



VALLEY ADULT SCHOOL

520 Chaney Street, Lake Elsinore, CA 92530

Dr. Greg Cleave, Principal

Nohora Vazquez, Assistant Principal

Main (951) 253-7093 • (951) 253-7093 FAX

Dear Student:

High School Diploma Textbooks:

Textbooks become a student's responsibility from the time of check out until he/she returns them to the library. It is the responsibility of the student to return them on time and in the same condition as when the book was checked out. Each student is responsible for returning the books originally issued to him/her with the exact matching barcodes listed on their computer check out records.

- Students must not leave textbooks in classrooms. Students are responsible for any damage, lost or theft of books assigned to him/her.
- Students have 2 weeks to inspect their assigned books for damage. If damage is found, it is the student's responsibility to return the book and notify the librarian/teacher in order to avoid being assessed a fine for damage. It is the student's responsibility to return the book in the same condition in which it was issued.

Damage Fees:

If a student loses or damages a library book or textbook, the student is responsible for the following fees:

- Lost books: Current replacement cost of the book
- Water damage: Current replacement cost of the book
- Extensive damage or missing pages: Current replacement cost of the book
- Damaged cover: \$5 and up
- Soiled or torn pages: \$2 each page

If student does not return their library books and/or textbooks or fail to pay for lost or damaged materials their account will be charged per Board Policy 6162.2(a) and Ed. Code 48904.3 and their grades, transcripts or diplomas may be withheld.

School ID Cards:

ID Cards will be issued to all students at Valley Adult School. The first will be free of charge; however, if it is lost for ANY reason, there will be a \$5.00 fee to replace it. **All students MUST carry their ID card while on campus. NO EXCEPTIONS.**

FERPA Privacy Act:

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Valley Adult School receives a request for access.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to consent to disclosure of personal identifiable information from student's records.

Print Name: _____ **Signature:** _____

Date: _____ **DOB:** _____



LAKE ELSINORE UNIFIED SCHOOL DISTRICT

Governing Board – Juan Saucedo • Stan Crippen. • Heidi Matthies Dodd • Susan E. Scott • Steven L. Wood

Superintendent – Dr. Doug Kimberly

Updated/Revised: 8/6/2014