

Annual Notification To Parents/Guardians 2012-2013



The Palo Verde Unified School District is committed to high quality education that ensures that all students will become productive members of an increasingly diverse and technological society. We will encourage and nurture home, school and community cooperation. We will provide a safe, clean, positive environment. We will use a variety of strategies to promote student learning.

The Palo Verde Unified School District is an Affirmative Action/Equal Opportunity agency and shall not discriminate against employees, job applications, student/parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital/parental status, disability, sexual orientation, or veteran status. District programs and activities shall be free from unlawful discrimination.

The district is required by law to provide the following information concerning parents/students rights to assist you.

295 North First Street

Blythe, CA, 92225

(760) 922-4164

www.pvusd-bly.k12.ca.us

Board of Trustees

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Acting Superintendent

Mr. Bob Bilek

PALO VERDE Unified School District

"Improving Learning...Together"

Calendar 2012-2013

JULY

4 Independence Day

AUGUST

20-21 Teacher Orientation
22 First Day of Instruction/Students Report

SEPTEMBER

3 Labor Day

OCTOBER

8-11 Elementary Conferences
(Elementary Early Release)
19 End Quarter 1 (Secondary)

NOVEMBER

12 Veterans Day
16 End Trimester 1 (Elementary)
22-23 Thanksgiving Day/Holiday

DECEMBER

20 End Semester 1 (Secondary)
21 Teacher Contract Day/No Students
21-31 Winter Break

JANUARY

1-4 Winter Break
21 Martin Luther King Day
29-31 Elementary Conferences
(Elementary Early Release)

FEBRUARY

11 Lincoln's Birthday
18 President's Day
28 End Trimester 2 (Elementary)

MARCH

1 Teacher Contract Day/No Students
22 End Quarter 3 (Secondary)
29 Spring Break

APRIL

1-5 Spring Break
10-30 Testing Window Open

MAY

1-14 Testing Window Open
24 Sp Ed Preschool Last Day
27 Memorial Day

JUNE

5 Last Day of Instruction/
Minimum Day/Early Release
6 Teacher Contract Day/No Students

S M T W T F S

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CALENDAR CODING:

-  Teacher Work Days (No students)
-  School Begins / Ends
-  Special Ed. Preschool Begins / Ends
-  Minimum Day
-  No School in Session
-  Legal Holiday – All Staff
-  Local Holiday – All Staff

PUPIL REPORTING PERIODS

	Quarter		Trimester	
First	Aug 22 – Oct 19	42 days	Aug 22 – Nov 16	61 days
Second	Oct 22 – Dec 20	41 days	Nov 19 – Feb 28	58 days
Third	Jan 7 – Mar 22	51 days	Mar 4 – June 5	<u>61 days</u>
Fourth	Mar 25 – June 5	<u>46 days</u>		180 Total
		180 Total		

PARENT RIGHTS

The Palo Verde Unified School District recognizes that parent rights are as important as parent responsibilities. Education Code section 51100 and 51101 lists the following parent rights:

Classroom visits: Parents may make scheduled visits to observe their student's classroom. The request to visit a class must be accommodated in a reasonable period of time.

Meetings with teachers or administrators: Parents may expect to meet with school staff within a reasonable time after they request the meeting.

Volunteering: Parents may volunteer their time and resources to improve school facilities and programs, under the supervision of district employees. This includes helping with classroom activities, under the direct guidance of the teacher. The responsibility for instruction must remain with the teacher.

Absences: Parents may expect to be notified on a timely basis if their student is absent without permission.

Standardized and Statewide Tests: Parents shall receive their student's results on any standardized and statewide tests, and parents shall receive information on the performance of their student's school on these tests.

Request for a particular school: Parents may request a particular school for their student. The district will respond to the request, but is not obligated to grant the request.

School Environment: Parents may expect a safe environment that is supportive of learning for their student.

Learning Materials: Parents may examine the curricular materials used in their student's class(s).

Student Progress and Who to Contact: Parents are to be informed of their student's progress at school, and of the appropriate school personnel to contact should a problem arise with their student.

Student Records: Parents have the right to see the school records of their student.

Academic Expectations: Parents have the right to be informed about academic standards, proficiencies, or skills their student is expected to accomplish.

School Rules: Parents have the right to be informed in advance of school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school. [EC 35291, 48980]

Psychological Testing: Parents must receive information about any psychological testing being considered for their student, and the parent has the right to refuse any such test for their student.

Committee Participation: Parents have the right to seek appointment or election to school site councils, parent advisory committees, or site-based management teams in accordance with membership rules. Schools are encouraged

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.

to hold two open forums annually, to provide information to parents on school issues and activities. Weekend meetings are recommended, and ample prior notice to parents should be provided.

Questioning Student Records: Parents have the right to question anything in their student's record that they feel is inaccurate, misleading, or is an invasion of privacy, and to receive a response from the school.

Promotion/Retention: Parents have the right to be informed as early in the year as possible that their student may be in risk of retention, and they may consult with those responsible for the decision to promote or retain their student, and the parent may appeal the decision to promote or retain their child.

Participate with School Personnel: Parents have the right to enter into a partnership with school personnel to learn how best to help their student be successful at school by monitoring attendance, homework, and class performance, as well as encouraging extra curricular activities and controlling TV viewing. Furthermore, parents can extend classroom activities after school, and participate in school decisions which impact their student's and the school's learning experience.

Note: The rights and activities discussed in this section may not be available to a parent/guardian/family member due to a valid restraining order, or other applicable court orders. Please contact the school district at (760) 922-1407 if you have any questions about restraining orders at school.

ATTENDANCE

● General Absences

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. For students 6 to 18 years old, daily school attendance is compulsory. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value.

It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Unexcused absences result in a recorded truancy.

1. Notwithstanding EC 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. 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 EC 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.
 - J. 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." [EC 46014, 48205]

☰ ● **Truancy**

The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. The three are truant, habitual truant, and chronic truant.

Truant: The state says a student is truant after missing three days school or 30-minute periods without a valid excuse.

Habitual Truant: If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is a habitual truant.

Chronic Truant: A chronically truant student has missed 10 percent or more school days in a school year.

Interventions: Students who are habitually truant, miss a lot of school or are disorderly can be referred to a student attendance review board (SARB), a district attorney mediation program, or the county probation department. Through these programs the student can be given guidance to meet special needs for improving attendance or improving school behavior. The goal is to intervene before a student enters the juvenile justice system or drops out.

Student Penalties: First truancy may result in a one-day weekend class. Second may be a written warning from a peace officer that stays in the student's records. Third may result in assignment to an after-school or weekend program, or a SARB or district attorney program. Fourth truancy places student within the jurisdiction of the juvenile court; the student could become a ward of the court and be required to do community service, pay a fine of \$100, attend truancy prevention program, and lose driving privileges.

Parent Penalties: In Education Code; first conviction – \$100 fine; second conviction – \$200 fine; third – up to \$500. In Penal Code; parents of elementary students who are chronic truants face a \$2,000 fine or imprisonment up to a year or both. They may also be scheduled to meet regularly with district staff and/or be referred for help. [EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; Penal Code 270.1, 830.1; Welfare and Institutions Code 601.3; Vehicle Code 13202.7]

☰ 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, by agreement, also allow the transfer of students from or to other districts (interdistrict). Victims of bullying or violence are given preference in interdistrict transfers. In some cases the district must provide transportation. [EC 35160.5, 46600, 48204, 48206.3, 48301, 48306, 48980]

☰ Intradistrict Open Enrollment

The Board of Trustees desires to provide enrollment options that meet the diverse needs and interests of district students. These options may be reviewed annually.

Students who reside within district boundaries may apply for enrollment in any district school. The Superintendent or designee shall determine the capacity based on the number of classrooms, facility space, Class Size Reduction requirements and the maximum class size agreement of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area as defined in the Administrative Regulation. In accordance with law, no student currently residing within a school's attendance area shall be displaced by another student.

The Board retains the authority to maintain appropriate racial and ethnic balances among district schools. [BP 5116.1, May 4, 2004; EC 35160.5, 35291, 35351, 48980]

Enrollment Priorities

Schools receiving requests for admission shall give priority for attendance to siblings of children already in attendance in that school and to children whose parents/guardians are assigned to that school as their primary place of employment.

A student may be given priority for attendance outside his/her current attendance area when special circumstances exist that may be harmful or dangerous to that particular student. Harmful or dangerous special circumstances shall be identified pursuant to law and administrative regulations.

All requests for intradistrict transfers must be submitted between March 15 and April 15 each year for the following school year. Requests will be considered based on a random, unbiased selection process as defined in the Administrative Regulation. Each transfer is dependent upon available space and the maintenance of balanced demographic characteristics.

Although preference will be given to students renewing intradistrict transfers, students must reapply for intradistrict transfer between March 15 and April 15 each school year for the following school year. Students may be subject to displacement due to excessive enrollment.

Transportation

The district will not provide transportation outside the school's attendance area. Except as required by 20 USC 6316, for transfers out of Title I program improvement schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area to the same extent as transportation is otherwise provided.

☰ Interdistrict Attendance

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.

Interdistrict Attendance Permits

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to

meet individual student needs.

The Superintendent or designee shall ensure the interdistrict permits specify the terms and conditions agreed to by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication.

The Superintendent or designee may deny the granting of an interdistrict attendance permits because of overcrowding within district schools or limited district resources.

Transportation

The district shall not provide transportation outside any school attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside an attendance area to and from designated bus stops within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need.

Limits on Student Transfers out of the District to a School District of Choice

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. [BP 5117, May 17, 2011; EC 41020 , 46600-46611, 48204, 48300-48316, 48350-48361, 48915, 48915.1, 48918, 48980, 52317]

☰ A Message from SARB

The Student Attendance Review Board (SARB) of Blythe and the Palo Verde Unified School District remind parents/guardians that California law holds them accountable for the regular and punctual attendance of their children to school. The local SARB is eager to help resolve all school attendance problems in our community. You can call 922-7503 or 922-1407 for help with your child's attendance problems.

☰ 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, by the caregiving adult is required to determine that your child lives in the caregiver's home. [EC 48204(a), 48980(h); Family Code 6550-6552]

☰ Attendance in District in Which Parent/Guardian is Employed

Your child may have the option of attending school in the school district where you or your spouse are employed for at least 10 hours per week. If interested, call the school office for information. [EC 48204(b), (d), and (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. [EC 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. [EC 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. [EC 48208]

☰ Leaving School at Lunch Time

“The governing board of the Palo Verde Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit pupils enrolled at Palo Verde Valley and Twin Palms High Schools to leave the school grounds during the lunch period. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.” The district permits students in grades 9 – 12 this privilege. [EC 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. [EC 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. [EC 58501]

DISCIPLINE

☰ Rules and Regulations Regarding Discipline

The Board of Education prescribes discipline consistent with California and State Board of Education regulations. Each principal ensures that all rules are communicated to students at the beginning of each school year. Transfer students receive this information upon enrollment. Discipline matrices have been established for both elementary and secondary students to ensure consistent consequences throughout the district. The matrices are available from the school principals upon request from a parent. [EC35291, 48900]

☰ 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. [EC 48906]

● 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 \$17,593 in damages and another maximum of \$10,000 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. [EC 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.

● Vandalism

Graffiti and scratching glass or other material on someone else's property is now considered vandalism and those convicted face fines, imprisonment, and court orders to clean up the damage or perform community service. Parents may be liable to pay fines as high as \$50,000 and be required to participate in the clean up. [Penal Code 594]

● 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]

● Cell phones, Pagers, Electronic Signaling Devices

Districts may regulate the possession or use of any cell phone, 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. [EC 48901.5]

● Impersonation on the Internet

Pretending to be a real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [Penal Code 528.5]

● Grounds For Suspension and 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 and Penal Code 257 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. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

- (2) "Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (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. [EC 35921, 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) [EC 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

● Advanced Placement and International Baccalaureate Exam Fees

State funding is available to qualified low-income students to cover the costs of advanced placement exam fees; however, the state budget crisis has given districts flexibility in providing these services. [EC 48980, 52240, 52244]

● Alcohol and Other Drugs: Instruction

The Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol and other drugs. A comprehensive prevention program that includes instruction, intervention, support for recovering students, and enforcement/discipline is provided. All Board policies, regulations, procedures and school rules related to this prevention program shall be clearly communicated to students, staff, and parents/guardians. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English Proficiency.

The district provides instruction that helps students avoid the use of alcohol or other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol or other drugs.

● Alcohol and Other Drugs: Intervention

The district provides the following intervention services for students and their families: The Student Study Team (SST) process, and Riverside County Mental Health. Contact the administrator or counselor at your child's school for additional information.

● Tobacco Free Schools

The Palo Verde Unified School District Board declares that the use of all tobacco products by anyone on school district property, in vehicles, or at sponsored events is prohibited. ALL DISTRICT FACILITIES ARE SMOKE-FREE. District employees, students and members or the public are expected to observe this restriction.

● Steroid Prevention Program

High school athletes must sign a pledge they are not using steroids illegally or they will not be allowed to participate. Parents must sign a form notifying them of the restriction.

● 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 in order to provide a free and appropriate education. [EC 56020 et seq., 56040, 56301; 20 USC 1412, (10)(A)(ii); 34 CFR 300.121]

English Learners

Parents/guardians must be informed of the identification of their child as an English Language Learner no later than 30 days after the beginning of the school year.

Student Lunch Program

Your child may be eligible for free or reduced rate lunch. An application will be sent to all students' homes. [EC 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. [EC 221.5; Section 504 of the Rehabilitation Act of 1973]

Course Outlines

Parents/guardians have the right to review course outlines which describe the curriculum and instructional aims.[Education Code 49041.14]

Student Use of Technology

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

On-Line Services

To discourage access to adult content on on-line electronic services and preclude other misuses of the system, the Superintendent or designee shall establish age/grade-level qualifications and shall ensure that students receive training in user obligations and responsibilities.

Before using on-line services, the student and parent/guardian shall sign the district's CIPA (Children's Internet Protection Act) Compliant Acceptable Use Policy contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities.

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

The Superintendent or designee shall establish administrative regulations governing use of the district's on-line services. He/she shall ensure that users have no expectation of privacy and understand that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

Comprehensive School Safety Plan

A comprehensive school safety plan has been established for the District and each school. Key elements of that plan will be presented in the School Accountability Report Card. [EC 35256]

School Accountability Report Card

The School Accountability Report Card is available on request, and is available on the Internet at www.pvusd-bly.k12.ca.us. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provide upon request. [EC 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 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. [EC 49450; Health and Safety Code 124085, 124100, 124105, 120475]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact Blythe Family Health Clinic, 321 W. Hobsonway, Suite C, Blythe, CA 92225, (760) 922-4981.

☰ ● Kindergarten and/or First Grade Oral Health Assessment

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, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school.

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. However, the state budget crisis has given districts flexibility in collecting this data. [EC 49452.8]

☰ ● Immunizations

A pupil may not be admitted to school unless he/she has been fully immunized against hepatitis B, diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella. Students must be immunized for varicella or provide proof from a doctor stating child has had the disease. Documented proof of immunization is required upon admission. All advancing students, new students, or transferring students in grades 7 through 12 must be fully immunized, including a required booster against pertussis (Tdap). They shall not be admitted without the Tdap booster. The required immunizations are available from the County Health Department, a physician, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school. 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 120325, 120335, 120440; EC 48216, 49403]

☰ ● Meningitis

Meningococcal disease or Meningitis can be a life threatening infection that can be treated. Routine vaccinations are recommended for 11-12 years olds, students entering high school and students living in college dorms. For more information please visit the California Department of Public Health website or go to www.cdph.ca.gov/HealthInfo/discond/Pages/MeningococcalDisease.aspx [Health and Safety Code 120395]

● Administering Medication And Monitoring Health Conditions

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 annually submits a written statement indicating his/ her desire that the school district assist his/her child in taking the medication. [EC 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 above are met. [EC 49414, 49414.5, 49423, 49423.1, 49480]

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

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. [EC 49480]

● Insulin Injections

Palo Verde Unified School District reaffirms its commitment to provide all students with a free and appropriate education. Those district students with identified medical issues may be provided with an appropriate 504 Plan or Individualized Education Plan (IEP). It is the policy of the district that plans for medical emergencies, including, but not limited to, inability of a diabetic student to be able to self-inject insulin, be developed for and included in a 504 Plan or an IEP on an as needed basis as determined by the members of the 504 Plan team or the IEP team. When the age of the students prohibits self-medication, the district nurse, parent/guardian or parent/guardian designee not employed by the school district, shall administer insulin.

● 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. [EC 49451]

● Fluoride Treatments

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program. This program is not meant to replace regular professional dental care. [Health and Safety Code 104855]

● 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. [EC 49452.5]

● Vision and Hearing Appraisal

Your child's vision and hearing will be checked by an authorized person between grades kindergarten through 12, 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. [EC 49455, 49452]

● Sun Protection

Students when outdoors can wear sun protective clothing, including, but not limited to hats. [EC 35183.5] Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 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. [EC 46010.1]

● Medical and Hospital Insurance for Students

A group student accident insurance plan shall be made available on a voluntary basis to every student registered in the district. The specific plan shall be approved by the Governing Board and shall specify that the insurance agent assume all administrative processes. [EC 49470, 49472]

The Board authorizes the distribution of literature concerning voluntary student insurance during the first week of every school year. All communications concerning the insurance shall be directed to the insurance company by the student's parent/guardian.

Students and parents/guardians shall be notified at the beginning of each school year that the district does not provide or make available medical and hospital care or insurance for students who are injured while participating in physical or athletic activities. Exceptions shall be made for athletic team members in accordance with the provisions of state law and board policy. [EC 49471; (ne)]

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 (teachers) 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. [EC 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. [EC 32255]

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

☰ ● 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 upon your written request. [EC 51240]

☰ ● Tests/Surveys on Personal Beliefs

Unless you and your children over 18 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. [EC 60650, 51513, 60614, 60615; PPRA, 20 U.S.C.; No Child Left Behind Act (NCLB)]

☰ ● Child Abuse Prevention Training Program

Parents have the right to refuse to allow their children to participate in a child abuse primary prevention program. [Welfare Institution Code 18976.5]

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. [EC 49063, 49091.14]

☰ ● Pupil Records

You and your children over 18 have the right to review, get copies, and inspect their school records within five business days of a written 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. In some instances information about your child may be released to lawyers, after school program operators, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at the school of attendance 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 fifteen cents (15¢) 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. [EC 49063, 49060, 49069, 49070, 56043, 56504, 8484.1; Family Code 3027; Civil Code 1798.24 (t); Family Educational Rights and Privacy Act (FERPA); 34 CFR Part 99]

For a smoother transition, through a relationship established with the Department of Defense and the California Department of Education, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. [EC 51250]

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. [EC 49067]

Release of Directory Information

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information includes a student's name, address, telephone number, date 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 school attended by the student. You may have the district withhold any of this information by submitting a request in writing by September 15, 2012. Written notification received after the date specified will be honored, but the student's information may have been released in the interim. In the case of students with exceptional needs, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 56515, 49063(a), 49073; FERPA; 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. [EC 32281, 32286, 32288]

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)]

High School Exit Exam

In addition to other graduation requirements, each student is required to pass the California High School Exit Exam (CAHSEE) to receive a high school diploma. Students must have completed all other graduation requirements. Students must pass both the English and Mathematics sections. Each pupil shall take the CAHSEE beginning in 10th grade and may retake the examination as follows – two opportunities in 11th grade and three in 12th grade. If they do not pass while in high school, students may take the CAHSEE up to three times a year until they pass it, no matter how many times that takes. There is help for students for up to two consecutive years after completion of grade 12; however, the state budget crisis has given districts flexibility in

providing these services. [EC 48980, 60850] CAHSEE testing dates for 2012-13:

<u>English Language Arts:</u>	<u>Mathematics:</u>	<u>Grades:</u>
November 6, 2012	November 7, 2012	11, & 12
February 5, 2013	February 6, 2013	11, & 12
March 12, 2013	March 13, 2013	10
May 14, 2013	May 15, 2013	10

UNIVERSITY ADMISSIONS

● **University of California/California State University Admissions**

Admission to the California State Universities requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A grade of C or higher is required for each course the student uses to meet any subject requirement. Transfer students are accepted.

Admission to the University of California requires completion of the 15 yearlong high school course list. These courses are also known as the “a-g” subjects. At least seven of the 15 yearlong courses must be taken in the students last two years of high school. [EC 48980, 51229]

Links to University of California/California State University requirements:

<http://www.universityofcalifornia.edu/admissions/undergraduate.html>

<http://www.calstate.edu/admission/admission.shtml>

http://www.csumentor.edu/planning/high_school/subjects.asp

http://www.csumentor.edu/planning/high_school/

<http://www.ucop.edu/doorways/>

● **Definition of career technical education**

A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. More information is available about Career Technical Education at California Department of Education, <http://www.cde.ca.gov/ci/ct>. [EC 48980, 51229]

● **Talking with a counselor**

High school counselors are trained to help students prepare for college or career training. They take students through all the steps so nothing is missed including information about financial aid, requirements, and careers. Most counselors are available by appointment and will meet with students and their families. [EC 48980, 51229]

● **Safe Place to Learn**

District policies prohibit discrimination, harassment, and bullying at all school sites and school activities based on actual or perceived characteristics: mental or physical disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. When safe to do so District employees must intervene when they see discrimination, harassment, intimidation or bullying.

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer below for assistance. [EC 220, 234; Penal Code 422; BP 5131.2]

DUE PROCESS PROTECTIONS AND COMPLAINTS

The District is primarily responsible for compliance with local, state and federal laws and regulations and has procedures to address allegations of unlawful discrimination, harassment, bullying, 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, Harassment, Bullying, Exceptional Need Students, Categorical Programs, Federally Funded Programs

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, or bullying against any protected individual or group identified under Board Policy, Education Code, California Code of Regulations, and Government Code including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group, identification, national origin, religion, race or ethnicity, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

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:

Mr. Bob Bilek, Acting Superintendent
295 North 1st St.
Blythe, CA, 92225
(760) 922-4164

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. [EC 200, 220, 234, 260 et seq., 56501; Penal Code 422.55; Title IX; 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); Government Code 1135; 5 CCR 4610, 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. [EC 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 free 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 has 15 days of receiving the LEA decision, 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. 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; EC 235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(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 with modifications as necessary, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. Complaints may also be filed regarding intensive 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, however, the state budget crisis has given districts flexibility in providing exam services. [EC 35186, 37254, 52378]

Williams Settlement complaint procedure

Free forms are available, 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 filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in

the same time frame.

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. [EC 35186, 48985]

SEXUAL HARASSMENT

The Governing Board is committed to maintaining a learning environment that is free of harassment and discrimination. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in district complaint processes.

☰ 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 sex and could involve sexual violence
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 district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

☰ Complaint Process

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g. by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

☰ Disciplinary Measures

Any student who engages in sexual harassment or sexual violence at school or a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, 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.

☰ Confidentiality and Record-Keeping

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.

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. [BP 5145.7, July 2012; EC 200-262.4, 48900,

48900.2, 48904, 48980; Civil Code 51.9, 1714.1; Government Code 12950.1; 5 CCR 4600-4687, 4900-4965; 20 USC 1681-1688; 42 USC 1983, 2000d-2000d-7, 2000e-2000e-17; 34 CFR 106.1-106.71]

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 the school. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [EC 17610.1, 17612, 48980]

<u>Product</u>	<u>Active Ingredient</u>
Weatherblock Bait	Bromadiolone
Advance Granular Ant Bait	Abamectin B1
Altosid Pro-G	(RS) - Methoprene)
Cyper TC Insecticide	Cypermethrin
Demand EZ Insecticide	Lambda-cyhalothrin
Talstar CA Granular	Bifenthrin

☰ ● School Bus Safety

Parents and guardians of students in pre-kindergarten through the sixth grade shall receive written information on school bus safety when they first register for school. [EC 39831.5]

☰ ● Child Find System

The District has written policies and procedures for locating and identifying children with exceptional needs. This Child Find System includes the procedure for initiating a referral for assessment. The System includes children from birth. Parents/guardians may call the Special Education Department at (760) 922-4164, ext. 242 for additional information. [EC 56301]

☰ ● 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. [EC 48209.13, FERPA, 34 CFR Section 99.7(b)]

ANNUAL NOTICE REGARDING YOUR RIGHTS

As required by law, this is to notify of your rights and responsibilities. Please take time to carefully review the information in this booklet.

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

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment. After your review, please sign and return to your child's school this acknowledgment indicating you have received and reviewed these materials.

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

STUDENT USE OF TECHNOLOGY • ACCEPTABLE USE AGREEMENT

I have read the Palo Verde Unified School District Policy for Responsible Computing and understand its provisions. I accept responsibility for the appropriate use of Palo Verde Unified School District computer resources, which include all computer systems, network systems, Internet and intranet web site or other data processing equipment owned by Palo Verde Unified School District, as well as remote computers, or computer systems when used to access the Palo Verde Unified School District computer resources, as outlined in the Policy of Responsible Computing. I understand that use of Palo Verde Unified School District computer resources in violation of the Policy for Responsible Computing will result in disciplinary action and/or the cancellation or restriction of user privileges. I agree to report any use which is in violation of the Policy for Responsible Computing to the appropriate system administrator, administrative office, or employee supervisor, as indicated in the Policy for Responsible Computing.

Student Name (printed)

Student ID Number

School

Grade

Student Signature

Date

I have read the Palo Verde Unified School District Policy for Responsible Computing and understand its provisions and understand the responsibility my child has for the use of Palo Verde Unified School District computer resources.

Parent/Guardian's Name (printed)

Telephone

Parent/Guardian Signature

Date