



Creating Opportunities: Changing Lives

PUSD students will have the skills and knowledge to be prepared for college and career and to make a positive impact in a dynamic global society.

*Este libro se puede obtener en español.
Por favor pregunte en la oficina de su escuela.*

Non-Discrimination Statement: Porterville Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ethnicity, national origin, immigration status, ancestry, age, creed, religion, political affiliation, gender, gender identity, gender expression, genetic information, mental or physical disability, sex, sexual orientation, marital status, pregnancy or parental status, medical

information, military veteran status, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis protected by law or regulation, in its educational program(s) or employment. If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the District's Compliance and Title IX Of-

ficer, by phone at (559)793-2445, by email at pblack5105@portervilleschools.org, or in person at 600 W Grand Ave, Porterville, CA 93257. The district is not responsible for facts or opinions contained on any linked site.

Title IX Coordinator
Phil Black, Ed.D.

Please cut & return this portion to your child's school



PARENT RECEIPT OF INFORMATION NOTICE - 2023-2024

STUDENT NAME _____

SCHOOL OF ATTENDANCE _____ GRADE _____

My signature as parent or legal guardian acknowledges that I have been informed of my rights as a parent.

This portion must be returned to your child's school as per California Education Code Section 48982.
Hard copy of SARC will be provided upon request.

Date: _____

Signature of Parent or Guardian



Please cut & return this portion to your child's school

PUSD



PUSD

WELCOME

BACK TO SCHOOL

Annual Notification • Asbestos Hazard Emergency Notice

Dear parents, staff and students,

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) we are letting you know the following:

1. All our schools have been inspected by an EPA accredited inspector for the purpose of determining the presence and location of asbestos in our buildings.
2. This information was used to develop a strategy for dealing with the asbestos. This strategy is written up in the District's Management Plan. This plan is available for your inspection at the respective school sites and in the office of the Director of Custodial Services, located at 534 N. "E" St., Porterville.
3. Much of the asbestos that was originally identified has now been removed. That which remains is monitored on a regular and ongoing basis to ensure that it remains in good condition and does not constitute a hazard to building occupants, service workers, etc. To this end, periodic surveillances are done at least every 6 months, and reinspections are done at least every 3 years.

4. From time to time we find it necessary to remove asbestos containing material (ACM) to make repairs, do remodels and so forth. When this happens all work is done by EPA certified workers who follow procedures designed to do the work in a manner safe for both the environment, the workers and building occupants.

For questions about any aspect of our asbestos program, please contact District Operations Facility 782-7073.

Pesticide & Herbicide List and Annual Notification

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they apply during the year. We intend to use the following pesticides in your school this year.

NAME OF PESTICIDE(ACTIVE INGREDIENT)	NAME OF PESTICIDE(ACTIVE INGREDIENT)
Advion Ant & Roach Gel, Insect Granule: Arilone (Indoxacarb)	Alpine (Dinotefuran)
Archer IGR (Pyridine)	Avert DFB (Abamectin B-1)
Bedlam; Bedlam Plus (3 phenoxybenzyl, 2-dimethyl, 3-cyclopropanecarboxyl; x, x, x, Imidacloprid)	
Bifen I/T; Talstar EZ/PL/P; Wisdom EZ/TC (Bifenthrin)	CB-80 Insect; CB-80 Extra (Pyrethrins; PiperonylButoxide.
Cynoff EC; Up-Cyde (Cypermethrin)	Cy-Kick CS (Cyfluthrin)
Cyonara 9.7; Cyzmic CS; Demand CS/EZ; 221L (Lambda-cyhalothrin)	DeltaDust; DeltaGard D/G; DForce HPX (Deltamethrin)
Demon WP (Cypermethrin)	Dragnet SFR/Tengard SFR (Permethrin)
ExciteR; CB-80 Extra (Pyrethrins, PiperonylButoxide-Technical)	Exponent (Piperonylbutoxide)
Gentrol IGR ((S)-Hydroprene)	Kills Bed Bugs Plus (Pyrethrins, PiperonylButoxide, Permethrins)
MasterlineBifenthrin 7.9 (Bifenthrin)	Maxforce FC Gel/Mag.; Taurus SC; Termidor SC (Fipronil)
Maxforce Fly Spot Bait; Quantum; Premise Pro (Imidacloprid)	Maxforce Gran./Comp. (Hydramethylnon)
Metaldehyde (Metaldehyde)	Niban (Orthoboric Acid)
NuvanProstrips/x x Plus (Dichlorvos)	NyGuard IGR (Pyriproxifen)
Onslaught ((S)-cyano (3-phenoxyphenyl) methyl-(S)-4- chloro-alpha-(1-methylethyl) benzeneacetate)	
Optigard Gel/Flex (Thiamethoxam)	Orthene (Acephate)
Permethrin E-Pro; Permethrin SFR (Permethrin)	Petcor, Precor IGR (Methoprene)
Phantom (Chlorfenapyr)	Pro Control (Pyrethrins, Cyfluthrin)
Suspend SC/Polyzone (Deltamethrin)	Tempo SC Ultra/Ultra WP (Beta-Cyfluthrin)
Temprid SC (Imidacloprid, Beta-Cyfluthrin)	Transport GHP/Mikron (Acetamiprid, Bifenthrin)
Vendetta/Vendetta Plus (Abamectin B1/x, Pyriproxifen)	Wasp Freeze (d-trans Allethrin, Phenothrin)
ULD BP100/300; 565 Plus XLO; Pyrethrin Fog; Purge III (Pyrethrins; Piperonylbutoxide, technical: n-OctylBicyclohepteneDicarboximide)	
Answer/Ditrac (Diphacinone)	ContractBlox/Pack (Bromadiolone)
FastracBlox; Just One Bite; Top Gun Blox/Pacs (Bromethalin)	Final Blox/Soft Bait (Brodifacoum)
Fumitoxin (Aluminum Phosphide)	JT Eaton Bait Blocks (Diphacinone)
Liqua-Tox II (Sodium Salt of Diphacinone)	Wilco Gopher Getter Type 2 (Diphacinone)
ZP Rodent Bait Ag (Zinc Phosphide)	ZP Rodent Oat Bait Ag (Zinc Phosphide)
Deploy (Alkylarylpolyoxyethylene Glycols Isopropanol)	Honcho K6 (Potassium salt of glyphosate)
Reward (Diquat dibromide)	Sedgehammer+ (Halosulfuron present as methyl ester)
Surflan (Oryzalin)	

Grades K-12

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will include a list to identify the active ingredient or ingredients in each pesticide product we plan to use. The internet address (<http://www.cdpr.ca.gov>) is for further information on pesticides and their alternatives. We will send out these annual notifications at the beginning of each school year.

Parents or guardians will be given prior notification of individual pesticide applications at the school site. This notification will be sent home with each student, prior to each application or series of applications.

Parents or guardians may request prior notification of individual pesticide applications at the school site. People listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return the form below and return it to the school secretary. The IPM plan is available to view in Porterville Unified Business Services, also at portervilleschools.org.

Request for individual Pesticide Application Notification - Grades K-12

School Name: _____

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application, I would like to be notified before each pesticide application at this high school.

Please print legibly:

Name of Student: _____ Grade: _____

Name of Parent or Guardian: _____ Date: _____

Address: _____

Day Phone: () _____ Evening Phone: () _____

Signature of Parent/Guardian: _____

Return to School Secretary at your student's school of attendance



PUSD INFORMATION SOURCES



✓ Attendance

www.portervilleschools.org

Information and contacts for district and school campuses

✓ Grades

www.mypusd.org

Use the internet to instantly view your student's attendance, grades and test scores



✓ Home Work

PUSDcares

Report safety concerns. Look for the link on the home page of www.portervilleschools.org,
-email pusdcares@portervilleschools.org or call (559) 793-2453

✓ Test Scores

Log on from any computer connected to the internet.

PUSD EMERGENCY PROTOCOL

1. The first priority is student safety.
2. Parents will receive an all-call message from the district or school office as soon as safely possible. Please contact your child's school office when you change your phone number. Message go to the phone number on record.
3. Please follow all directions from emergency personnel.

This booklet is provided to all parents to assist them, by providing them with communication covering their rights and responsibilities, as provided in the California Education Code Section 48980.

Please contact your child's school for any questions.

PORTERVILLE UNIFIED SCHOOL DISTRICT

Bartlett Middle School
355 No. G Street
Porterville, CA 93257
782-7100

Los Robles Elementary School
500 E. Mulberry
Porterville, CA 93257
782-7011

Porterville High School
465 W. Olive
Porterville, CA 93257
793-3400

West Putnam Elementary School
1345 W. Putnam
Porterville, CA 93257
782-7280

Bellevue Elementary School
197 W. Bellevue
Porterville, CA 93257
782-7110

Monache High School
960 No. Newcomb
Porterville, CA 93257
782-7150

Roche Avenue Elementary School
388 No. Roche
Porterville, CA 93257
782-7250

Westfield Elementary School
1151 W. Pioneer
Porterville, CA 93257
782-7270

Butterfield Charter High School
900 W. Pioneer
Porterville, CA 93257
782-7057

Monte Vista Elementary School
701 W. Westfield
Porterville, CA 93257
782-7350

Santa Fe Elementary School
286 E. Orange Ave
Porterville, CA 93257
782-6614

PUSD District Office
Superintendent 793-2455
Human Resources 793-2480
Business Services 793-2450
Accounts Payable 793-2425
Computer Services 793-2401
Instructional Services 793-2452
Accountability and Assessments 793-2440
Special Education 793-2473

Citrus High School
261 E. Mulberry
Porterville, CA 93257
782-7130

Olive Street Elementary School
255 W. Olive
Porterville, CA 93257
782-7190

Sequoia Middle School
1450 W. Castle St.
Porterville, CA 93257
788-0923

Granite Hills High School
1701 E. Putnam
Porterville, CA 93257
782-7075

Pioneer Middle School
225 E. College
Porterville, CA 93257
782-7200

Strathmore High School
22568 Ave 196
Strathmore, CA 93267
568-1731

Operations Facility
Custodial Services 782-7073
Maintenance Services 782-7066
Student Nutrition 782-7062
Transportation 782-7092

Harmony Magnet Academy
19429 Road 228
Strathmore, CA 93267
568-0347

Porterville Adult School
1414 W. Olive Ave
Porterville, CA 93257
782-7030

Vandalia Elementary School
271 E. College
Porterville, CA 93257
782-7260

John J. Doyle Elementary School
1045 E. Orange
Porterville, CA 93257
782-7140

Porterville Military Academy
900 W. Pioneer
Porterville, CA 93257
782-7300

Vine St. Community Day School
822 W. Pioneer Ave
Porterville, CA 93257
782-6650

ATTENDANCE AND CONDUCT

HIGH SCHOOL COMMENCEMENT CEREMONIES ATTENDANCE REQUIREMENTS - (BP 5127(A) / AR 5127)

In order to encourage high standards of student conduct and behavior, the principal may deny a student the privilege of participating in commencement ceremonies and/or activities in accordance with school rules. School rules shall ensure that prior to denial of the privilege(s), the student, and where practicable his/her parent/guardian, is made aware of the grounds for such denial and that the student is given an opportunity to respond to the proposed denial. If privilege(s) are to be denied, the student and parent/guardian shall receive written notice of the denied privilege and the means whereby he/she may appeal this decision.

To participate in commencement ceremonies, a four-year senior must have:

1. Maintained 90 percent attendance of the days enrolled in a district secondary school.
2. Attained the required number of high school units. Any senior who does not pass all of his/her courses required for graduation will not participate in the graduation ceremony.
3. Paid all bills or debts to the school district
4. No more than one out-of school suspension (any length of time) during the senior year.
5. No time on expulsion during the senior year.
6. No transfer to or from any alternative program (alternative programs are those which also grant diplomas of high school graduation or certificates of completion) during the second semester of the senior year.
7. Earned 60 units in the senior year. (If mid-term graduate, earned 30 units during Fall Semester).
8. Maintained enrollment in all classes in each semester attended during the senior year. (No unscheduled time while on campus.) Fifth year students are not required to enroll in seven classes.
9. Must not be on restriction (due to citizenship or attendance reasons) from school activities at the time of ceremony.

A student shall participate in the commencement ceremony and receive a diploma of high school graduation or certificate of completion from the school where he/she completes the requirements for the diploma or certificate.

Exceptions to the requirements are as follows:

1. Illness verified with a doctor's note. If the illness is of a long-term nature, a doctor's excuse must be renewed each quarter, or upon the school's request. (A home teacher may be requested)
2. Quarantine under the direction of a county or city health officer (Education Code 48205) (cf. 5112.2 - Exclusions from Attendance)
3. Medical, dental, optometrical, or chiropractic appointment (Ed Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Ed Code 48205) Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household.
5. Jury duty in the manner provided by law
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent, including absences to care for a sick child for which the school staff should not require a note from a doctor (Ed Code 48205) (cf. 5146 - Married/Pregnant/Parenting-

Students)

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (**NEW INFORMATION**)
Schools utilize an auto-dialing system to notify parents when a student has been marked absent by one or more teacher(s). When parents receive a phone call indicating that the student has been marked absent, with an absence code of an "A" one or more periods, they should question the student. If the student indicates that he/she was in class all day, then the parent should instruct him/her to report to the Attendance Office before school to verify which instructor reported him/her absent. He/She should then go to that teacher to clear the absence. Parents should contact school, or check ABI to verify absence was cleared. Parents do not receive a call for attendance code, including but not limited to, C, Z, I, R, V, or O.

Students and parents who have possible excessive absences are strongly encouraged to meet with their school counselor or administrator for specific information including possible make-up options.

MIDDLE SCHOOL PROMOTION REQUIREMENTS

No more than 1 F during 8th Grade School Year

If a student has failed more than 1 class, they can make up credit by attending additional tutoring or after-school classes.

Please visit each campus for additional details about making up F grade (Study Island, Let's Go Learn).

Good Behavior

If a student is EXPELLED (including Suspended Expulsion) during 8th Grade School Year, (s)he is Ineligible for Promotion and all other activities associated with Promotion.

Student must have and maintain good behavior on campus. Student cannot exceed more than 8 days suspension during 8th grade school year.

Any student suspended on the last two weeks of the school year will not be eligible for end of the year extra-curricular activities, including promotion ceremony.

Good Attendance

Student must attend school regularly (90% attendance) during 8th grade school year. Tardies will affect attendance. Five tardies is equivalent to 1 absence.

If a parent would like to petition for Promotion, they must contact the administration of the school their child attends.

SCHOOL ABSENCES - (ED. CODE 48260-48263.5)

Success in school is closely related to regular attendance. If there is a pattern of irregular attendance, school personnel will conference with student and parent. If absences continue, the provisions of the Ed Code will be followed.

1. If truanancies continue for more than three days, a home contact should be made.
2. After at least one more truancy, a letter can be sent which

notifies the parent of the second classification of truancy.

3. If an additional truancy occurs, a conference (phone or in person) and a letter will classify the student as a habitual truant.
4. During this process, parents and students will be made aware of the consequences of ignoring truancy problems. Parent should also become aware of alternatives, which help resolve the attendance problem.
5. If absences continue, the school will refer the case to SARB Panel. (School Attendance Review Board.)

TRUANCY

Administrative Guidelines for Truancy Penalties: California Administrative Code, Title V, 300

First office contact:

Warning, parent notification or counseling. Notify School Attendance Review Board (SARB) if warranted.

Second office contact:

- Have a parent conference to determine the cause of the absence
- Conduct a home visit
- Hold an SST meeting
- Identify barriers
- Refer students/families to appropriate resources to address issues related to poor attendance
- Create an attendance contract
- Follow up with families to monitor progress

Third office contact:

Place on school probation, file with SARB, re-file with Probation Department for informal action.

Fourth office contact:

Parent conference, transfer to alternative high school program when appropriate at the high school level. Refer to proper legal authorities for further action.

NOTE: Office contact: any contact made with the parent by the principal, vice principal, attendance office, counseling office, or home liaison.

Regulations Regarding Absences for Religious Purposes 46014.

Students, with the written consent of their parents or guardians may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property designated by the religious group, church or denomination, which shall be in addition and supplementary to the instruction in manners and morals required elsewhere in this code. Such absence shall not be deemed absence in computing average daily attendance, if all the following conditions are complied with:

- (a) The Governing Board of the district of attendance, in its discretion, shall first adopt a resolution permitting students to be absent from school for such exercises or instruction.
- (b) The Governing Board shall adopt regulations governing the attendance of students at such exercises or instruction and reporting thereof.
- (c) Each student so excused shall attend school at least the minimum school day for his grade for elementary schools, and as provided by the relevant provisions of the rules and regulations of the State Board of Education for secondary schools.
- (d) No student shall be excused from school for such purpose on more than four (4) hours per semester. EC 46014

It is hereby declared to be the intent of the Legislature that this section shall be permissive only.

ED CODE 46010.1 EXCUSED ABSENCES FOR STUDENTS OBTAINING CONFIDENTIAL MEDICAL SERVICES WITHOUT CONSENT OF THE PARENT OR GUARDIAN

The governing board shall, each academic year, notify students in grades 7 to 12 inclusive, and the parents or guardians of all students enrolled in the district, that school administration may excuse any student from the school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.

Student Absence for Justifiable Personal Reasons 48205.

(a) A student shall be excused from school 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, or attendance at an employment conference, when the student's absence has been requested in writing by the parents or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the Governing Board. A student shall also be excused from school when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours.

(b) A student 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, shall be given full credit therefore. The teacher of any class from which a student is absent shall determine, pursuant to the regulations of the Governing Board of the school district, what assignments the student shall make up and in what period of time the student shall complete those assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

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

Compulsory Attendance Exceptions

Ed Code 48227. Children may be exempted from compulsory full-time education in the schools of this district only under those specific circumstances, which are described in the Ed Code.

It is the desire of the Governing Board that every person in this district who is subject to compulsory full-time education should attend the schools of the district if at all possible, and that no exemptions be made without verification of the facts in each case.

Ed. Code Section §48227 provides: Children over the age of 14 who are recommended by the principal of the school which they have been attending may, receive vocational training in their places of employment, and such employment shall be in lieu of the regular school courses.

Home and Hospital Instruction

A student with a temporary disability which makes school attendance impossible or inadvisable shall be entitled to receive individual instruction at home or in a hospital or other residential health facility, excluding state hospitals. (Education Code 48206.3)

Temporary disability means a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program, and after which the student can reasonably be expected to return to regular day classes or the alternative education program in which the student is enrolled. Temporary disability does not include a disability that would qualify a student for special education pursuant to Education Code 56026. (Education Code 48206.3)

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of district students regarding: (Education Code 48206.3, 48208, 48980)

1. The availability of individual instruction for any student with a temporary disability, including information regarding student eligibility for, and the duration of, individual instruction

2. The rights and responsibilities of parents/guardians of any student with a temporary disability pursuant to Education Code 48207 and 48208

Parents/guardians shall notify the principal or designee when their child is temporarily disabled and needs individual instruction at home or in a hospital or other residential health facility.

Determination of Student Eligibility

Not later than five working days after receiving notification from a parent/guardian that a student has a temporary disability, the Superintendent or designee shall determine whether the student will be able to receive individual instruction at home or in a hospital or residential health facility. (Education Code 48208)

The Superintendent or designee may require verification through any reasonable means that the student is temporarily disabled and needs individual instruction.

Provision of Individual Instruction

Individual instruction at a student's home or in a hospital or other residential health facility shall begin no later than five working days after the Superintendent or designee makes the determination that the student is eligible to receive individual instruction. (Education Code 48207.5, 48208)

The district shall be responsible for providing individual instruction to any temporarily disabled student who is in a hospital or other residential health facility located within district boundaries, whether or not the student is enrolled in the district. If the student is enrolled in another district, the Superintendent or designee may enter into an agreement to have the student's district of residence provide the individual instruction. The Superintendent or designee may also enter into an agreement to provide individual instruction to a district student who is in a hospital or other residential health facility located within the boundaries of another district. (Education Code 48208)

Whenever the district provides individual instruction to a non-district student who is in a hospital or other residential health facility located within district boundaries, the Superintendent or designee shall, within five working days of the beginning of the individual instruction, provide written notification to the student's district of residence that, effective on the date on which individual instruction began, by district of residence may not count the student for purposes of computing that district's average daily attendance. (Education Code 48208)

A student receiving individual instruction in a hospital or residential health facility for a partial week shall be entitled to attend school or receive individual instruction at home on days in which the student is not receiving individual instruction in the hospital or other residential health facility, if the student is well enough to do so. (Education Code 48207.3)

Home or hospital instruction shall be provided only by teachers with valid California teaching credentials who consent to the assignment. (Education Code 44865)

Insofar as possible, the teacher providing home or hospital instruction shall consult with the student's current classroom teacher(s) so as to provide a continuity of instruction that enables the student to stay abreast with the regular school program.

The district's attendance supervisor shall ensure that the absences of any temporarily disabled student receiving individual instruction at home or in a hospital or other residential health facility are excused until the student is able to return to the regular school program. (Education Code 48240)

Return to School

A student receiving individual instruction who is well enough to return to school shall be allowed to return to the school that the student attended immediately before receiving individual instruction, if the return occurs during the school year in which the individual instruction was initiated. (Education Code 48207.3)

Pregnant/Parenting Students – BP5146 (Ed. Code §§ 221.51, 46015)

The Governing Board recognizes that responsibilities related to mar-

riage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. (Education Code 221.51, 230; 5 CCR 4950; 34 CFR 106.40)

The Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available to them under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)

For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code 7002)

Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in the regular education program or an alternative education program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.

Any alternative education program, or activity, or course that is offered separately to pregnant or parenting students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (Education Code 221.51; 5 CCR 4950)

If required for students with any other temporary disabling condition, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the regular education program or activity. (Education Code 221.51; 5 CCR 4950; 34 CFR 106.40) As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

Absences

Pregnant or parenting students may be excused for absences for medical appointments and other purposes specified in BP/AR 5113 - Absences and Excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)

Parental Leave

A pregnant or parenting student shall be entitled to eight weeks of parental leave in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. The Superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. (Education Code 46015; 34 CFR 106.40)

The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. No

student shall be required to take all or part of the parental leave. (Education Code 46015)

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)

Following the leave, a pregnant or parenting student may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)

Accommodations

When necessary, the district shall provide accommodations to enable a pregnant or parenting student to access the educational program.

Lactation Accommodations for Parenting Students (Ed. Code § 222).

A school operated by a school district or a county office of education, the California School for the Deaf, the California School for the Blind, and a charter school must provide reasonable accommodations to a lactating student on a school campus to express milk, breast-feed an infant child, or address other needs related to breastfeeding. Reasonable accommodations under this section include, but are not limited to, all of the following:

- Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.
- Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.
- Access to a power source for a breast pump or any other equipment used to express breast milk.
- Access to a place to store expressed breast milk safely.
- A reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child.

A student may not incur an academic penalty as a result of her use of reasonable lactation accommodations and must be provided an opportunity to make up any work missed due to such use.

A complaint of noncompliance with the requirements of this provision may be filed under the District's Uniform Complaint Procedures. Complainants not satisfied with the District's decision may appeal the decision to the California Department of Education and receive a written decision within 60 days. If the District finds merit in a complaint, or if the Superintendent finds merit in an appeal, the District will provide a remedy to the affected student.

Pregnant and Parenting Student Rights (Ed. Code §§ 221.51, 46015)

The District cannot apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. The District cannot exclude or deny any student from any educational program or activity, including class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

The District may require any student to obtain the certification of a physician or nurse practitioner that the student is physically and emotionally able to continue participation in the regular education program or activity. Pregnant or parenting students cannot be required to participate in pregnant minor programs or alternative education programs. Pregnant or parenting students who voluntarily participate in alternative education programs will be given educational programs, activities, and courses equal

to those they would have been in if participating in the regular education program.

The District must treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disabling condition. Pregnant or parenting students are entitled to eight weeks of parental leave, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. The student, if the student is 18 years of age or older, or, if the student is under 18 years of age, the person holding the right to make educational decisions for the student, shall notify the school of the student's intent to exercise this right. Failure to notify the school shall not reduce these rights. A pregnant or parenting student who does not wish to take all or part of the parental leave to which he or she is entitled shall not be required to do so.

A pregnant or parenting student is entitled to receive more than eight weeks of parental leave if deemed medically necessary by the student's physician.

When a student takes parental leave, the supervisor of attendance shall ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program or an alternative education program. During parental leave, the District shall not require a pregnant or parenting student to complete academic work or other school requirements.

A pregnant or parenting student may return to the school and the course of study in which he or she was enrolled before taking parental leave.

Upon return to school after taking parental leave, a pregnant or parenting student is entitled to opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and reenrollment in courses.

Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in the school in which the student was previously enrolled when it is necessary in order for the student to be able to complete state and any local graduation requirements, unless the District makes a finding that the student is reasonably able to complete the District's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

A student who chooses not to return to the school in which he or she was enrolled before taking parental leave is entitled to alternative education options offered by the District. A pregnant or parenting student who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.

A student shall not incur an academic penalty as a result of his or her use of these accommodations. A complaint of noncompliance with these requirements will be filed with the District under its UCP.

Complaints

Any complaint alleging discrimination on the basis of pregnancy or marital or parental status, district noncompliance with the requirements of Education Code 46015, or district noncompliance with the requirements to provide reasonable accommodations for lactating students shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4670 and BP/AR 1312.3 - Uniform Complaint Procedures. A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 222, 46015; 5 CCR 4600-4670)

Program Evaluation

The Superintendent or designee shall periodically report to the Board

regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on student participation in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

Summary of School Attendance Alternatives in California (ED CODE 48980)

California Law requires school boards to inform each student's parent/guardian at the beginning of the school year of the various ways in which they may choose schools for their children other than the ones assigned by school districts.

Exemptions and Waivers of Graduation Requirements (AB 167/216, AB 1806, AB2121, AB2306, AB 365)

A foster youth, homeless student, former juvenile court school student, child of a military family, migrant student, or newly arrived immigrant student participating in a newcomer program who transfers into the district any time after completing the second year of high school shall be required to complete all graduation requirements specified in Education Code 51225.3, but shall be exempt from any additional district-adopted graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether the student qualifies for it. (Education Code 51225.1)

Intra-District Transfer Students

Students who reside within the district boundaries may apply for enrollment in any district school. The Superintendent or designee shall determine the enrollment capacity of each district school and establish a random unbiased selection process for the admission of the students who reside outside of a particular school's attendance boundary area.

Parents should contact the athletic director for clarification of athletic eligibility requirements prior to making decisions regarding transfers to a high school.

Inter-District Transfer Students

Parent/guardian has the option of choosing a school outside the district in which they live. Parents who wish to investigate this alternative begin by inquiring with the proposed receiving district. If the receiving district entertains such a transfer, appropriate requests will be prepared for consideration by Porterville Unified Schools. Such requests are processed at the District Office.

Any parents/guardians who are interested in securing more information about these options, district's policies or procedures, and timelines for applying transfers should contact the school district office.

Transfer of Student Convicted of Violent Felony or Misdemeanor (Ed. Code §§ 48929, 48980)

The District's governing board has adopted Board Policy 5116.2 that allows for the transfer of students who have been convicted of violent felonies and designated misdemeanors to another school within the District if the offending student and the victim of the crime are enrolled at the same school, if certain requirements are satisfied.

Transfer of Victims of Bullying (Ed. Code § 46600)

School districts must approve the request of a bullying victim, as defined, to transfer to another school within the district. If the requested school is at capacity, the school district must accept a request for an alternate site. If the school district of residence has only one school available, the school district of residence must honor the student's interdistrict transfer request if the school district of proposed enrollment approves the transfer.

Parents Residency

Senate Bill (SB) 257 allows students to meet residency requirements when both of the following requirements are met: The student's parent or guardian has departed California against his or her will and the student can

provide official documentation evidencing the departure; and the student moved outside of California as a result of his or her parent leaving the state against his or her will, and the student lived in California immediately before moving outside the state. The student must provide evidence of enrollment at a public school in California immediately before moving outside of the state. Additionally, a parent who must depart against his or her will may designate another adult to attend school meetings and to serve as an emergency contact.

**TARDY POLICY
HIGH SCHOOL**

Each high school has a tardy policy with very specific consequences including lockouts with mandatory detention and "step-systems". Please refer to the handbooks provided by each high school for specifics of the tardy policy. Tardies at high school have very serious consequences.

K-8

A tardy policy like a classroom discipline policy is dependent on how well the teacher communicates the policy, the personal counseling given the student and the consistency in enforcing the policy. The value of meaningful instruction, promptly initiated by the teacher at the beginning of each class period, will motivate most students to be in class on time because they will know that every moment of classroom instruction is crucial. Most tardy problems can be solved by the teacher and student in the classroom; however, in some cases a teacher will need assistance from a parent, counselor, vice principal or principal in resolving the problem. Corrective measures for chronic offenders of the tardy policy are outlined under DEFINITIONS AND PROCEDURES FOR CORRECTION.

Definitions and Procedures for Correction

A student is tardy if he/she is not in the classroom when the tardy bell rings. Teachers are to initiate, communicate and enforce tardy policies. When the teacher determines that the student's tardiness has become a problem, the following steps should be taken:

A. Correction in class by the teacher

1. Remind the student of the tardy policy and the necessity of his/her being in class on time, evaluate his/her reasons for being tardy and offer solutions to the problem.
2. If the problem continues, talk to the student after class and discuss possible consequences which can consist of the following:
 - (a) extra assignments or make-up time to make up for lost time in class (detention).
 - (b) request a parent conference
 - (c) refer to counselor (where available)
 - (d) refer to vice principal or principal
 - (e) any combination of the above

B. Referral to the principal (elementary level) or the dean (middle school level).

1. If the above method has not brought about the desired changes, give the principal or counselor an opportunity to negotiate a behavior change in the student. In many cases, chronic tardies are symptomatic indicators of deeper problems.
2. The principal or counselor will contact the parent by phone or letter and seek the assistance of parents. The school representative can use the following to correct the problem:
 - (a) negotiate a behavior change involving the student, teacher, counselor and/or principal
 - (b) arrange a parent conference
 - (c) detention or Saturday School
 - (d) refer the student to the school psychologist
 - (e) refer the student to the vice principal (where applicable)
 - (f) any combination of the above

C. Referral to the principal or vice principal

1. If the teacher and counselor have exhausted all means of correcting the problem, refer the student to the vice principal or the principal.
2. After consultation with the teacher, counselor, parent and student, the vice principal and/or principal (where appropriate) can use the following to correct the problem:
 - (a) letter to parent reviewing the tardy policy, steps that have been taken by the teacher and counselor and future steps that can be taken
 - (b) arrange make up time or make up work with the teacher, if the teacher requests it.
 - (c) Saturday School
 - (d) SARB referral
 - (e) any combination of the above

Conduct BP5131

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, and courteous and respectful towards their teachers, other staff, students and volunteers.

Prohibited student conduct includes but is not limited to:

1. Behavior that endangers staff and/or students.
2. Behavior that disrupts the orderly classroom or school environment.
3. Harassment of students or staff, including bullying, intimidation, hazing or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
4. Damage to or theft of property belonging to the district, staff or students.
5. Possession of cellular phones and other electronic signaling devices

a. Grades K-8 Students may possess or use electronic signaling devices, including, but not limited to pagers, beepers and cellular/digital telephones, provided that such devices do no disrupt the educational program or school activity. Electronic signaling devices shall be turned off during the school day and at any other time directed by district employee. If disruption occurs, the employee shall direct the student to turn off the device and/or confiscate the device until the end of the class period, school day or activity.

Students bringing cellular phones, electronic signaling devices, or other electronic equipment to school do so at their own risk. Theft, damage or loss of cellular phones, electronic signaling devices, or any other electronic equipment will not be investigated by school officials.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health related purposes (Ed Code 48901.5)

b. Grades 9-12 Students may possess or use electronic signaling devices, including, but not limited to pagers, beepers and cellular/digital telephones, provided that such devices do no disrupt the educational program or school activity. Electronic signaling devices shall be

turned off during instructional time and at any other time directed by a district employee.

Students bringing cellular phones, electronic signaling devices, or other electronic equipment to school do so at their own risk. Theft, damage or loss of cellular phones, electronic signaling devices, or any other electronic equipment will not be investigated by school officials.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health related purposes (Education Code 48901.5)

6. Possession or use of laser pointers, except when used for an instructional or other school-related purpose (Penal Code 417.27).
7. Profane, vulgar or abusive language.
8. Plagiarism or dishonesty in school work or on tests.
9. Inappropriate dress.
10. Tardiness and unexcused absence from school.
11. Failure to remain on school premises in accordance with school rules.

Students and parents/guardians shall be notified of district and school rules related to conduct and receive regular instruction regarding these rules. In addition, parents/guardians and students may be provided information about early warning signs or harassing/intimidating behaviors, as well as prevention and intervention strategies.

Students who violate district or school rules and regulations may be subject to discipline, including, but not limited to, suspension, expulsion or transfer to alternative program in accordance with Board policy and administrative regulation. In addition, when the conduct involves intimidation, harassment or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance.

SUSPENSION AND EXPULSION

Reasons for suspension under Ed Code 48900

- a. Physical injury to another person-actual or threatened. (serious injury)
 1. Caused, attempted to cause, or threatened to cause



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- physical injury to another person; or
2. Willfully used force or violence upon the person of another, except in self-defense.
 - b. Possession, use, sale, or furnishing of weapons, explosives or other dangerous objects.
 - c. Possession, use, sale, or furnishing of drugs, alcohol, or being under the influence of these substances.
 - d. Negotiations to sell or deliver a substance that is represented as drug, alcohol or intoxicant.
 - e. Commission or attempt of robbery or extortion.
 - f. Damage to school or private property.
 - g. Stolen school or private property.
 - h. Possession or use of tobacco.
 - i. Commission of obscene acts or engagement in habitual profanity or vulgarity.
 - j. Offered, arranged, or negotiated to sell drug paraphernalia.
 - k. Disruption of school activities or defiance of school authorities.
 - l. Knowingly received stolen property.
 - m. Possessed an imitation firearm.
 - n. Committed or attempted to commit a sexual assault or a sexual battery.
 - o. Harassed, threatened, or intimidated a student who is a witness.
 - p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - q. Engaged in, or attempted to engage in hazing.
 - r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a student or school personnel.

Committed Sexual Harassment Ed Code 48900.2
(GRADES 4-12 ONLY)

Threatened, attempted, caused or participated in an act of hate violence. (Ed Code 48900.3)

Severe or pervasive harassment or intimidation. (Ed Code 48900.4)
Terrorist threats against school officials and/or school property. (Ed Code 48900.7).

State law (Ed Code 48915 c) mandates expulsions for (1) possessing, selling or otherwise furnishing a firearm; (2) brandishing a knife; (3) unlawfully selling a controlled substance; (4) sexual assault or sexual battery; and (5) possession of an explosive.

Law enforcement will be notified where applicable.

STUDENTS TO BE HELD ACCOUNTABLE FOR CONDUCT

Ed Code 44807. Every teacher in the public school shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a student that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of students, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provisions of Ed Code 49000.

Mandatory Attendance by Parents (BP 5114.2(a))

Preamble

By adopting this policy, which implements Ed Code 48900, it is a goal of the District to promote positive parent-child interaction, as well as improved classroom behavior, for students who exhibit classroom behavior problems. The Governing Board believes that parental involvement plays an important role in the resolution of classroom

behavior problems. This policy is intended to involve parents and guardians in a positive and active way in improving the in-school behavior of their children.

Authorization Cause

Classroom teachers are authorized, pursuant to this policy and state law, to compel the parent or guardian of a student, whenever the student has been suspended from a classroom by the teacher pursuant to Ed Code 48910, to attend a portion of the school day in his or her child's or ward's classroom, for any of the following reasons:

- (1) Committing an obscene act.
- (2) Engaging in habitual profanity or vulgarity.
- (3) Disrupting school activities.
- (4) Willfully defying the valid authority of teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES
Progress Toward Graduation Requirement

All students who participate in co-curricular or extra-curricular must maintain a grade point average of 2.0 in the preceding grading period and minimum progress toward high school graduation.

The following number of accumulated units toward high school graduation will be the standard of minimum progress toward graduation for all students in grades 9-12.

	Beginning of First Semester	Beginning of Second Semester
Sophomore (10th)*	50	85
Junior (11th)*	120	155
Senior (12th)*	190	225

*Sophomore years is 3rd and 4th semesters of enrollment, junior year is 5th and 6th semesters of enrollment, and senior year is 7th and 8th semesters of enrollment.

A student in grades 10-12 who does not accumulate the required number of units toward high school graduation may be placed on probation for the current semester. The student and parent must develop a plan with the assistance of the counselor that will enable the student to achieve the necessary number of units (0 period, 8th period, concurrent adult school class, etc.) and sign a contract to complete the needed units. A student that does not achieve the necessary number of units by the end of the probationary semester shall not be allowed to participate in extra-curricular and co-curricular activities in the following semester. (AR6145)

Citizenship/Attitude

Students are expected to display satisfactory citizenship in the classroom, on the campus, and as a participant in extra/cocurricular activities. Unsatisfactory behavior will be determined by the site administration.

Attendance

Students shall be in attendance all periods of the day of the event/practice (or in attendance the day prior on a weekend event/practice) unless excused by the principal of his/her school in advance or be ineligible for the first event following administrative contact.

DRESS AND GROOMING- (BP 5132)

School is the place where the best possible educational environment must be created and maintained. Appropriate dress and grooming are necessary in order to maintain order, provide safe school environment, and promote discipline. The Board of Trustees encourages students to dress appropriately for school. The Board believes that students should be neatly and cleanly dressed. Dress or grooming that draws undue attention or detracts from the educational process is unacceptable.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment.

The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Board may approve such dress codes when it determines they are necessary for the health and safety of students.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from an adopted school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide.

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

Dress and Grooming- (AR 5132a)

The district believes that all students should wear clothing to school that fits well, is clean and neat, reflects pride in oneself, is conducive to the learning process and demonstrates respect for school. It is the mission of the school district to not only provide academic education but also to provide education in morals, manners, dress and grooming because these

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are elements of good citizenship. Research has shown that students dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. Their purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, and eliminate disturbances among other students so as not to interfere with the educational process. It is also intended to help protect the health and welfare of individual students.

(AR 5131) The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

1. Students must dress safely. For example, shoes must be worn at all times at school or during school activities.
2. Students must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare.
3. Clothing, tattoos, and jewelry shall be free of writing, pictures, or any other insignias that are crude, vulgar, profane, obscene, libelous, or sexually suggestive. Clothing or jewelry that advocates racial, ethnic, or religious prejudice, or other unlawful acts, or the use of tobacco, drugs, or alcohol is prohibited.
4. Dark glasses shall not be worn in classrooms or offices unless a documented, health-related problem exists.
5. Clothes shall be clean so as not to promote unhealthy or unsanitary conditions.
6. Undergarments shall be covered at all times.
7. There shall be no bare midriffs; tube tops, halter tops, etc., shall not be permitted. Blouses or shirts shall have a minimum 1 inch wide strap over both shoulders and be long enough to cover the midriff area at all times. Dresses, skirts and shorts shall be at least mid-thigh length (to fingertips when arms are extended at one's side). Underwear-type sleeveless shirts, see-through or fishnet fabrics, or other attire, which exposes the body in a sexually suggestive manner, shall not be permitted.
8. Hats or other head coverings, by nature of their color, arrangement, trademark or any other attribute, may denote membership in gangs or advocate racial, ethnic, or religious prejudice, drug use, violence, intimidation or disruptive behavior. Because of this, hat restrictions are as follows:

At All 9-12 Comprehensive High School Campuses:

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

(cf. 5141.7 - Sun Safety)

Students are permitted to wear school sanctioned hats/head coverings only. All 9-12 students are required to adhere to the following guidelines when wearing hats or head coverings on campus:

- a. Hats/head coverings may only be worn outside of school buildings. Hats worn inside school buildings, including classrooms, will be considered a violation of the dress code.
- b. Site approved school hats sold by the student store, furnished by a school athletic team or otherwise approved by site administration are permitted. School approved hats/head coverings shall not be altered.
- c. Students may not wear any other hats/head coverings that are not site approved. Any student that need assistance in acquiring an approved hat/head coverings for medical, religious or other special circumstances must see an administrator for approval.

At K-8 Campuses and Alternative Education Sites:

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

(cf. 5141.7 - Sun Safety)

- a. Hats and caps shall not be worn or displayed unless a documented, health-related problem exists.
- b. Hats may be worn outside only and solely for the purpose of sun protection. Hats made of pliable canvas material with a 3-5 inch brim around the entire circumference of the hat. They may not sport an insignia, other than the school insignia.
- c. During inclement winter weather, the following head coverings may be allowed, with the principal's permission, only when the student is outside: Hoods on sweatshirts or jackets.

For All Campuses:

1. Hats may never be worn indoors or on buses, vans, etc., during the normal school day and must be stored when not being worn.
2. Bandannas, hairnets or other head coverings shall not be permitted.
3. Clothing shall be fitted and worn as its design was traditionally intended.
4. Pants, shorts, skirts and overalls shall be worn with the waistline around the wearer's waist. "Waist" is defined as the area at or above the top of the hips.
5. Pants, shorts and overalls shall be considered too baggy when the two pant-side seams of an individual pant leg are brought to the front of the mid-thigh and the side seams touch.
6. Overall straps shall be fastened.
7. Earrings and other body piercing items shall be worn in ears only.
8. Hair shall be clean and neatly groomed. Haircuts or hairstyles that draw undue attention to the wearer or detracts from the educational process shall not be acceptable.
9. Attire that may be used as a weapon shall not be worn (e.g., steel-toed boots, chains, items with spikes or studs, etc.).
10. Students shall not display any material or paraphernalia, which incites a disruption of the school process or creates a clear and present danger of either the commission of unlawful acts on school premises or the violation of District or school-site policies or rules.
11. Gang-related apparel or paraphernalia, including symbols, emblems, insignia, or other gang identifiers, shall not be worn or displayed. This rule prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute, denotes membership in or affiliation with gangs. In case of doubt as to whether an item is gang-related, the principal or designee shall consult with local law enforcement or other school personnel with expertise in gang activity. Such items shall be confiscated and turned over to local law enforcement agencies for appropriate action. Confiscated items shall not be returned to the student. Parents may request return of items from the appropriate agency.
12. Any apparel, hairstyle, cosmetics, accessory, or jewelry, even if not specifically mentioned above, that creates a safety or health concern, draws undue attention to the wearer, or tends to detract from the education process, shall be prohibited. Limited, written exceptions to this policy may be made by the principal for special days, special events or other unusual circumstances. Copies of this policy shall be included in student/parent handbooks and shall be given to students and parents/guardians.

Consequences

Student violations of these regulations shall be deemed as willful defiance of the valid authority of the school principal, and the following administrative guidelines designate a range of penalties to be utilized with each classification of student misconduct. The guidelines are designed to provide for variations in the circumstances associated with individual students involved in each episode of dress code violation. The circumstances associated with the aggravated case may result in the preliminary steps in the guidelines and the application of the last steps.

1. Verbal warning and student asked to immediately correct the dress code violation. Student shall remain in the office until the inappropriate dress is corrected. **
 - a. Student may change into acceptable clothing that is already at school.
 - b. Student may call parent to bring appropriate clothing.
 - c. Student may be temporarily supplied with suitable clothing by the school until the end of the school day or until appropriate clothing is brought by parent.
2. If student refuses to immediately correct the dress code violation, the student shall be in defiance of school authorities. Parents shall be notified and a parent conference held. Parent and student shall review the dress code regulations with an administrator. Discipline may be assigned for defiance.
3. A second failure to comply with the dress code shall result in additional parent conferences and additional discipline may be assigned for defiance.
4. Continued defiance of school authority or violations, which threaten a safe and secure educational environment, will result in further disciplinary action.

BULLYING

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies, and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account and/or assuming that person's online identity in order to damage that person's reputation.

Discipline for Bullying

Any student who engages in bullying of another student related to a school activity or during school attendance within a school under the jurisdiction of the District Superintendent, or in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, whether on or off campus, may be subject to discipline, which may include suspension or expulsion, in accordance with District policies and regulations.

SEXUAL HARASSMENT (BP5145.7)

Accordance

Porterville Schools is committed to an educational environment in which all students are treated with respect and dignity. Each student has the right to learn in an environment that promotes equal educational opportunity and is free from discriminatory practices.

Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the California Education Code Sections 210 through 214, inclusive.

Therefore, the District strongly condemns, opposes, and prohibits sexual

harassment of students whether verbal, physical, or environmental, by anyone in or from the District.

Any student who engages in sexual harassment of anyone in or from the District may be subject to discipline, up to and including expulsion.

DEFINITION

As used in this policy and regulation "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by anyone in or from the District, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services honors, programs, or activities available at or through the educational institution.

DISSEMINATION OF POLICY

This policy and related regulations shall be disseminated as follows:

1. This policy and related regulations shall be provided to students as part of any orientation program for new students.
2. This policy and related regulations shall be included in the notifications that are sent to parents/guardians at the beginning of each school year.
3. This policy and related regulations shall be posted in a prominent location near each school principal's office.
4. This policy and related regulations shall appear in any school or District publication that sets forth the school or District comprehensive rules, regulations, procedures, and standards of conduct. All administrators and supervisors shall be knowledgeable of the District's policy and their responsibilities for its implementation.

COMPLAINT PROCEDURE

Informal Resolution Process - To accommodate the unique nature of sexual harassment complaints, an informal process is provided for the primary resolution of a complaint at the earliest possible date. This process shall, at a minimum, include the following elements:

1. The Principal or Assistant Principal will be available to receive sexual harassment complaints from students. If the Principal or Assistant Principal is the alleged harasser, the student may present his or her complaint to the Assistant Superintendent, Educational Services. Upon receiving a sexual harassment complaint, the Principal or Assistant Principal shall:
 - A. Counsel the alleged victim and outline the options available.
 - B. Obtain a factual written statement of the complaint.
 - C. Assist in follow-up investigation, interviewing the accused, witnesses, and supervisor, as appropriate, and recommending the disposition of the complaint.
 - D. The Title IX Coordinator will maintain all records of the complaint brought forth by students or their parents.
2. The Principal or Assistant Principal will review the factual

information collected to determine whether the alleged conduct constitutes sexual harassment, giving consideration to the record as a whole and the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred, and will take and/or authorize appropriate action.

FORMAL RESOLUTION PROCESS

1. If the complaint is not resolved by the informal process to the satisfaction of the alleged victim, the following formal procedures are available.
 - A. The complaint shall be reduced to writing and sent to the Assistant Superintendent, Educational Services, within 10 working days of the completion of the informal process.
 - B. The Assistant Superintendent, Educational Services, shall investigate the complaint and respond within 10 working days after receiving the complaint.
 - C. If the complaint is not satisfactorily resolved at the level of the Assistant Superintendent, Educational Services, within 10 days of receipt of the Assistant Superintendent, Educational Services' response, the student may request that the complaint be reviewed by the Superintendent.
 - D. The Superintendent shall then take action deemed appropriate to resolve the situation including but not limited to, discipline, training, or other remedial measures.
 - E. The privacy of the parties involved in a complaint will be protected. Only those involved in the resolution process will have access to the information. Files which pertain to complaints handled under the informal process shall be kept confidential and will not be made available to the general public.
 - F. Time limits may be extended by mutual agreement of the alleged victim and the person to whom the complaint is addressed at the respective level(s).
 - G. The alleged victim's parents and the harasser will be advised of their right to pursue civil remedies and their right to appeal.
 - H. No retaliation of any kind will occur because a student made a sexual harassment complaint.

OBLIGATIONS OF ALL EMPLOYEES

1. All employees shall report to their immediate supervisor any sexual harassment by or of students. Employees shall take appropriate action to stop any sexual harassment of students, including discipline of students involved and notification of the incident(s) to the appropriate site administrator.
2. All employees shall cooperate with any investigation of an alleged act of sexual discrimination/harassment conduct by the District or by an appropriate State or Federal Agency.
3. No employee of the District shall take any action to discourage a victim of harassment from reporting such an incident.

Releasing Directory Information Regarding Students

Pursuant to the Family Educational Rights and Privacy Act (FERPA) and the California Education Code, the District may release directory information to certain persons or organizations, as specified in this annual notice, when it is requested. Directory information may be released by all school officials to law enforcement agencies, employers, prospective employers and representatives of the news media, institutions of higher learning, PTA's, school contracted photographers, and recruiting officers for the armed services and may include student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized

activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous public or private school attended by the student. In the case of students who have been identified as having special needs or homeless, no material can be released without parent or guardian consent.

Student Records

Ed Code 49068. Whenever a student transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the student's permanent record or a copy thereof shall be transferred by the former district or private school upon a request format the district or private school where the student intends to enroll. Any school district requesting such a transfer of a record shall notify the parent of his right to receive a copy of the record and a right to a hearing to challenge the content of the records. The State Board of Education is hereby authorized to adopt the rules and regulations concerning the transfer of records.

Student records are confidential and privacy will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). Parents and guardians of students, adult students 18 or older, students 16 or over who have completed the 10th grade and unaccompanied homeless youth age 14 or over have the right to review and inspect their school records during school hours within five days of a written request submitted to the principal. In order to release confidential student information, parents or guardians, or students in these specific groups must give written permission to authorize the release except in some instances such as when a student transfers to another school, the District receives a lawfully issued subpoena or a court order, or under the conditions specified in Education Code 49076. Those granted access are prohibited from releasing information to another person or agency without written permission.

Transcripts may be requested by contacting the high school the student attends or graduated from. Parents or adult students may request special education records from their student's school by making the request in writing and the records will be provided within 5 business days. Records can be requested by legal parent/guardian, or non-conserved students who are 18 years of age or older. If the student is over 18 years of age, we require the student's consent prior to the release of records. Records will only be released after a photo ID of requester has been presented.

Parent Access to Records (Ed. Code §§ 49063, 49065, 49069, 49070, 56504; 34 C.F.R. § 99.7)

Parents of currently enrolled or former students have an absolute right of access to any and all student records related to their children that are maintained by the District. Parents have the right to inspect and review their children's student records during regular school hours within five business days of a request. The District may charge parents a reasonable fee not to exceed the actual copying cost for reproducing copies of student records.

Parents may challenge the content of a student record if there is an inaccuracy, an unsubstantiated personal conclusion or inference, a conclusion or inference outside of the observer's area of competence, a comment not based on the personal observation of a named person with the time and place of the observation noted, or if the student record includes misleading information or violates the student's privacy or other rights. The Superintendent or designee will meet with the parent and the certificated employee who recorded the information in question, if any, and presently employed by the District, within 30 days. The Superintendent will determine whether to sustain or deny the allegations. If the challenge is sustained, the changes will be made. If the challenge is denied, the parent may appeal the decision in writing to the District's governing board within 30 days of the refusal. The District's governing board will determine whether to sustain or deny the allegations within 30 days of receipt of an appeal. The decision of the District's governing board is final. The Superintendent and the District's governing board cannot order a student's grade to be changed unless the teacher who determined the grade is given an opportunity to state the reasons for which

the grade was given and is included in all discussions relating to changing the grade.

Sex Offender Notification (BP 3515.5)

In order to protect students while they are traveling to and from school, attending school or at a school-related activity, the Governing Board believes it is important that the district respond appropriately when a law enforcement agency contacts the district about registered sex offenders who may reside or work within district boundaries.

The Superintendent or designee shall establish an ongoing relationship with law enforcement officials to coordinate the receipt and dissemination of such information. To the extent authorized by law, the Superintendent or designee also shall establish procedures for notifying appropriate staff as necessary.

The district and its employees shall be immune from liability for the good faith dissemination of sex offender information provided by a law enforcement agency or an employee of a law enforcement agency, so long as the dissemination is in the manner and to the extent authorized by the law enforcement agency. (Penal Code 290) Contact local law enforcement agencies for additional information. Management Resources:

WEB SITES

California Department of Justice: <http://www.caag.state.ca.us>

Notice of Alternative Schools

Ed Code 58501. 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:

Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

Recognize that the best learning takes place when the student learns because of his desire to learn.

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.

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.

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, student, 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 the district."

Immigration Enforcement - "Know Your Rights" (Ed. Code § 234.7)

All students have the right to a free public education, regardless of immigration status or religious beliefs. For more information, please see the resources developed by the California Attorney General at <https://www.oag.ca.gov/immigrant/rights>

COMPLAINTS

Uniform Complaint Procedures (BP1312.3)

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate.

To resolve complaints which cannot be resolved through such informal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying

administrative regulation.

Uniform Complaint Procedures (Ed. Code §§ 262.3, 33315; 5 C.C.R. §§ 4610, 4622, 4632)

The District has established Uniform Complaint Procedures ("UCP") to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-compliance of the District's Local Control and Accountability Plan.

The UCP addresses all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code section 200 and 200, and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District that if funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education; Career Technical; Technical Training
- Career Technical Education
- Child Care and Development
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods Without Educational Content
- Economic Impact Aid
- Education of Students in Foster Care, Students Who Are Homeless, Former Juvenile Court Students Now Enrolled in a School District, and Children of Military Families
- Every Student Succeeds/No Child Left Behind
- Local Control Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Student
- Regional Occupational Centers and Programs
- School Safety Plans
- State Preschool Health and Safety Issues
- Tobacco-Use Prevention Education

The Superintendent shall receive and investigate complaints submitted under the District's UCP and ensure District compliance with the law. For more information concerning the filing of uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to the District's UCP are available free of charge upon request at the school office.

Except for complaints submitted under the District's Williams Uniform Complaint Procedures, a complainant may appeal a decision made under the District's UCP to the California Department of Education by filing a written appeal within 15 30 days of receiving the decision. The appeal must be accompanied by a copy of the complaint filed with the District and a copy of the District's decision.

A complainant may pursue available civil law remedies outside of the District's UCP. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

Uniform Complaint Procedures - Specific Complaints (Ed. Code §§ 48853, 48853.5, 49010, 49011, 49013, 49069.5, 51225.2, 52075; 5 C.C.R. § 4630)

Complaints alleging non-compliance with specific state laws identified below may be submitted under the District's UCP. If a complainant is not satisfied with the District's decision, the complainant may appeal to the California Department of Education and will receive a written decision within 60 days.

Pupil Fees. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

(1) a fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit; (2) a security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment; and (3) a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity. A complaint alleging the imposition of pupil fees for participation in educational activities may be filed with the school's principal under the UCP not later than one year from the date the alleged violation occurred. A complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Local Control Accountability Plan. School districts, charter schools and county offices of education are required to adopt and annually update their Local Control Accountability Plans ("LCAPs"). A complaint alleging noncompliance with the LCAP may be filed under the District's UCP and may be filed anonymously. A complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Graduation and Coursework Requirements for Foster Youth, Homeless Students, Former Juvenile Court Students, Students Living in Active Duty Military Households, and Migratory and Newly Arrived Immigrant Students Participating in a "Newcomer Program." State law outlines the rights afforded to students in foster care, who are homeless, who are former juvenile court school students, students living in the household of a parent who is an active duty member of the military, and migratory and newly arrived immigrant students participating in a "Newcomer Program," which is a program designed to meet the academic and transitional needs of newly arrived immigrant students including, but not limited to, rights regarding a student's school of origin, enrollment, credits, graduation, college, discipline, records, and/or certain non-educational rights. A notice summarizing the rights of foster youth is available online through the California Department of Education at <http://www.cde.ca.gov/ls/pf/ty/documents/fosteryouthrights.pdf>.

Any complaint by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race, hair texture and protected hair styles or ethnicity, color, ancestry, nationality, national origin including Immigration status, ethnic group identification, age, religion, marital, pregnancy or parental status, medical information, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Any complaint, alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

(cf. 3320 - Claims and Actions Against the District)

Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

Any other complaint as specified in a district policy.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included

in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's

UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

Williams Complaint Procedures (Ed. Code § 35186; 5 C.C.R. §§ 4680, 4681)

The District's Williams Complaint Procedures address the sufficiency of instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancies or misassignments. The school principal, or the designee of the Superintendent, shall make all reasonable efforts to investigate complaints submitted under the District's Williams Complaint Procedures. Nondiscrimination (Ed. Code § 200, 220, 234.1, 48985; 20 U.S.C. §§ 1681-1688, 6311-6312; 29 U.S.C. § 794; 42 U.S.C. §§ 2000d-d7, 12101-12213; 28 C.F.R. § 35.106; 34 C.F.R. §§ 104.8, 106.8, 106.9)

State and/or federal law prohibit discrimination in the basis of race, color, national origin, or sex in federally financed education programs or activities. District programs and activities shall be free from discrimination, including harassment, intimidation, and bullying, based on any of the following actual or perceived characteristics:

- Age
- Ancestry
- Color
- Ethnicity
- Ethnic group identification
- Gender, including a person's gender identity and gender expression, which is a person's gender-related appearance and behavior whether or not stereotypically associated with a person's assigned sex at birth
- Genetic information
- Immigration status
- Lack of English skills
- Marital, family, or parental status
- Nationality or national origin
- Physical or mental disability
- Race
- Religion or religious creed, including agnosticism, atheism, and all aspects of religious belief, observance, and practice
- Sex, including discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from pregnancy or childbirth-related conditions, or denial of lactation accom-

modations for lactating students

• Sexual orientation, including heterosexuality, homosexuality, and bisexuality

Harassment, intimidation, or bullying based upon a person's association with a person or group with one or more of these actual or perceived characteristics is also prohibited. Any questions or concerns about noncompliance can be directed to

Superintendent
600 W. Grand Ave
Porterville, CA (559)
793-2455

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against qualified disabilities individuals in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. In the event of a complaint regarding discrimination based upon an actual or perceived mental or physical disability, please contact the District's Title IX Coordinator at 793-2445.

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

Superintendent
600 W. Grand Ave
Porterville, CA
(559) 793-2455

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more interim measures. The interim measures may remain in place until the compliance officer determines

that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622) (cf. 0420 - School Plans/Site Councils, (cf. 0460 - Local Control and Accountability Plan, (cf. 1220 - Citizen Advisory Committees), (cf. 3260 - Fees and Charges), (cf. 4112.9/4212.9/4312.9 - Employee Notifications) (cf. 5145.6 - Parental Notifications), (cf. 6173 - Education for Homeless Children), (cf. 6173.1 - Education for Foster Youth)

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media. (cf. 1113 - District and School Web Sites, (cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational

program, including curricular and extracurricular activities.

e. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

f. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

g. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:

(1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed

(2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency

(3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

h. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

i. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

j. Copies of the district's UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges

or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.
6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with

the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into

that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred. The determination of whether a hostile environment exists may involve consideration of the following:
 - a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600
For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:
 - a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's right to appeal the district's decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal.
The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.
For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:
 1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
 2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
 3. Complaints alleging discrimination based on race (hair texture and protective hair styles) color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil

Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied.

The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

Notification of Rights Under the Protection of Student Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demanding behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the students or parents; or
8. Income, other than as required by law to determine program eligibility.

• Receive notice and an opportunity to opt a student out of —

1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use —
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
 3. Instructional material used as parts of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Porterville Unified will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements

to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. PUSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. PUSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. PUSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Teacher and Paraprofessional Qualifications (20 U.S.C. § 6312)

Upon request, parents have a right to request information regarding the professional qualifications of the classroom teachers who instruct their student. Federal law allows parents to request the following information:

(1) If the student's teacher has met the state credential or license criteria for grade level and subject matter taught; (2) If the student's teacher is teaching under an emergency or other provisional status because of special circumstances; (3) If the teacher is teaching in the field of discipline of the certification of the teacher; and (4) If the student is receiving services from paraprofessional and, if so, their qualifications.

Excuse from Health Instruction on Religious Beliefs

Ed Code 51240. Whenever any part of the instruction in "health", family life education and sex education conflicts with the religious training and beliefs of the parent or guardian of any student, the student, on written request of the parent or guardian, shall be excused from the part of the training which conflicts with such religious training and beliefs. As used in this section, "religious training and beliefs" includes personal moral convictions.

Education of Children of Military Families

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

A child of a military family shall be deemed to meet district residency requirements if the parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)

When a child of a military family is transferring into the district, the Superintendent or designee shall enroll the student based on unofficial education records, if official records are not yet available. Upon enrollment, the Superintendent or designee shall immediately request the student's official

records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education Code 49701)

The student's parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. The District must accept applications by electronic means for enrollment, including enrollment in a specific school or program within the District, and for course registration. The parent must provide proof of residency in the District within 10 days after the published arrival date provided on official documentation.

A child of a military family shall be allowed to continue attending the school of origin, regardless of any change of residence of the family during that school year, for the duration of the student's status as a child of a military family. (Education Code 48204.6)

To provide a child of a military family the benefit of matriculating with peers in accordance with the established feeder patterns of the district, the following shall apply: (Education Code 48204.6)

1. If the student is transitioning between grade levels, the student shall be allowed to continue in the school district of origin in the same school attendance areas.

The principal or designee of the new school shall ensure that the student is immediately enrolled even if the student has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended or is unable to produce clothing or records normally required for enrollment, such as previous academic records, medical records, including, but not limited to, records or other proof of immunization history pursuant to Health and Safety Code 120325-120480, proof of residency, other documentation, or school uniforms. (Education Code 48204.6)

If the student's status changes during a school year due to the end of military service of the student's parent/guardian, the following shall apply: (Education Code 48204.6)

1. If the student is in grades K-8, the student shall be allowed to continue attending the school of origin through the duration of that academic school year.
2. If the student is in high school, the student shall be allowed to continue attending the school of origin through graduation.

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district, if the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

Migratory Children - Residency Retention and Matriculation (Ed. Code §§ 48204.7, 54441)

A currently migratory child is a child who has moved from one school district to another in order that the child, parent, or immediate family member might secure temporary or seasonal employment in an agricultural or fishing activity.

A currently migratory child must be allowed to continue attending the student's school of origin, regardless of any change of resident during that school year, for the duration of the student's status as a currently migratory child.

A currently migratory child who is transitioning between school grade levels must be allowed to continue in the school district of origin and in the same attendance area of his/her school of origin. If the student is transitioning to middle school or high school, and the school designated for matriculation is in another school district, the local educational agency must allow the student to continue to the school designated for matriculation in that school district. The new school must immediately enroll the student, even if the child has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended, or if the student's status as a currently migratory child ends during the school year, then the student is allowed to stay in his or her school of origin for the remainder of the school year if he or she is in grades 1-8, or through graduation if the student is in high school.

California College Guidance Initiative (CCGI)

Porterville Unified School District (PUSD) has partnered with the California College Guidance Initiative (CCGI) to help your child develop a well-informed college and career plan.

CCGI is a nonprofit organization that works with school districts throughout California to achieve two major goals: (1) to ensure that all high school seniors in California graduate with clear postsecondary goals and a plan for how to achieve them, and (2) that each student's academic transcript data follows them as they advance across educational systems to reduce information gaps that could otherwise hinder their success. As part of this effort, CCGI manages the state of California's college and career planning platform, CaliforniaColleges.edu. This web-based platform offers students, families, and educators a single access point for college and career preparation, applications, planning tools, and information to help plan for life after high school.

The district's partnership with CCGI allows key information to transfer from your student's account to these applications, making the entire process faster and easier. It also allows your student's course information to be shared directly with community colleges and CSUs, helping those colleges make faster and better decisions about admission, placement, and financial aid. Students can also launch FAFSA from their account, potentially smoothing the process of determining Cal-Grant eligibility.

If you have any concerns about the District's disclosure of your student's course and testing data information to CCGI please contact Martha Stumky at instruction@portervilleschools.org. or (559) 793-2453.

What to do if you wish your student to opt-out from the agreement above with CCGI and PUSD:

- 1) Email a copy of this document and include Student Name, ID# & School of Attendance to: instruction@portervilleschools.org or
- 2) Mail a copy of this document and include Student Name, ID# & School of Attendance to: PUSD Instructional Services, 600 W. Grand Avenue, Porterville, CA 93527

ASSEMBLY BILL 2160: SUBMITTING GPAs FOR CAL GRANTS

Assembly Bill 2160 mandates that all public schools electronically submit grade point averages (GPAs) for grade twelve students to the California Student Aid Commission (CSAC). In addition, AB 2160 requires the school districts or charter schools to notify parents.

**If the parent/guardian do not wish their student's GPAs to be submitted to CSAC, the parent/guardian must indicate in writing within two weeks of the beginning of school and submit to the school.

Graduation and Coursework Requirements

District students are required to complete graduation course requirements specified above, including the requirements imposed by Education Code 51225.3 and those adopted by the Board. However, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or a newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program, shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if, the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption and whether the student qualifies for it. (Education Code 51225.1).

Sexual Health And HIV/AIDS Prevention Instruction

The Governing Board desires to provide a well-planned, integrated sequence of medically accurate and inclusive instruction on comprehensive sexual health and human immunodeficiency virus (HIV) prevention. The district's educational program shall address

the goals of the California Healthy Youth Act pursuant to Education Code 51930-51939, including providing students with the knowledge and skills necessary to protect them from risks presented by sexually transmitted infections, unintended pregnancy, sexual harassment, sexual assault, sexual abuse, and human trafficking and to have healthy, positive, and safe relationships and behaviors. The district's educational program shall also promote students' understanding of sexuality as a normal part of human development and their development of healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, gender identity, gender expression, sexual orientation, relationships, marriage, and family

The California Healthy Youth Act requires comprehensive sexual health and HIV instruction be mandated in Grades 7-12 (CEC 51930-51939). CEC 51930 states that schools are required to:

1. To promote understanding of sexuality as a normal part of human development.
2. To ensure students receive integrated, comprehensive, accurate, and biased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end.
3. To provide students with knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors.

The following definitions apply (CEC 51931):

- (a) "Age Appropriate" refers to topics, messages, and teaching methods suitable to particular ages or groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.
- (b) "Comprehensive sexual health education" means education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections. (c) "English learner" means a student as described in subdivision (a) of Section 306.
- (d) "HIV prevention education" means instruction on the nature of human immunodeficiency virus (HIV) and AIDS, methods of transmission, strategies to reduce risk of HIV infection, and social and public health issues related to HIV and AIDS.
- (e) "Instructors trained in the appropriate courses" means instructors with knowledge of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexually transmitted infections.
- (f) "Medically accurate" means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists.
- (g) "School district" includes county boards of education, county superintendent of schools, the California School for the Deaf, and California School for the Blind.

Notice and Parental Excuse

Schools should encourage parents or guardians to communicate with their child about human sexuality and HIV/AIDS as it pertains to their personal health. Schools should establish procedures that make it easy for parents and guardians to review materials and evaluation tools related to instruction on comprehensive sexual health education and HIV/AIDS prevention-education. A parent or guardian, who does not wish that his or her child receive comprehensive health education or HIV/AIDS prevention education, must make a request in writing to the school. In accordance with Education Code Section 51938, a parent or guardian of a student has the right to have the child participate or not participate in all or part of comprehensive sexual health education, HIV/AIDS prevention education, and

assessments related to that education under the following conditions:

1. At the beginning of each school year or for a student who enrolls later, schools must notify parents or guardians about instruction in sexual health education and HIV/AIDS-prevention education and research on student health behaviors that will be used in instruction. The notice to parents or guardians must advise on all of the following information:

- That the written and audiovisual education materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.

- That schools may teach comprehensive sexual health education and HIV/AIDS prevention education using District personnel or outside consultants. If the education is taught by outside consultants, the parent or guardian must be further informed that the school may provide such instruction in the classroom or in an assembly using guest speakers. In either instance, the school must further inform the parent or guardian of (a) the date of the instruction; (b) the name of the organization or affiliation of each guest speaker or speakers; and (c) the right of the parent or guardian to request a copy of the laws governing these educational programs (Education Code Sections 51933, and 51934). Furthermore, if the arrangements for such instruction by outside consultants or guest speakers are made after the beginning of the school year, the notice to parent or guardian must be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.

- That the parent or guardian has the right to request a copy of the law.
- That the parent or guardian may request in writing that his/her child not receive comprehensive sexual health education or HIV/AIDS prevention education.

2. Schools must continue to meet the requirements of Education Code Section 51513, which states that no questionnaire, survey, or examination containing any question about the student's personal beliefs or practices in sex, family life, morality, or religion or any questions about the student's parents' or guardians' beliefs and practices in sex, family life, morality, and religion can be administered to any student in Grades K-12 unless the parent or guardian of the student is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent or guardian of the student gives written permission for the student to participate in the activity. Schools may, according to this Act, administer in Grades K-12 anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the students' attitudes concerning or practices relating to sex, but only if the parent or guardian is notified in writing that this test, questionnaire, or survey is to be administered and the parent or guardian is given the opportunity to review the material and to request in writing that his or her child not participate.

A student must not attend any class in comprehensive sexual education of HIV/AIDS prevention education or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks if the school has received a written request from the student's parent or guardian excusing the student from participation.

A student must not be subject to disciplinary action, academic penalty, or other penalty if the student's parent or guardian declines to permit the student to receive comprehensive sexual health education or HIV/AIDS prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on student health behaviors and risks.

While comprehensive sexual health education, HIV/AIDS-prevention education, or an anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks is being administered, an alternative educational activity must be made available to students whose parent or guardian has requested that they not receive the instruction or participate in the test, questionnaire, or survey.

Authorized Comprehensive Sexual Health Education (15 hours in middle school and 25-30 hours in high school):

1. School districts may provide comprehensive sexual health education, which means education regarding human development and sexuality, including education on pregnancy, family planning, and sexually transmitted diseases in Grades K through 12.

2. School districts may use trained district personnel or outside consultants who know the most recent medically accurate research on human sexuality, pregnancy, and sexually transmitted diseases. The instruction must meet the following requirements:

- The instruction and the materials used to teach must be suitable for the intellectual, emotional, and behavioral ability of students of the age being taught.

- All information taught must be medically accurate and objective, meaning it must be verified or supported by research conducted in the scientific method, reviewed by scientific peers, and recognized as accurate and objective by federal agencies and professional organizations with expert knowledge in health matters.

- Instruction must be available on an equal basis to a student who is an English learner (described in subdivision (a), Section 306) consistent with the existing curriculum and alternative options for an English learner.

- Instruction and materials must be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural background, and students with disabilities.

- Instruction and materials must be appropriate for students with disabilities through modified curriculum, materials, instructional format, auxiliary aids, and other means.

- Instruction and materials must encourage students to talk with their parents or guardians about human sexuality.

- Instruction and materials must teach respect for marriage and committed relationships.

- Starting in Grade 7, instruction and materials must teach that not having sexual intercourse is the only certain way to prevent sexually transmitted diseases and that not having sexual intercourse has other personal and social benefits, as well. Also instruction and materials must provide medically accurate information on other methods of preventing pregnancy and sexually transmitted diseases.

- Starting in Grade 7, instruction and materials must provide information about sexually transmitted diseases, including how they are and are not transmitted, the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods of reducing the risk of contracting sexually transmitted diseases, and information on local sources for testing and medical care for sexually transmitted diseases.

- Starting in Grade 7, instruction and materials must provide information about the effectiveness and safety of all FDA approved contraceptive methods in preventing pregnancy, including emergency contraception, and other approved means.

- Starting in Grade 7, instruction and materials must provide students with skills for making and carrying out responsible decisions about sexuality.

- Starting in Grade 7, instruction and materials must provide students with information on the fact that a parent or other person who surrenders physical custody of a baby three-days old or younger at a lawfully identified hospital or safe-surrender site will not be prosecuted, as detailed in Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code.

- Information about sexual harassment, sexual assault, and human trafficking.

Information on the prevalence and nature of human trafficking, strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance if there is a suspicion of trafficking.

Information on how social media and mobile device applications are used for human trafficking.

Information about adolescent relationship abuse and intimate

partner violence, including the early warning signs of each.

The district's comprehensive sexual health education and HIV prevention education shall include instruction regarding the potential risks and consequences of creating and sharing suggestive or sexually explicit materials through cell phones, social networking web sites, computer networks, or other digital media. (Education Code 51934)

3. School districts that teach comprehensive sexual health education earlier than Grade 7 may provide age-appropriate and medically accurate information on any of the general topics contained in paragraphs 8 through 12 immediately above and if doing so starting in Grade 7 or earlier must comply with the following paragraphs:

- Instruction and materials must not teach or promote religious doctrine.
- Instruction and materials must not reflect or promote bias against any person on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability (as listed in Section 220 of the Education Code), or ancestry, gender, gender identity, or sexual orientation (as further listed in Section 422.6 of the Penal Code).

Required HIV/AIDS Prevention Education

1. School districts must provide students in Grades 7 to 12 with HIV/AIDS prevention education at least once (8-10 hours of instruction) in middle school and once (8-10 hours of instruction) in high school from instructors trained in teaching the subject.

2. HIV/AIDS prevention education, whether taught by school district personnel or outside consultants, must meet the requirements stated in paragraphs 1 through 6 of Ed Code 51933 and paragraphs 1 and 2 at the end of Ed Code 51933; must accurately reflect the latest information and recommendations from the United Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences; and must include the following: Information on the nature of HIV/AIDS and its effect on the human body.

- Information on the manner in which HIV is and is not transmitted and on activities that presents the highest risk of HIV infection.

- Discussion of methods to reduce the risk of HIV infection and instruction that emphasizes that sexual abstinence, monogamy, avoidance of multiple sexual partners, and avoidance of intravenous drug use are the most effective means of HIV/AIDS prevention and that includes statistics on the latest medical information on the success and failure rates of condoms and other contraceptives in preventing sexually transmitted HIV infection and/or methods that may reduce the risk of HIV transmission from intravenous drug use.

- Information about treatment of HIV and other STI's, including how antiretroviral therapy can dramatically reduce the likelihood of transmitting HIV to others.

- Information on the effectiveness of all FDA approved methods that prevent or reduce the risk of contracting HIV or other STDs (including PrEP and Gardasil).

- Discussion of the public health issues associated with HIV/AIDS.

- Information on local resources for HIV testing and medical care.

- Instruction on the development of refusal skills to help students overcome peer pressure and use effective decision-making skills to avoid high-risk activities.

- Discussion about societal views on HIV/AIDS and instruction that emphasizes understanding of stereotypes, myths about people with HIV/AIDS, and compassion for people living with HIV/AIDS.

In-Service Training for Staff

1. Through regional planning, joint powers agreements, or contract services with stakeholders in the district community, school districts must plan for and conduct in-service training on HIV/AIDS-prevention education for all their personnel.

2. School districts must develop and provide in-service training on HIV/AIDS-prevention education jointly with the State Department of Education and the district's teachers who will teach the HIV/AIDS-prevention

Community Resource Directory

Emergency Shelter

Central California Family Crisis Center	
Porterville Women's Shelter	781-7468
Daybell Brooks (men)	783-8870
Open Gate Ministries (men, women, families)	591-1263
Visalia Rescue Mission	733-2231

Emergency Food

El Grano Foundation.....	784-2788
Helping Hands.....	783-8870
Porterville Coordinating Council.....	793-0213
Porterville Rescue Mission.....	789-9588
Saint Vincent DePaul.....	781-5555

Hotlines

Adult Abuse Reporting	1-800-321-2462
Battered Women's Shelter	784-0192
Child Abuse Reporting	1-800-331-1585
Family Violence 24 hour.....	1-800-448-2044
National Crisis Hotline.....	1-800-784-2433
Rape Crisis 24 hour	732-7273
National Suicide Prevention Lifeline	1-800-273-TALK

Counseling Services

Central California Family Crisis	781-7462
Care Pregnancy Center	625-5550
Family Care Services (by referral)	788-1140
Porterville Pregnancy Resource Center.....	782-1225
Porterville Youth Services.....	788-1200
Turning Point (Youth Services).....	783-6492
Victim/Witness Assistance.....	782-9617

Legal Assistance

Central California Legal Services.....	733-8770
O.L.A. Raza (immigration).....	784-1121
Tulare County Family Court.....	733-6052
Tulare County Child Abduction Unit (District Attorney)	733-6623

Non-Emergency/Business Office/Support

AMR American Medical Response Ambulance & Medical Transport	781-9020
Dial-A-Colt	781-8104
Fire Departments	
Porterville Stations #1 & #2.....	782-7526
Tulare County - Doyle Colony Station	784-7628
Tulare County - West Olive Station.....	784-2751
Imperial Ambulance Non-Emergency, Medical & Wheelchair Transport.....	784-8500
Porterville Police Department.....	782-7400
Tulare County Public Health.....	788-1300
Tulare County Sheriff Department.....	782-9650
Tulare Works (Public Assistance Programs).....	793-3600

education.

3. School districts must conduct in-service training on HIV/AIDS-prevention education periodically to enable personnel to learn new developments in the scientific understanding of HIV/AIDS. Such in-service training should be voluntary for personnel who have demonstrated expertise or have received in-service training from the State Department of Education or the federal Centers for Disease Control and Prevention.

4. School districts may expand HIV/AIDS in-service training and include personnel who provide comprehensive sexual health education to enable them to learn of new developments in the scientific understanding of sexual health. Outside Consult Review and Approval School districts may contract with outside consultants who are experts in comprehensive sexual education or HIV/AIDS-prevention education, who have developed multilingual curricula, or who have developed curricula appropriate for persons with disabilities to deliver the instruction or train school district personnel. All outside consultants and guest speakers shall have expertise in comprehensive sexual health and HIV prevention education and have knowledge of the most recent medically accurate research on the relevant topic or topics covered in the instruction. They must be reviewed and approved by the District's Health Education Programs, HIV/AIDS Prevention Unit in the Division of Instruction.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules. (cf. 5145.12 - Search and Seizure)

Examples of inappropriate student conduct that may lead to the search of District or personal electronic devices when using the Internet or other forms of electronic communication, including, but not limited to:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.

Nonapplicability to Certain Instruction or Materials

The requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and parental notification and consent shall not apply to the following: (Education Code 51932)

1. A description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, if the textbook does not include other elements of comprehensive sexual health education or HIV prevention education as defined in Education Code 51931
2. Instruction, materials, presentations, or programming that discusses gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and does not discuss human reproductive organs and their

functions.

Controversial Issues

Free discussion of controversial issues is the heart of the democratic process. Freedom of speech and free access to information are among our most cherished traditions. It is the responsibility of the schools to make provision for this study.

For public schools, policy on controversial issues is definable in terms of the rights of students as well as the rights of teachers. In the study of controversial issues in the public schools, the student has at least four rights to be recognized:

1. The right to study any controversial issue which has political, economic or social significance and concerning which the student, at his/her level should begin to have an opinion.
2. The right to have free access to all relevant information, including the materials that circulate freely in the community.
3. The right to study under competent instruction in an atmosphere free from bias and prejudice.
4. The right to form and express his/her own opinions on controversial issues without thereby jeopardizing the student's relations with the teacher or the school.

It is recognized that teachers must be free to think and to express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within their own professional group. Teachers shall use such freedom judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning.

The Board recognizes that some deviation from the approved course of study is necessary in the free exchange of the classroom. However, the Board specifies for the guidance of the Superintendent and the staff that discussion in the classroom shall:

1. Be related to the instructional goals of the course of study and level of maturity of the student.
2. Encourage fair presentation and open-mindedness.
3. Be conducted in a spirit of scholarly inquiry.
4. Be instigated by curricular design or by the students themselves.
5. Draw upon information and insights from the widest feasible range of resources.

No controversial issues may be introduced which have the inherent effect of reflecting adversely upon persons because of their actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, physical or mental disability, sexual orientation or age.

In the discussion of any issue, a teacher may express a personal opinion, but he/she shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

Instruction policy on controversial issues is here stated by the Governing Board in order to protect teachers and school administrators from unwarranted attack by pressure groups, and to ensure youth a well-balanced preparation for American citizenship.

Parent Involvement Programs

Parent/Guardian Participation in Federal Programs

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and conduct. Parents/guardians can directly affect academic success by reinforcing their children's motivation and commitment to education. The district shall include parent involvement strategies as a component of instructional planning. Teachers and parents/guardians can better understand and meet student needs if they work together. All of our schools have a duty to communicate frequently with the home and to help parents/guardians develop skills and family management techniques, which support classroom learning. Administrators and teachers should keep parents/guardians well informed about school expectations and tell them when and how they can assist their children in support of classroom

learning activities. The Board encourages staff training in effective communication with the home.

The Board encourages parents/guardians to serve as volunteers in the schools and to attend student performances and school meetings.

Screening of Volunteers for Student Safety (BP 1240)

All Porterville Unified School District volunteers must be fingerprinted. Anyone wishing to be a volunteer at PUSD must complete the fingerprinting process at the District Office prior to performing any district-related activity during regular school hours as well as performing any district-related activity occurring outside regular school hours. Any volunteer, including chaperones, classroom volunteers, library/media center helpers, volunteer coaches, etc. are required to make an appointment at the Human Resources Department (793-2481) and complete the fingerprinting procedure.

There is a one-time cost of \$25 due at the time of the fingerprinting appointment. This process enables the district to receive notifications of any subsequent issues that might impact the individual's eligibility to serve as a volunteer. Once a volunteer has been fingerprinted and cleared, the approval is valid for multiple years. For example, the approval of volunteer status will remain in effect for those parents whose children move to different schools within PUSD over time.

Opportunities for Recommendations

Parents/guardians of children enrolled in Title I or school improvement programs shall have regular opportunities to make recommendations on the educational needs of their children and on ways in which they can help their children to derive benefits from these programs.

The district shall invite all parents/guardians of eligible children to attend at least one public meeting each year in order to discuss Title I programs and parent involvement activities and solicit parents' input. Parents shall be informed of their right to consult in the planning, design, implementation and evaluation of Title I programs and parent involvement. The district shall assist parents in setting up a framework for networking among parents/guardians, teachers, and agency officials. The Superintendent or Designee shall assure opportunities for parent/guardian involvement by means which may include:



1. Notifying each child's parent/guardian that the child has been selected to participate and giving reasons for the selection.
2. Informing each child's parent/guardian of specific instructional objectives for the child.
3. Reporting to each child's parent/guardian on the child's progress.
4. Scheduling conferences between individual parents/guardians and teachers.
5. Providing materials and suggestions whereby parents/guardians may help promote their children's education at home.
6. Training parents/guardians to promote the education of their children at home.
7. Providing timely information about title I program plans and evaluations.
8. Soliciting parental suggestions in the planning, development, and operation of the program.
9. Consulting with parents/guardians about how the school can work with them to achieve the program's objectives and providing input on the needs assessment of the school.
10. Providing timely responses to parent's/guardian's recommendations.
11. Facilitating volunteer or paid participation by parents/guardians in school activities.
12. Establishing parent/guardian advisory councils.

Every Student Succeeds Act (ESSA)

ESSA ensures that all students are prepared for college and careers while giving states and districts the opportunity to move beyond No Child Left Behind's reliance on a limited range of metrics and punitive "pass/fail" determinations for schools – and to use their planning and accountability processes to reimagine and redefine what a high-quality education should mean for their students. To that end, the proposed regulations clarify ESSA's statutory language by ensuring the use of multiple measures of school success based on academic outcomes, student progress, and school quality, thereby reinforcing that all students deserve a high-quality and well-rounded education that will prepare them for success. The regulations also build on the new law's flexibility around school improvement and intervention by providing further support for locally designed solutions to improve struggling schools, and a clear role for parents, families, educators, school leaders and stakeholders to meaningfully share in the implementation process. Finally, the regulations uphold the strong civil rights legacy of the law, which was originally signed by President Lyndon Johnson in 1965, by including all students and historically underserved subgroups in accountability decisions; ensuring meaningful action where whole schools or groups of students are falling behind; and providing clear and transparent information on critical measures of student success, school quality, and resource equity.

INFORMATION REGARDING PROFESSIONAL QUALIFICATIONS OF TEACHERS, PARAPROFESSIONALS AND AIDES

Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects they teach, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether they have any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their

qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

INFORMATION REGARDING INDIVIDUAL STUDENT REPORTS ON STATE-WIDE ASSESSMENTS

Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.

School Site Council

Each campus provides a school site council comprised of parents, teachers, and community members. School site councils provide input and direction for a variety of school programs. Members of the school site council are elected annually. For more information about the school site council, and schedule of meetings, contact the principal's office at each campus.

English Learner Advisory Committee (ELAC)

The District English Learner Advisory Committee (DELAC) for districts with 21 or more English Learners advises the governing board at a minimum on: 1) develop district plan for English-learner programs and services; 2) conduct a district-wide needs assessment; 3) develop district goals and objectives for English learners and 4) develop a district plan to meet teacher and aide requirements. Members of DELAC are to be elected by their peers and represent parents, teachers, principals and the superintendent.

Options for English Language Learners

All students complete a home language survey upon registration. Students with a home language other than English are tested for English Language Proficiency. The results of that test are sent to parents annually. Parents of students whose English Language Proficiency Assessments for California (ELPAC) score is Level 1 or 2 may request a waiver for bilingual instruction. If you have questions, please contact the school principal.

Parents are invited to participate in English Learner Advisor Committees.

Education for English Language Learners:

The Governing Board intends to provide English language learners with challenging curriculum and instruction that develop proficiency in English as rapidly and effectively as possible in order to assist students in accessing the full educational program and achieving the district's academic standards. The district's program is based on sound instructional theory and is adequately supported so English learners can achieve results at the same academic level as their English-proficient peers in the regular course of study.

English Language Proficiency Assessments for California:

In California, students take the English Language Proficiency Assessment, known as the ELPAC. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Assessment Requirements for English Learner (EL) Students E.C. 52164.1; A.R. 6174

The California Education Code requires that schools identify the language(s) spoken at home by each student. This information is collected through the Home Language Survey, which is completed by a parent/guardian for each new enrolling student. The Home Language Survey is only filled out one time. In accordance with California State Regulations, the District must assess English Learners using the English Language Proficiency Exam California (ELPAC). A new student identified as an English Learner shall be assessed within thirty calendar days after the student is enrolled. Parents/Guardians shall be informed in writing of the results and program placement options. The District must also assess the English language proficiency for all students whose home language is other than English. (C.C.R., Title 5, Chap. 11, Sub Chap. 7.5, Sec. 11511.5; E.C. 48985) The

progress of English learners in acquiring English is measured annually through the English Language Proficiency Assessment of California (ELPAC). Parents/Guardians receive a Notification Letter informing them when their child is classified as an EL. This letter also notifies parents/guardians that English Learners will be placed in the Structured English Immersion Program as mandated by state law. In this program, students are taught overwhelmingly in English. Parents/Guardians may choose to have their students participate in a Dual Immersion program. E.C. 310

Requesting a Language Acquisition Program

Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible, and provides instruction to English learners based on state-adopted academic content standards, including English language development (ELD) standards. (EC Section 306[c])

Description of Program Options and Goals for English Learners

A description of the language acquisition programs provided in the Porterville Unified School District is listed below. (20 U.S.C. Section 6312[e][3][A][iii],[v])

• **Dual-Language Immersion (DLI) Program:** Also referred to as Two-Way Immersion. A language acquisition program that provides language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. This program is available at Santa Fe Elementary, West Putnam Elementary, and Pioneer Middle School.

• **Structured English Immersion (SEI) Program:** A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and presentation designed for pupils who are learning English. At minimum, students are offered ELD and access to grade level academic subject matter content.

Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 students or more per school or in any grade level may request a language acquisition program that is designed to provide language instruction and provide offerings to the extent possible. (EC Section 310[a])

Parents of English learners have a right to decline or opt their children out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. (20 U.S.C Section 631[c][A][vii]). However, LEAs remain obligated to provide the student meaningful instruction (5 CCR Section 11302) until the student is reclassified, inform the parent when progress is not made, and offer the parent programs and services to consider at that time.

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan (LCAP). If interested in a different program from those listed above, please contact Phil Black, Ed.D. at (559) 793-2445 to ask about the process.

District English Learner Advisory Committee (DELAC)

The District English Learner Advisory Committee (DELAC) for districts with 51 or more English Learners advises the governing board at a minimum on: 1) develop district plan for English-learner programs and services; 2) conduct a district-wide needs assessment; 3) develop district goals and objectives for English learners and 4) develop a district plan to meet teacher and aide requirements. Members of DELAC are to be elected by their peers and represent parents, teachers, principals and the superintendent.

School-Home Compacts

A student's education is dependent upon a "team" effort involving the student, parents, and school staff. Each has certain functions that must be carried out if the educational experience is to have positive results.

Each school in Porterville Unified School District has developed a School-Home Compact that is sent home at the beginning of each school year. See individual School-Home Compacts for your child's school.

**CREATE A
LEARNING ENVIRONMENT
TALK OFTEN**

Give your child plenty of opportunities to share what's on his or her mind. Encourage him/her to express their feelings. Listen carefully, and try to see your child's point of view.

HELP BUILD SELF-ESTEEM

Encourage your child to try something new. It's the effort that's important - not the success or failure. Let your child know it's OK to make mistakes.

TREAT YOUR CHILD AS AN INDIVIDUAL

Each child develops at a different pace. Don't compare your children - no two develop in quite the same way.

Vocational Guidance Non-Bias

No school counselor, teacher, instructor, administrator shall, on the basis of the sex of a student, offer vocational or school program guidance to students of one sex which is different from that offered to students of the opposite sex, or in counseling students, differentiate career, vocational or higher education opportunities on the basis of the sex of the student counseled. Any school personnel acting in a career counseling or course selection capacity to any student shall affirmatively explore with such student the possibility of careers, or courses, leading to careers, that are nontraditional for that student's sex.

Availability of Asbestos Containing Materials Plan

The district maintains and has available upon request a complete and updated management plan for asbestos containing material in school buildings. For additional information concerning this plan, contact Director of Custodial Services, Porterville Unified Schools, 534 North E Street, Porterville, California.

**Objection to Harmful or Destructive Use of Animals
(Education Code 32255.1)**

Any student with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection.

If the student chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with the student to develop and agree upon an alternate education project for the purpose of providing the student an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question.

Students choosing an alternative educational project shall pass all examinations of the respective course of study in order to receive credit for that course of study. However, if tests require the harmful or destructive use of animals, a student, may seek an alternative test pursuant to this chapter.

A student's objection to participating in an educational project pursuant to this section shall be substantiated by a note from his or her parent or guardian.

Assessment Exemptions

California Assessment of Student Performance & Progress (CAASPP) (Ed. Code §§ 60604, 60615, 60640; 5 C.C.R. § 852.)

Each year, parents will be notified regarding their student's participation in the CAASPP assessment system. Parents wanting to excuse their students from any or all parts of the CAASPP must submit a written request.

Such written requests must be submitted to the school on an annual basis.

Advanced Placement Programs

Advanced Placement (AP) courses are academically demanding and offer students the opportunity to prepare for Advanced Placement examinations. These examinations provide students the opportunity to earn college credit and/or advanced placement for college level courses and examinations completed while in high school. Registration for AP examinations is in early spring. Financial aid and scholarships are available to assist with the cost of examinations. The College Board AP examinations are given in May. Students should check with counselors and/or AP teachers for exact dates.

Student Use of Technology Ed Code: 48980

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper use.

On-Line/Internet Services: User Obligations and Responsibilities

Students are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board policy and the district's Acceptable Use Agreement.

Students will not be allowed access to on-line internet services without a School Funding Data Collections Form signed by parent/guardian.

1. The students will not be allowed access to on-line internet services without a Student User Agreement signed by parent/guardian and student. The user agreement will be kept on file at school sites.
2. The student in whose name an on-line services account is issued is responsible for its use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
3. Principal or designee at each school site shall ensure that appropriate internet filtration software is in place to assist the school in regulation of sites prior to student access to on-line/internet services.
4. The district's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
5. The district reserves the right to monitor any online communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials.
6. The use of the district's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.
7. Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors (Penal Code 313).
8. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
9. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
10. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
11. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.

12. Users shall report any security problem or misuse of the services to the teacher or principal.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. The district also reserves the right to monitor hallways and outdoor common areas, with video cameras that include audio recording capability located throughout the campus, as deterrence not only for students but community at large as well. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules. (cf. 5145.12 - Search and Seizure)

Examples of inappropriate student conduct that may lead to the search of District or personal electronic devices when using the Internet or other forms of electronic communication, including, but not limited to:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.

The principal or designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke or suspend a user's access at any time. The decision of the principal or designee shall be final.

Special Education

PUSD provides Special Education services to students with disabilities in accordance with the Individual with Disabilities Education Act (IDEA). Students with disabilities receive support as developed in their Individual Education Plan (IEP). PUSD serves students with disabilities from age 3 to 22 in a continuum of programs, services and placements to meet their unique needs. IDEA is a federal law, which provides for eligibility and special education services for certain students with disabilities, who qualify for eligibility under the Act. Students eligible for special education services under the IDEA have a right to a free, appropriate public education (FAPE). PUSD provides a wide range of services to meet the needs of students with disabilities, who are eligible for special education under the IDEA. PUSD provides special education in the Least Restrictive Environment (LRE) to the maximum extent appropriate, individuals with exceptional needs are educated with children who are nondisabled. Special classes, separate schooling, or other removal of individuals with exceptional needs from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

PUSD will seek out and assess students it suspects have a disability in accordance with its Child Find obligations. If you suspect that your child has a disability and needs special education under the IDEA, you should contact your child's teacher or case manager regarding your concerns and request a referral to a student study team (SST) to review your child's progress and discuss interventions and assessment where appropriate. The SST team

will develop a plan with you to address your concerns and the learning challenges your child may be facing. After providing interventions, the SST team may determine your child is appropriate for assessment for special education under IDEA where a disability is suspected. At that time the SST team shall obtain consent from you to conduct an assessment for eligibility for special education. Should you have any questions regarding special education services under the IDEA, you may contact the Special Education/ Student Services Department at (559) 793-2488.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Section 504 regulations require a school district to provide a free appropriate public education (FAPE) to each qualified student with a disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met. If you suspect that your child has a disability which may substantially limit a major life activity, you may request that your child be evaluated for eligibility under Section 504. A qualified educational team will evaluate your child to determine if he/she qualifies under Section 504. The Section 504 team shall be composed of a group knowledgeable about your child, to include but not be limited to your school site Section 504 Coordinator, your child's teacher, other knowledgeable individuals, and parent(s) of the child. If your child is deemed eligible for a Section 504 plan, a plan will be developed and will be reviewed annually. For transfer students with a current Section 504 plan: an educational team will review the plan upon transfer, and determine whether to continue the plan until the next annual review or to schedule a meeting, which will include the parent, to recommend revisions to the Section 504 plan. For more information, feel free to contact your child's teacher, the school site Section 504 Coordinator, or the District 504 Coordinator in the Student Services Department at (559) 793-2488.

Rights of All Parents Related to Special Education (Education Code 56301-56304)

56040. Every individual with exceptional needs who is eligible to receive special education instruction and related services under this part, shall receive that instruction and those services at no cost to his or her parents or, as appropriate, to him or her. A free appropriate public education shall be available to individuals with exceptional needs in accordance with Federal Law.

Ed Code 56040.1. Each public agency shall ensure the following to address the least restrictive environment for individuals with exceptional needs:

- (a) To the maximum extent appropriate, individuals with exceptional needs are educated with children who are nondisabled.
- (b) Special classes, separate schooling, or other removal of individuals with exceptional needs from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Ed Code 56301. All children with disabilities residing in the state, and who are in need of special education and related services, shall be identified, located, and assessed and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services as required by Federal Law. Each special education local plan area shall establish written policies and procedures pursuant to Ed Code 56205 for use by its constituent local agencies for a continuous child find system that addresses the relationships among identification, screening, referral, assessment, planning, implementation, review, and the triennial assessment.

Parents shall be given a copy of their rights and procedural safeguards only one time a school year, except that a copy also shall be given to the

INSPIRE A LIFELONG LOVE OF LEARNING

USE EVERYDAY OPPORTUNITIES to teach your child. for example:

- Talk about what's going on around you - the weather, news events or music.
- Identify interesting objects, such as trees, wildlife and buildings.
- Figure things out together - such as how much time has passed (during a car trip, for example), how to cut the pie, and how many points are needed to win a game.

ENCOURAGE YOUR CHILD TO ASK QUESTIONS

About how things work and why things happen. A curious child is the best learner. If you don't know the answers, work together to find them.

parents:

- (A) Upon initial referral or parental request for assessment.
- (B) Upon receipt of the first state complaint in a school year.
- (C) Upon receipt of the first due process hearing request
- (D) When a decision is made to make a removal that constitutes a change of placement of an individual with exceptional needs because of a violation of a code of student conduct in accordance with Ed Code 300.530(h).
- (E) Upon request by a parent.

Ed Code 56302. A local educational agency shall provide for the identification and assessment of the exceptional needs of an individual, and the planning of an instructional program to meet the assessed needs. Identification procedures shall include systematic methods of utilizing referrals of students from teachers, parents, agencies, appropriate professional persons, and from other members of the public. Identification procedures shall be coordinated with school site procedures for referral of students with needs that cannot be met with modification of the regular instructional program.

Ed Code 56303. A student shall be referred for special educational instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized.

Ed Code 56304. The parents or guardians of a student who has been referred for initial assessment, or of a student identified as an individual with exceptional needs, shall be afforded an opportunity to participate in meetings with respect to the identification, assessment, and educational placement, to the provision of a free appropriate public education, as provided in Ed Code 300.501

Contact your school principal to initiate a student study team meeting to discuss your child's concerns, a referral, or obtain additional information.

Preschool Programs

We are proud to offer preschool opportunities to at risk families who meet the income eligibility criteria. Our preschool programs are available to

3 and 4 year old children who meet the income eligibility criteria. We offer both full day and part day preschool programs in accordance with California State Preschool Program requirements. All enrollments will be done by appointment only. Please call 559-782-7120 or 559-789-9378 to schedule your appointment.

Homework

Homework is an essential ingredient in improving student learning. This meaningful after-school activity reinforces and supports students in their efforts to achieve successful completion of rigorous academic standards. It provides parents an opportunity to share in their student's education and success. Homework practices will vary depending upon the nature of the course, amount and type of independent practice or enforcement needed for mastery of standards, type of leaning activities used by individual teachers, age, and ability level of students.

Homework is to enhance learning and not serve as a punishment. The scope of homework is more specifically defined by each school site with direction from the school principal. Parents are encouraged to discuss questions about homework with teachers and principals to provide mutual support for student learning.

Field Trips

The Governing Board recognizes that school-sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them related their school experiences to the outside world. Careful planning greatly enhances the value and safety of such trips. Students may be required to meet academic and behavioral eligibility prior to participating in a school-sponsored trip. All school-sponsored trips will be chaperoned by district employees. Field trips outside of the county must have Board approval. All field trips require administrative and written parent permission. Transportation must meet district guidelines for appropriate insurance and have district approval. Parents are encouraged to call the principal's office to clarify any questions or concerns related to field trips.

Physical Education Requirement (Ed. Code 51210)

Ed Code Section 51210 (elementary minutes requirement); Education Code Section 51222 (secondary minutes requirement); and Education Code Section 51225.3 (a) (1) (F) (high school graduation requirement).

These sections require that locally adopted courses of study at the elementary and secondary levels include physical education; specify the minimum amount of physical education minutes to be provided to students; and describe the two-course high school physical education graduation requirement.

The physical education minutes required are:

Elementary grades 1-6, minimum of 200 minutes each ten days. Secondary grades 7-12, minimum of 400 minutes each ten days

The intent of these Education Code sections is to have daily physical education available in all grade levels and the equivalent of two years of physical education required for high school

Parents of currently enrolled or former students have the right to inquire about P.E. instruction at each site or request individual teacher's P.E. schedules or school wide P.E. schedules. Physical education schedules are available on the Porterville Unified School District's website www.portervilleschools.org. Parents may direct questions regarding PE instruction or schedules to the principal or teacher at each individual school site. If the parent is not satisfied with the response provided at the site level they are encouraged to contact the Porterville Unified School District Office at (559) 793-2452 or (559) 793-2456. A complaint form regarding this issue is also available on the website located at www.portervilleschools.org.

Health Education

Ed Code 49403. Cooperation in Control of Communicable Disease and Immunization of Students.

The governing board of any school district may permit a licensed physi-

cian and surgeon, or a health care practitioner (including a physician assistant, nurse practitioner registered nurse, licensed by law) who is acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to a student whose parent or guardian has consented in writing prior to administration of the immunizing agent.

Anything to the contrary, notwithstanding, the Governing Board of any school district shall cooperate with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children.

Local School Wellness Policy Public Notification/Communication

The district will develop and implement a communication plan which includes staff and student training and communication to families to ensure understanding of the rationale for the wellness policy and actions of the wellness policy.

Schools in the district will keep the school community informed about the local school wellness policy (LSWP) by posting in the front office, in the cafeteria, displaying it on the school's website, and sharing it with food service staff and parent organizations. Schools in the district will also use parent resource centers to disseminate information about their LSWP. In addition, principals will actively engage parents in discussions about LSWP, whenever possible to further promote LSWP, receive feedback, and encourage conversations about healthy behavior.

Additionally the district will include and collaborate with other county/city agencies and community organizations to coordinate the development, distribution and promotion of the LSWP. The district will coordinate with community organizations to develop standardized language and communication materials about the requirements and benefits of LSWP. These materials should be targeted for various audiences (Staff, parents, students, community members). The schools in the district will designate a point person that can answer questions on LSWP. The district will also create guidance on how to implement a wellness committee at the school site level (consisting of staff, students, parents, community members) or to integrate wellness in existing committees such as site councils, to support the implementation of this plan and distribute the guidance in various ways. Communication should be simple, clear and direct.

Tobacco

The Board of Trustees recognizes that smoking presents a health hazard, which can have serious consequences, both for the smoker and the non-smoker and is therefore, of concern to the Board. Students shall not be allowed to smoke or possess tobacco on school property or during school hours within the immediate property of the school or during school sponsored activities. Students who violate this policy shall be subject to disciplinary procedures and may be subject to suspension. As of December 27, 1994, the use of tobacco products at any time on District property and in district vehicles is prohibited. This includes any meeting on any property owned, leased or rented by or from the District. The prohibition applies to all employees, students, visitors and other persons at any school or school-sponsored activity or athletic event.

Immunization Requirements

No person shall be admitted as a student of this school district unless he/she has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella in the manner and with immunizing agents approved by the state department.

Student entering seventh grade must meet immunization requirements (Health and Safety Code sections 120335-120-475). For unconditional entry, students must have completed a three-dose hepatitis B Vaccine series, administered over four to six months.

The governing board of the district shall notify the parent or guardian of the student prior to the start of school. To supply evidence either that the student has been properly immunized.

The governing board of the district, in the notice, shall refer the parent of guardian of the student to the student's usual source

of medical care to obtain the immunization, or if no usual source exists, either refer the parent or guardian to the county health department, or notify the parent or guardian that the immunizations will be administered at the school of the district.

As of January 1, 2016, Senate Bill 277 prohibits preschools, elementary schools, and secondary schools from admitting children for the first time or advancing them to seventh grade, unless they are immunized. Prior to admission, students must present documentation of tdap vaccine. Students will not be admitted into class without verification of tdap vaccine.

Head Lice Control

5141.33 AR. School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and any siblings of affected students or members of the same household. If untreated nits or lice are found, the student shall be excluded and parents/guardians informed about recommended treatment procedures, ways to check the hair, and sources of further information.

The principal shall send home the written notification required by law for excluded students (Education Code 48213).

Excluded students may return to school when they bring a note from the parent/guardian indicating the treatment used and when reexamination by the nurse or designee shows that all pests have been removed.

Legal Reference: Education Code: 48210-48214 Persons Excluded 49451 Physical examinations: parent's refusal to consent

Tuberculosis Screening Requirements for School Registration

1. Students entering at any grade level from any other Tulare County School (public, private, or parochial) are exempt from the requirement as long as they have had a skin test documented on their school record. (PPD given and read).
2. Students transferring to high school from another county or state must have documented TB clearance to enter. (A PPD given and read one year prior to entry.)
3. Students entering school for the first time at any grade level from another county must provide written documentation of satisfactory skin test for TB within one year prior to school entry.
4. All new students who have never attended school must also show proof of Mantoux Tuberculin Skin Test signed by a doctor or nurse.

Type 2 Diabetes Information

Ed Code 49452. The school districts shall provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade students. The information sheet may be provided to the parent or guardian of incoming 7th graders with the annual parent rights notification, or it may be provided separately.

The information sheet is available through the California Department of Education website at <http://www.cde.ca.gov/ls/he/nn/type2diabetes.asp>

Vision Appraisal

Ed Code 49455. Upon first enrollment in a California School District of a child at a California elementary school, and at least every third year thereafter until the child has completed the eighth grade, the child's vision shall be appraised by the school nurse or other authorized person under Section 49453. This evaluation shall include tests for visual acuity and color vision; however, color vision shall be appraised once and only once on male children, and the results of the appraisal shall be entered in the health record of the student. Color vision appraisal need not begin until the male student has reached the first grade. Gross external observation of the child's eyes, visual performance, and perception shall be done by the school nurse and the classroom teacher. The evaluation may be waived,

if the child's parents so desire, by their presenting of a certificate from a physician and surgeon or an optometrist setting out the results of a determination of the child's vision, including visual acuity and color vision. The number of children so evaluated and the results of such evaluation shall be reported by each school year, on forms to be provided by the department. The provisions of this section shall not apply to any child whose parents or guardian file with the principal of the school in which the child is enrolling, a statement in writing that they adhere to the faith or teachings of any well-recognized religious sect, denomination or organization and in accordance with its creed, tenets, or principles depend for healing upon prayer in the practice of their religion.

Oral Health Assessment for Entering Kindergartners

Each student enrolling in Kindergarten (or first grade if the student was not previously enrolled in kindergarten in a public school) must have proof of having received an oral health assessment by a dentist or dental health professional no later than May 31 of the school year. (AB1433- Chapter 413/2006)

Student Medication

Ed Code 49480. The parent or legal guardian of any public school student on a continuing medication regimen for a non-episodic condition, shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the student, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. The superintendent of each school district shall be responsible for informing parents of all students of the requirements of this section.

Administration of Prescribed Medication (Ed. Code §§ 48980, 49423, 49480)

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant, may be assisted by the school nurse or other designated school personnel if the District receives the following: (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the student's parent, indicating the desire that the District assist the student in the matters set forth in the statement of the physician and surgeon or physician assistant. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant, may carry and self-administer prescription auto-injectable epinephrine if the District receives the following: (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine, and (2) parent written consent to the self-administration, a release for the school nurse or other designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and an agreement to release the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Students may be subject to disciplinary action pursuant to Education Code section 48900 for using auto-injectable epinephrine in a manner other than as prescribed.

Parents of any student on continuing medication for a non-episodic condition must inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage and the name of the supervising physician. With the consent of the parent or legal guardian of the student, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Inhaled Asthma Medication (Ed. Code § 49423.1)

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician or surgeon, may be assisted by the school nurse or other designated personnel if the District receives the following: (1) a written statement from the physician or surgeon detailing the medication name, method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the student's parent requesting that the District assist the student in the administration of medication set forth in the physician or surgeon's written statement. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Any student who is required to take, during the regular school day, medication prescribed for her or her by a physician or surgeon, may carry and self-administer inhaled asthma medication if the District receives the

following: (1) a physician or surgeon's written statement confirming that the child is able to self-administer the medication and detailing the name of the medication, the method, amount and time schedules for administration, and (2) parent written consent to the self-administration, a release for the school nurse or other designated school personnel allowing them to consult with the student's physician, and an agreement to release the District and school personnel from civil liability in the event of an adverse reaction as a result of self-administering medication. These written statements must be provided to the school at least annually or more frequently if the medication, dosage, frequency of, or reason for, the administration changes. Students may be subject to disciplinary action pursuant to Education Code section 48900 for using inhaled asthma medication in a non-prescribed manner.

AB 743 requires a school district to accept a written statement provided by a physician or surgeon relating to a student carrying and self-administering inhaled asthma medication, from a physician or surgeon who is contracted with a prepaid health plan operating lawfully under the laws of Mexico that is licensed as a health care service plan in California. The written statement must be provided in both English and Spanish and include the name and contact information for the physician or surgeon. Also, school nurses or other school personnel shall not be subject to professional review, be liable in a civil action, or be subject to criminal prosecution for their acts or omissions relating to a student self-administering inhaled asthma medication in accordance with a written statement from such a physician

or surgeon. AB 743 also provides that a school district shall not be subject to civil liability if a student self-administering inhaled asthma medication in accordance with a written statement from such a physician or surgeon suffers an adverse reaction.

Self-Administered Auto-injectable Epinephrine

Ed Code 49423. 1(a) Notwithstanding Section 49422, any student who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant practicing in compliance with Chapter 7.7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if the school district receives the appropriate written statements specified in subdivision. (1) In order for a student to be assisted by a school nurse, or other designated school personnel pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the statement of the physician and surgeon or physician assistant. (2) In order for a student to carry and self-administer prescription auto-injectable epinephrine pursuant to subdivision (s), the school district shall obtain both a written statement from the physician and surgeon or

PORTERVILLE UNIFIED SCHOOLS' Instructional Start Times

Primary (Grades K - 3)

- Start 8:30 am
- Lunch adjusted for site needs

- 2:45 - Dismissal

Intermediate (Grades 4 - 6)

- Start 8:30 am

- Lunch adjusted for site needs

- 3:30 - Dismissal

Middle School (Grades 7 - 8)

- Start 8:30 am

- Lunch adjusted for site needs

- 3:30 - Dismissal

High School • 2023-2024

School Starts (Period 1) 8:30 am

Lunch 1:15 pm - 1:50 pm

School Dismissed (Period 7) 3:40 pm

Please refer to high school websites for period by period schedules.

Every Wednesday = Early Release Day

Start times will remain the same - All

K-8 grades release at 1:45 PM

9-12 grades release at 2:00 PM

physician assistant detailing the name of the medication, method, amount, and time administer auto-injectable epinephrine, and a written statement from the parent, foster parent, or guardian of the student consenting to the self-administration, providing a release for the school nurse or other designated school 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 civil liability if the self-administering student suffers an adverse reaction a result of self-administering medication pursuant to this paragraph. (3) The written statements specified in this subdivision shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. (c) A student may be subject to disciplinary action pursuant to Section 48900 if that student uses auto-injectable epinephrine in a manner other than as prescribed

Emergency Epinephrine auto-injectors:

In accordance with SB 1266, emergency epinephrine auto-injectors are available to school nurses and trained voluntary personnel to be used to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction. Nursing staff and volunteers are trained in use of the appropriate use of epinephrine auto-injectors (Ed. Code § 49414.)

Anaphylaxis Treatment

California Education Code 49414 authorizes school districts to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Therefore, Porterville Unified School District has adopted a policy for standing orders or provide life-saving epinephrine to students who are in need of such treatment.

A credentialed, licensed school nurse or trained, unlicensed school staff, under the direct or indirect supervision of the credentialed school nurse (or supervisor of health), may administer epinephrine in the form of an epinephrine auto-injector during a severe, life-threatening allergic reaction. The epinephrine auto-injector rapidly delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin.

**If the parent/guardian do not wish their child to receive this treatment, the parent/guardian must indicate in writing within two weeks of the beginning of school and submit to the school.

Parent's Refusal to Consent to Physical Examination

Ed Code 49451. A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which he is enrolled a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of his child. There upon, the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Opportunity for Medical Insurance to be Purchased

Ed Code 49472. (A) The Governing Board of any school district or districts which does not employ at least five physicians as full-time supervisors of health, or the equivalent thereof, may provide, or make available, medical or hospital service, or both, through non-profit membership corporation defraying the cost of medical service or hospital service, or both, or through group, blanket or individual policies of accident insurance or through policies of liability insurance from authorized insurers, for injuries to students of the district or districts arising out of accidents occurring while in or on buildings and other premises of the district or district during the time

such students are required to be therein or thereon by reason of their attendance upon a regular school day of such district or districts or while being transported by the district or districts to and from school or other place of instruction, or while at any other place as an incident to school-sponsored activities and while being transported to, from and between such places. No student shall be compelled to accept such service without his consent, or if a minor, without the consent of his parent or guardian. The cost of the insurance or membership may be paid, from the funds of the district or districts, or by the insured student, his parent or guardian.

Health Check-Up

Part 1, Chapter 2, Article 3.4. The Child Health Disability Prevention Program requires that within 90 days of the first grade entry, all California children document the receipt of a health check-up or provide a parental waiver. Schools are responsible for informing parents of this requirement and for reporting annually the number of children with check-ups and waivers to the CHDP Program.

Confidential Medical Services

Ed Code 4610.1 Students in grades 7-12 may be excused to obtain confidential medical services without the consent of parents. Students must follow established procedure for permission to leave campus.

Suicide Prevention

The Board of Education recognizes that suicide is a major cause of death among youth and should be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop preventive strategies and intervention procedures.

The Superintendent or designee shall involve school health professionals, school counselors, administrators, other staff, parents/guardians, students, local health agencies and professionals, and community organizations in planning, and implementing the district's strategies for suicide prevention and intervention.

Prevention and Instruction

Suicide prevention strategies shall include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.

The district's instructional and student support program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and resilience.

The Superintendent or designee may offer parents/guardians education or information which describes the severity of the youth suicide problem, the district's suicide prevention efforts, risk factors and warning signs of suicide, basic steps for helping suicidal youth, reducing the stigma of mental illness, and/or school and community resources that can help youth in crisis.

Staff Development

Suicide prevention training for staff is designed to help staff identify and find help for students at risk of suicide. The training may be offered under the direction of district staff and/or in cooperation with one or more community mental health agencies.

Intervention

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the principal, another school administrator, psychologist, or school counselor. The principal, another school administrator, psychologist, or counselor shall then notify the student's parents/guardians as soon as possible and may refer the student to mental health resources in the school or community.

Students shall be encouraged through the education program and in school activities to notify a teacher, principal, another school administrator, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal

intentions.

The Superintendent or designee is to establish crisis intervention procedures to ensure student safety and appropriate communications in the event that a suicide occurs or an attempt is made by a member of the student body or staff on campus or at a school-sponsored activity.

Mental Health Services for Students (Ed. Code § 49428)

Student mental health services are available through the District by contacting your local neighborhood school or the Student Services Department at 559-793-2488. Mental Health Services for students are also available through the following county and/or community organizations:

Porterville Youth Services

559-788-1200

1055 W. Henderson Ave., Porterville, Ca 93257

South Tulare County One Stop (Kingsview)

Serving ages 12-24 – Sirviendo las edades 12-24

559-784-0312

409 N. Main St., Porterville, Ca 93257

Tulare County Mental Health Crisis Hotline

1-800-320-1616

Tulare County Warmline

1-877-306-2413

Family HealthCare Network

559-798-1877

1107 W. Poplar Ave.

STATE LAWS RELATED TO TRANSPORTATION

School Bus with Flashing Lights-(U.C. 2212)

When a school bus is loading or unloading students, the driver will activate the flashing red lights. Approaching traffic in both directions shall stop until the red flashing lights have stopped. Parents and others also transporting children near schools or school bus stops are reminded to comply with this ordinance. Further details can be obtained from the California Highway Patrol, if desired.

Authority of bus driver (California Administrative Code, Section 14263, Title 5) states:

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus; and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. A bus driver shall not allow any student to leave the bus en route between home and school or other destinations.

TRANSPORTATION INFORMATION AND GUIDELINES FOR STUDENTS AND PARENTS

Parents/Guardians can assist in our efforts to maintain high standards of safety and acceptable student behavior on school buses by adhering to the following guidelines:

First Student has adopted rules and regulations to assist students in understanding their responsibilities while riding buses of the school district. These rules and regulations were adopted to assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at school bus stops. The following list of student actions shall constitute violations of the established rules and regulations:

- (1) Using abusive body contact, i.e., slapping, hitting, poking, shoving, pulling hair, while on the bus or when loading or unloading bus.
- (2) Fighting on the bus or at a bus stop.
- (3) Using other than the student's regularly designated bus stop.
- (4) Using profane language or obscene gestures.

- (5) Using unauthorized exits (from emergency doors and windows)
- (6) Putting any part of the body out of a bus window at any time.
- (7) Moving out of seat while bus is in motion.
- (8) Riding bus after receiving a "no-ride" penalty.
- (9) Obstructing aisle with legs, feet, or other objects, or facing to the rear in one's seat.
- (10) Creating excessive noises
- (11) Displaying improper behavior at bus stops, i.e., not lining up, throwing rocks, playing in streets, damaging property.
- (12) Unauthorized opening, closing, or tampering of any kind with bus doors, windows, or emergency exits.
- (13) Damaging or defacing of bus.
- (14) Lighting of matches or smoking on bus.
- (15) Throwing any objects in, out of, or at the bus.
- (16) Littering of any kind.
- (17) Transporting live animals, reptiles, or insects on the school bus.
- (18) Eating or drinking on the bus.
- (19) Showing disrespect to the bus driver.
- (20) Giving improper identification when requested by the driver.
- (21) Tampering with radio or bus controls.
- (22) Failure to obey driver.
- (23) Failure to remain quiet at all railroad crossings.
- (24) Endangering life or limb of other people.
- (25) Acting in an unauthorized or unsafe manner.

Penalties for infractions of established rules range from a warning to suspension of bus riding privileges for a stipulated number of days to suspension of bus riding privileges for the balance of the year. The bus driver shall discuss with the Transportation Manager any minor infractions of the established rules. Any corrective action within the authority of the driver shall be implemented. Serious and/or persistent infractions of the rules after corrective action shall require the preparation by the driver of a Bus Conduct Referral. Completed reports shall be forwarded to the Transportation Manager for disciplinary action.

First Student wishes to express their appreciation to parents/guardians for their cooperation.

THE SCHOOL BUS WHAT YOU NEED TO KNOW

Who rides the bus?

The Porterville Unified School District provides bus services for:

- Students in grades Kindergarten, one, two, and three who reside three-fourths of a mile or more walking distance from school.
- All other elementary school students who reside one mile or more walking distance from school.
- Secondary school students who live more than two miles walking distance from school.
- Students who face hazardous walking conditions.
- Students in certain special education programs.

What about students who go to the schools outside of their attendance area?

Unless a student is transferred to a school outside their local attendance area because of District needs, i.e., special education and overflow, parents are responsible for providing their student's transportation to schools outside of their area of attendance.

- The Department of Transportation uses the following guidelines:
 - All roads and bridges must be able to carry the weight of the school bus.
 - All turns must be safe for a school bus to maneuver.
 - There must be a safe place and adequate space for the bus to turn around.
 - Routes are designed so the distance covered by each bus is held to a minimum
- What are the rules of conduct on the bus?

While boarding:

- Students must be at the bus stop at the time designated and be ready to

board with the least possible delay.

- Students should watch for traffic in both directions before crossing the street and should only cross in crosswalk areas.
 - Students must not stand or play in the roadway while waiting for the bus.
 - Students should remain in line at least ten feet from the bus while it is approaching the bus stop; students should not move toward the bus until the bus has come to a complete stop and the door is opened.
 - Students may not bring animals, alcoholic beverages, controlled substances, firearms, explosives, or other weapons onto a bus.
 - Students may ride only the bus to which they are regularly assigned.
- While riding:
- Cell phones must be turned off while on the bus.
 - Students shall conduct themselves in an acceptable manner at all times. Vulgar, boisterous, or other improper conduct is not permitted.
 - Students may not block the aisle or emergency door with musical instruments, lunch boxes, books, or other possessions.
 - Students must not extend arms or heads out of the bus windows at any time.
 - Students must remain seated while the bus is in motion or if the bus is delayed on the road.
 - Students must be quiet when approaching a railroad crossing.
 - Students may not operate the bus door or tamper with the emergency door.
 - Students may not use the emergency door except in the case of an emergency situation.
 - Students may not eat, drink, or smoke on the bus.
 - Students may not damage or deface any part of the bus and should assist in keeping the bus clean.

While departing:

- Students may not leave the bus in the mornings until it arrives at school
- Students may not leave the bus in the afternoons except at their regular stop.
- Students who must cross the street after exiting the bus shall be escorted by the driver of the bus.
- Students must cross in front of the bus.

Riding the bus is a privilege that may be denied temporarily or permanently if a student's behavior warrants such action. A student may become ineligible for transportation if his/her behavior creates continuing problems on the school bus or if he/she disobeys the above rules pertaining to student transportation.

Who is responsible for discipline on the bus?

Students must obey the bus driver at all times while under his/her supervision. The driver may remove a student from the bus for disciplinary reasons. The driver must report all violations of safety regulations, as well as any behavior problems.

What happens when it is foggy?

School buses run on schedule unless it is determined that fog (or other inclement weather) creates hazardous conditions. When this occurs, the bus driver shall notify transportation supervisors where and how long the delay is expected.

What can I do when the bus does not show up on time?

School buses are subject to the same rush-hour traffic conditions that plague commuters. A traffic snarl, an accident, or a longer-than-scheduled unloading at a previous school may easily throw your bus ten to fifteen minutes off schedule.

If you are reasonably sure that the delay is not due to weather conditions and the bus has not arrived within fifteen minutes of its scheduled time, you may wish to call the Transportation Department at 782-7092.

Why aren't buses more available for field trips?

In order to utilize its buses and personnel efficiently, each bus is scheduled for up to six routes per day. This means that most buses operate from 6:15-9:00 a.m. and from 2:15-4:30 p.m.

Because there are many regularly scheduled programs during the

school day using buses, these buses and drivers are not available for field trips. Additionally, scheduled bus inspections and special field trips requiring a large number of buses on certain days severely restrict the availability of buses and drivers. Many drivers are part-time employees who are not available for field trips.

Why don't all large school buses have seat belts like cars do?

Many parents are worried about the contradiction between the need to use seat belts and child passenger seats in automobiles and the lack of these safety devices in school buses, which don't require seat belts. One reason seat belts are not required on school buses is that the greater weight and mass of a school bus means that passengers are less vulnerable in a school bus than in an automobile, and they sit above the usual point of impact. Another is that school bus passengers are not seated near doors or large window openings, so they are not likely to be thrown from the vehicle. Protection from ejection is a primary function of automobile seat belts.

But the main reason is that school buses incorporate a passive restraint system called compartmentalization, which is designed to protect children without seat belts.

The term compartmentalization denotes a safety envelope or "compartment" around passengers in school buses. The idea is that if a crash occurs, the child may be thrown around within the compartment but the design of the seat compartment absorbs the crash forces and protects the child. However, the seats currently installed in school buses are different from those recommended by UCLA researchers.

Buses manufactured after July 1, 2005 are required to be built with passenger restraint systems.

Lap/Shoulder Belts:

Senate Bill (SB) 568 (Morrow) amends Vehicle Code Section 27316, and was signed into law by Governor Davis, and became effective January 1, 2002. Originally, Vehicle Code Section 27316 required the installation of lap/shoulder belts or "Type 2" restraint systems (as defined in FMVSS [Federal Motor Vehicle Safety Standards] 203), on all new California school buses manufactured on or after January 1, 2002. SB 568 extends the implementation date of the requirements for installation of these restraint systems (lap/shoulder belts), until July 1, 2004 for "Type II" school buses, and July 1, 2005 for "Type I" school buses.

School bus referrals

Referrals will be made after all other corrective behavior options have been exhausted. A copy of the referral will be sent to the school after parents have signed and the student has returned the referral to the bus driver. When students are suspended from the bus, they are suspended from all transportation on all buses. For any questions regarding transportation call 559-782-7092 or 559-782-7093

Offenses:

Loud talking and/or yelling; littering, eating, drinking or chewing gum, pushing or shoving, putting arms, hands or head outside of the windows, unseated while bus is moving, throwing objects, possession of tobacco and willful disobedience, loading or unloading at stop other than students designated bus stop, using improper bus stop procedures, fighting, profanity and offensive behavior.

Referral:

Depending on severity and frequency, referrals may be issued as a warning or include suspension from the bus. Any referral given to students must be signed by parents and given to a driver before student may resume riding ANY bus. Continued disobedience and repeated referrals may result in suspension of bus privileges for the remainder of the year.

Fighting, profanity and offensive behavior - will be dealt with more severely.

Severe Offenses:

Use or possession of drugs, alcohol, firearms and dangerous objects, extreme misbehavior, vandalism or tampering; continued willful disobedience shall be treated as expellable offenses.

