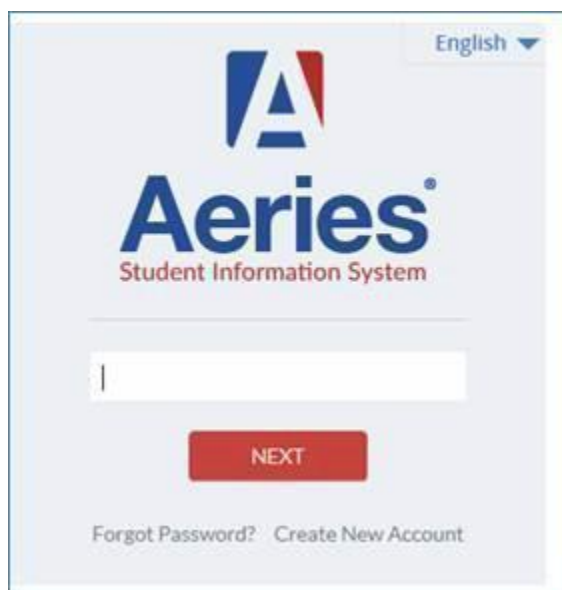
ANNUAL NOTIFICATIONS

<https://www.auhsd.us/District/Department/14207-ANAHEIM-UHSD/80493-Notification-to-Parents-Guardians.html>

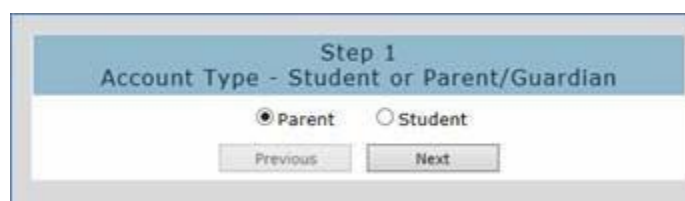
Create Aeries Parent Portal Account

CREATING A NEW AERIES ACCOUNT

If you do not already have a Parent Portal Account it is very easy to create however you will also need an active email address to create your Aeries Portal Account. ***You will first need to obtain the Student ID, Telephone and VPC code from your school site.*** To create a new Parent Portal account visit <https://aeriesconnect.auhsd.us/auconnect>. The following Login screen will display. Click on **Create New Account**.

The image shows the Aeries Student Information System login screen. At the top right, there is a language dropdown menu set to "English". In the center, the Aeries logo is displayed above the text "Student Information System". Below this, there is a white input field for a username or email address. Underneath the input field is a red button labeled "NEXT". At the bottom of the screen, there are two links: "Forgot Password?" and "Create New Account".

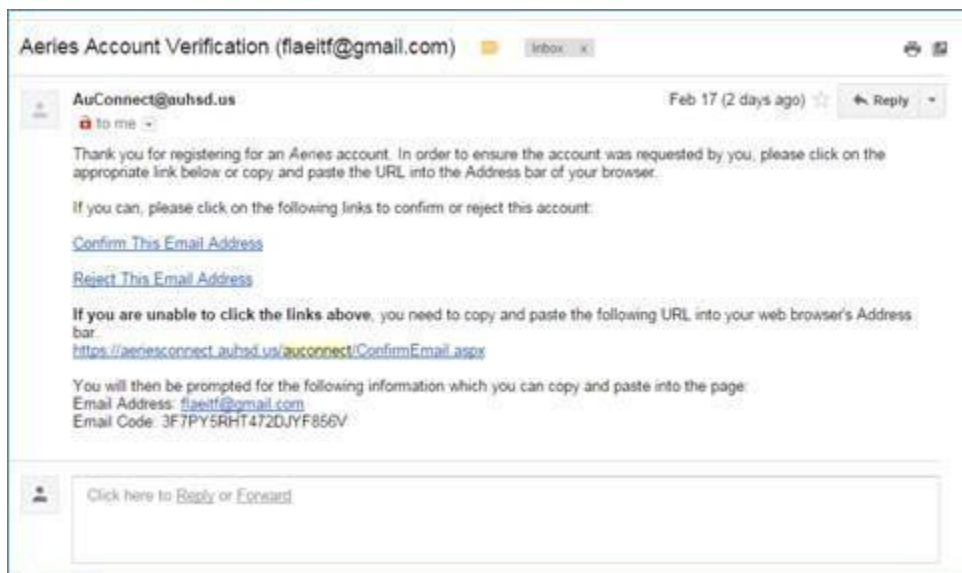
Step 1 - select Parent for **Account Type**. Click **Next**.

The image shows the "Step 1: Account Type - Student or Parent/Guardian" screen. It features two radio buttons: "Parent" (which is selected) and "Student". Below the radio buttons are two buttons: "Previous" and "Next".

Step 2 - enter a valid email address and password. Click **Next**.

The image shows the "Step 2: Account Information" screen. It prompts the user to "Please Enter The Following Information About Yourself". There are four input fields: "Email Address" (containing "flaeitf@gmail.com"), "Verify Email Address" (containing "flaeitf@gmail.com"), "Password" (masked with "*****"), and "ReType Password" (masked with "*****"). Below these fields, a red-bordered box contains the following text: "A verification email will be sent to your email address from: **AuConnect@auhsd.us**. Before continuing, Please add this email address to your 'contacts' or 'safe senders' list to ensure you receive this email." At the bottom, there are "Previous" and "Next" buttons.

Step 3 - check your email for an **Aeries Account Verification**. Click on **Confirm this Email Address**.



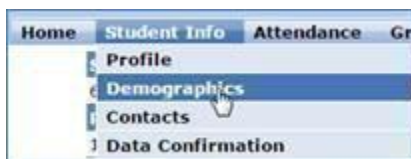
A message will display. Return to **Login Page** and **Login to Aeries Parent Portal**.



Step 4 - enter your Students Permanent ID, Home Telephone number and Verification code. This information can be obtained from the Registrar at your school site. Click **Next**.

A form titled 'Step 1 Student Verification' with the instruction 'Please Enter The Following Information About Your Student'. It has three input fields: 'Student Permanent ID Number' with value '1014079', 'Student Home Telephone Number' with value '(888) 324-5363', and 'Verification Code' with value '4w348trmw8'. At the bottom are 'Previous' and 'Next' buttons.

You should then be able to access the Student Information that is available.



Annual Notifications

MODEL NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records maintained by the school. These rights transfer to the eligible student when he/she reaches the age of 18 or attends a school beyond the high school level.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. The right to request that a school correct the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students who wish to ask the School to correct a record should write to the School principal [or appropriate school official], clearly identify the part of the record they want corrected, and specify why it should be corrected. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the records setting forth his/her view about the contested information.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education records. However, FERPA permits schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate education interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request,

the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date of birth, email address, 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 private school attended by the student. However, schools must inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. School official must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20212-8520

STATUTORY ATTENDANCE OPTIONS

Prepared by the California Department of Education

CHOOSING YOUR CHILD'S SCHOOL

A Summary of School Attendance Alternatives in California

California law [EC § 48980(h)] requires all school boards to inform each pupil's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Pupils that attend schools other than those assigned by the districts are referred to as "transfer pupils" throughout this notification. There is one process for choosing a school within the district which the parents/guardians live (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described below.

CHOOSING A SCHOOL WITHIN THE DISTRICT IN WHICH PARENTS/GUARDIANS LIVE

The law (EC § 35160.5(b) (1) requires the school board of each district to establish a policy that allows parents/guardians to choose the schools their children will attend, regardless of where the parents/ guardians live in the district. The law limits choice within a school district as follows:

- Pupils who live in the attendance area of a school must be given priority to attend that school over pupils who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means pupils must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a pupil's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer pupils. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a pupil that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent/guardian does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents/guardians to appeal a decision.

CHOOSING A SCHOOL OUTSIDE DISTRICT IN WHICH PARENTS/GUARDIANS LIVE

Parents/guardians have four different options for choosing a school outside the district in which they live. The three options are described below:

1. Interdistrict Transfers

The law (EC §§46600 through 46607) allows two or more school boards to enter into an agreement, for a term of up to five years, for the transfer of one or more pupils between districts. The agreement must specify the terms and conditions for granting or denying transfers. The district in which the parent/guardian lives may issue an individual permit under the terms of the agreement, or district policy, for transfer and for the applicable period of time. The permit is valid upon endorsement by the district of proposed attendance. The law on interdistrict transfers also provides for the following:

- If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- No district is required to provide transportation to a pupil who transfers into the district.

2. Parental Employment Transfers (Discretionary)

The law (EC §48204(b)) provides that a school district may deem a pupil as having complied with the residency requirements for school attendance if one or both parents/guardians of a pupil are physically employed within the boundaries of the district for a minimum of 10 hours during a school week, or if a pupil lives at their parent/legal guardian's placement of employment outside of the boundaries of their school district of residence for a minimum of 3 days during the school week. A school district is not required to accept a pupil requesting a transfer on this basis, but a pupil may not be rejected on the basis of race, ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of the EC § 48204(b) includes:

- Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if it is determined that there would be a negative impact on the district's court-ordered or voluntary desegregation plan.
- The district in which the parent/guardian works may reject a transfer if it determines that the additional cost of educating the pupil would be more than the amount of government funds the district would receive for educating the pupil.
- There are set limits (based on total enrollment) on the net number of pupils that may transfer out of a district in any school year, unless the sending district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a pupil is encouraged to identify and communicate in writing to the parent/guardian the specific reasons for denying the transfer.
- Once a pupil is deemed to have complied with the residency requirements for school attendance based on one or both parents or guardians being employed within the boundaries of the district and the pupil is enrolled in a school in a school district whose boundaries include the location where one or both parents of the pupil is employed, the pupil does not have to reapply in the next school year to attend a school within that school district and the district shall allow the pupil to attend school through the 12th grade in that district if one or both of the pupil's parents or guardians continues to be employed within the attendance boundaries of the school district, subject to certain conditions.

3. Districts of Choice (Discretionary)

The law (EC §§48300 through 48318) allows each school district to become a **"district of choice"** --that is, a district that accepts transfer pupils from outside the district under the terms of a resolution. A school board that decides to become a **"district of choice"** must determine the number of pupils it is willing to accept in this category each year and make sure that the pupils are selected through a "random and unbiased" process, which generally means a lottery process. Pupils may request transfers into a **"district of choice"** by January 1 of the prior school year. Other provisions include:

- Either the district of choice or the district of residence may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district of residency may also limit the total number of pupils transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- The district of choice may not prohibit a transfer based on the additional cost of educating the pupil but may prohibit a transfer if it would require the district to create a new program, except that a school district of choice shall not reject the transfer of a special needs pupil and an English learner.

- No pupil who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a pupil transferring under these provisions.
- Siblings of pupils already attending school in the **"district of choice"** must be given transfer priority. Children of military personnel may also be given priority.
- A parent/guardian may request transportation assistance within the boundaries of the **"district of choice."** The district may provide transportation only to the extent it already does so.

The above summary of the attendance alternatives available to parents/guardians and their children is intended to provide them with an overview of the laws applying to each alternative. Any parents/guardians, who are interested in securing more information about these options, districts' policies or procedures, and timelines for applying for transfers, should contact their own school district, or the district they may be thinking about transferring into.

4. Open Enrollment

The law (EC §48350 et seq.) authorizes the parent/guardian of a pupil enrolled in a low-achieving school, as defined, to submit an application for the pupil to attend a school in a school district of enrollment, as defined. Other provisions include:

- An application requesting a transfer must be submitted by the parent of a pupil to the school district of enrollment prior to January 1 of the school year preceding the school year for which the pupil is requesting a transfer. The application deadline does not apply to a request for transfer if the parent is enlisted in the military and was relocated by the military within 90 days prior to submitting the transfer application.
- The application may request enrollment of the pupil in a specific school or program within the school district.
- A pupil may enroll in a school in the school district of enrollment in the school year immediately following the approval of the transfer application.
- A school district of enrollment shall establish a period of time to provide priority enrollment for pupils residing in the school district prior to accepting transfer applications.
- The school district of residence in which the pupil resides or a school district of enrollment to which a pupil has applied to attend may prohibit the transfer of the pupil or limit the number of pupils who transfer if the governing board of the district determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan, the racial and ethnic balance of the district.
- A resident pupil who is enrolled in one of the district's schools shall not be required to submit an application in order to remain enrolled.

- Pupil applying for a transfer shall be assigned priority for approval as follows:
 - a. First priority for the siblings of children who already attend the desired school.
 - b. Second priority for pupils transferring from a program improvement school ranked in decile 1.
 - c. If the number of pupils who request a particular school exceeds the number of spaces available at that school, a lottery shall be conducted in the group priority order identified in (a) and (b), above, until all available spaces are filled.
- Initial applications for transfer to a school within a school district of enrollment shall not be approved if the transfer would require displacement from the desired school of any other pupil who resides within the attendance area of that school or is currently enrolled in that school.
- A pupil approved for a transfer to a school district of enrollment shall be deemed to have fulfilled the residency requirements for school attendance.

EFFECTIVE: JANUARY 1, 2019

West's Annotated California Codes

Education Code (Refs & Annos)

Title 2. Elementary and Secondary Education (Refs & Annos) Division 4.

Instruction and Services (Refs & Annos)

Part 27. Pupils (Refs & Annos)

Chapter 2. Compulsory Education Law (Refs & Annos) Article 1. Persons Included

§ 48205. Excused absences; average daily attendance computation

- (a) Notwithstanding *Section 48200*, a pupil shall be excused from school when the absence is:
- (1) Due to the pupil's illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to *Section 12302 of the Elections Code*.
 - (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in *Section 49701*, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school

district.

(10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(11) Authorized at the discretion of a school administrator, as described in *subdivision (c) of Section 48260*.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

NOTICE OF ALTERNATIVE SCHOOLS

California Education Code Section 58501

The following notice must be sent along with the Notification to Parents and Guardians required by EC § 48980. Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

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/her desire to learn.

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or part from a presentation by his/her 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.

TYPE 2 DIABETES INFORMATION

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010.

The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County. Also see available translations of this information.

Description

Type 2 diabetes is the most common form of diabetes in adults. Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.

According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy. The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells. The pancreas makes insulin, a hormone that moves glucose from the blood to the cells. In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise. Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia. Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

Inactivity. Being inactive further reduces the body's ability to respond to insulin.

Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.

Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes

develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.

Get more physical activity. Increase physical activity to at least 60 minutes every day.

Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

Last Reviewed: Monday, April 3, 2017

Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
 - All children have the right to a free public education.
 - All children ages 6 to 18 years must be enrolled in school.
 - All students and staff have the right to attend safe, secure, and peaceful schools.
 - All students have a right to be in a public-school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
 - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plans if You Are Detained or Deported

You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported. You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

Health Office

IMMUNIZATIONS

Students are not required to have up to date immunizations. However, they will not be admitted to any on or off campus events, such as Fun Friday's, Field Trips, unless a written immunization record, provided by a health care provider or the health department, is presented and vaccinations are up-to-date. Students may be conditionally admitted and enrolled if missing doses of required vaccines are not yet due. Students who are in foster care, experiencing homelessness, migrant, military family, or who have an Individual Education Plan (IEP) are to be granted Conditional Admission and enrolled immediately, regardless of the availability of immunization records or whether or not immunizations are up to date or complete.

HEALTH OFFICE

The health office provides basic first aid for injuries and illnesses during the school day. However, it is recommended that you follow up with your physician when advised by school staff. In the case of a life-threatening event, Emergency Medical Services (911) will be called, and you will be notified immediately. Please make sure all phone numbers of emergency people to contact are up to date in case your student becomes ill or injured and we cannot reach the Parent/Caregiver. Students should not leave campus without proper authorization. Cell phones should not be used outside of the health office to contact parents.

ILLNESS

PLEASE KEEP YOUR STUDENT HOME IF: he/she has a fever ≥ 100 degrees F, vomiting, diarrhea, or an unexplained rash the night before or the morning of school. Your student can return to school when they have been fever free for 24 hours without the use of fever reducing medication. If your student becomes seriously ill or has a contagious illness, you must provide the school with a doctor's note to return.

A student returning to school with sutures (stitches, staples), ace bandage (elastic bandage, slings), casts, splints, crutches, cane, walker, knee walker/knee scooter, or a wheelchair must have a licensed California health care provider's written permission to attend school that includes any recommendations and/or restrictions related to physical activity, mobility, and safety. All equipment must be supplied by the parent(s)/guardian(s)

MEDICATIONS

California Education Code Section 49423 provides that any student who is required to take, during the regular school day, medication (prescribed or over-the-counter) may be assisted by the credentialed school nurse or other designated school personnel if the school district annually receives:

- A written statement from an authorized health care provider licensed by the State of California to prescribe medications detailing the name, method, amount, and time schedules by which such medication is to be taken; and
- A written statement from the parent/guardian of the student indicating the desire that the school district assist the student in the matters set forth in the health care provider's statement;
- Whenever possible, it is preferable for licensed healthcare providers to establish a medication schedule that will eliminate or minimize the necessity for a student to take medication during school hours. Parent(s)/guardian(s) are urged to ask their licensed health care providers to consider such an arrangement.
- Written authorizations must be renewed annually or whenever there is a new written authorization from the licensed health care provider. The authorization is valid one calendar year from the date of the licensed health care provider's signature.
- Parent/guardian generated changes or modifications to the medication administration directions are not acceptable or acted upon unless such changes are received from the licensed health care provider in writing.
- The parent/guardian has a right to rescind their consent for administration of medication at school any time. The parent must submit a written statement and the school nurse will notify the health care provider.

Students may carry and self-administer certain medication (e.g., inhaled asthma medication or auto-injectable epinephrine medication) if the school district receives the appropriate documentation. This includes:

- A written statement from the authorized health care provider detailing the name of medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the medication; and
- A written statement from the parent/guardian of the student consenting to the self-administration, providing release for the credentialed school nurse or other health care personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from liability in the case of adverse reaction;
- Completion of Student Contract for Self-Administration/Self Carry of Medication During School Hours signed by the student and the credentialed school nurse.

Education Code Section 49414, as amended by Senate Bill 1266 (SB 1266), requires school districts, county offices of education, and charter schools to provide emergency epinephrine auto-injectors to school nurses and trained personnel who have volunteered, and authorizes school nurses and trained personnel to use epinephrine auto-injectors to provide emergency medical aid to individuals who are suffering, or reasonably believed to be suffering, from an anaphylactic reaction (severe allergic reaction).

AUHSD Volunteer Process

HOW TO BECOME A VOLUNTEER



We're excited to welcome parents, caregivers, and community members to join the **AUHSD Volunteer Program**.

Our volunteers are a vital part of creating a connected and thriving school environment!

Follow these simple steps to get started:

✓ Step 1

Complete the [2025–2026 Parent Volunteer Interest Form](#). Be sure to enter your name exactly as it appears on your driver's license.

✓ Step 2

You will receive an email from **the FACES** requesting you to confirm and complete the **District Volunteer Application (Raptor Application)**.

✓ Step 3

Based on the **Tier** of volunteer role you select, you'll be prompted to follow the appropriate next steps (such as fingerprinting or additional documentation).

✓ Step 4

Once approved, you'll be invited to a **mandatory orientation** at **Cambridge Virtual Academy**. Orientation details will be shared upon approval.

✓ Step 5

After orientation, the **FACES** team will reach out with opportunities to support AUHSD events—either in person or virtually.

VOLUNTEERS MAKE A DIFFERENCE!

Whether it's supporting food distributions, sports programs, classroom events, or helping at CVA, your time and effort make a lasting impact.

For any questions, please contact:

Jason Ortiz at Ortiz_ja@auhsd.us

Let's build a stronger CVA community—together!