

Handbook for Parents and Students

“Every Student Succeeds”



Palo Verde Union School District

www.palo-verde.k12.ca.us

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2026-2027

Palo Verde Union Elementary School District 2026-2027

	M	T	W	TH	F	Instructional Days	Significant Dates	Explanation
AUG	3	4	5	6	7	19		
	10	11	12	13	14		Aug. 3-4	First Teacher Duty Days
	17	18	19	20	21		Aug. 5-min day	First Day of School
	24	25	26	27	28		Aug 12, 19, 26	Minimum Days
	31						Aug 26	Back to School Night
SEPT		1	2	3	4	19	Sept 2,9, 23	Minimum Days
	7	8	9	10	11		Sept. 7	Labor Day (No School)
	14	15	16	17	18	**	Sept. 16	Fair Day (No School)
	21	22	23	24	25		Sept. 18	6 Week Grades(31 days) **
	28	29	30				Sept. 30	No Class, Parent Conferences
OCT				1	2	21	Oct. 7, 14, 21, 28	Minimum Days
	5	6	7	8	9			
	12	13	14	15	16		Oct. 12	Training- No School
	19	20	21	22	23			
	26	27	28	29	30	**	Oct 30	End Grade Period (59 days) **
NOV	2	3	4	5	6	15	Nov. 4, 18, 20	
	9	10	11	12	13			
	16	17	18	19	20		Nov. 11	Veteran's Day (No School)
	23	24	25	26	27		Nov 23.-27	Thanksgiving Holiday
	30							
DEC		1	2	3	4	14	Dec 2, 9, 16, 18	Minimum Days
	7	8	9	10	11			
	14	15	16	17	18	**	Dec 18	6 Week Grades (29 days) **
	21	22	23	24	25			
	28	29	30	31			Dec. 21-	Winter Vacation
JAN					1	15	Jan. 8	End of Winter Vacation
	4	5	6	7	8			
	11	12	13	14	15		Jan. 13, 20, 27	Minimum Days
	18	19	20	21	22		Jan. 18	Martin Luther King Day
	25	26	27	28	29			
FEB	1	2	3	4	5	18	Feb. 3, 17, 24	Minimum Days
	8	9	10	11	12		Feb. 9-11	Farm Show-Volunteers Needed
	15	16	17	18	19		Feb. 10	Lincoln's Birthday
	22	23	24	25	26	**	Feb. 15	President's Day (No School)
							Feb. 26	End Grade Period (61 days) **
MAR	1	2	3	4	5	15	Mar. 3, 10, 17, 19, 31	Minimum Days
	8	9	10	11	12			
	15	16	17	18	19		Mar. 15-19	Parent Conf-At Risk Students
	22	23	24	25	26		Mar. 22-26	Spring Vacation
	29	30	31				Mar. 19, 29	Fog Make-up
APR				1	2	21	Apr. 7, 14, 21, 28	Minimum Days
	5	6	7	8	9			
	12	13	14	15	16			
	19	20	21	22	23	**	Apr. 23	6 Week Grades (33 days) **
	26	27	28	29	30		Apr. 26	Fog Make Up
MAY	3	4	5	6	7	20	May 5, 12, 19, 26	Minimum Days
	10	11	12	13	14			
	17	18	19	20	21	**	May 21	End of Grading Period **
	24	25	26	27	28		May 28	New Games Day
	31						May 31	Memorial Day (No School)
JUNE		1	2	3	4	3	June 3	Last Day/Grad(60 Days)
	7	8	9	10	11	180	June 4, 9	Possible Last Teacher Duty Day
							June 4,7, 8	Fog make up days

No School

Teacher Duty Day

Early Dismissal @ 1:15

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Welcome to Palo Verde School

OUR HANDBOOK

The purpose of this handbook is to help you get acquainted with our school. In addition, many questions come up during the school year, dealing with everything from the dress code to foggy day schedules and we are hoping that this handbook will help you find the answers to some of those questions.

OUR MISSION

“The mission of Palo Verde School is to educate the “Whole Child” through active learning, engaging activities, and excellent teaching as well as building character in an environment of respect, caring, and high expectations for all children.”

Palo Verde Staff Members

Board of Trustees

Gloria Hauff, President
Lori Cardoza, Trustee
Mario Coelho, Trustee
Mark Trigueiro, Trustee
Chris DeAzevedo, Clerk

Administration

Phil Anderson, Superintendent
Rose Machado, Vice-Principal

Office Staff

Mary Pena, Secretary
Eneida Rios, District Secretary
Keri Rodriguez, Administrative Assistant

Teaching Staff

Ana Martinez, Preschool
Karen Ramos, Transitional Knd
Audrey Long, Transitional Knd
Miranda Son, Kindergarten
Kayla Honley, Kindergarten
Diane Philpott, Kindergarten
Jackie Juarez, First Grade
Monica Acosta, First Grade
Tina Flores, First Grade
Shani Lancaster, Second Grade
Jackie Robinson, Second Grade
Martin Guerrero, Second Grade
Eric Nunes, Third Grade
Shannon deMalignon, Third Grade
Michael McDaniels, Fourth Grade
Melissa McClure, Fourth Grade

Denise Leonardo, Fifth Grade

Kim Bishop, Fifth Grade

Anthony Nguyen, Sixth Grade
Audra Sanchez, Sixth Grade
Kevin Branco, Jr. High
Kevin Meneses, Jr. High
Darren Fraley, Jr. High
Cynthia Ybarra, Jr. High

Lauren Rodrigues, Band Teacher
Every Argueta, ELD Teacher
Lucy Dominguez, Reading Specialist
Getcy Cabrera, SPED
Shelby Nasello, SPED
Olivia Delgadillo, Counselor
Kera Brasil, TOSA
Maria Orozco, Psychologist
Jeovany Martin, Social Worker
George Montejano, SRO

Cafeteria

Flora Mosqueda, Manager | Head Cook
Sandra Bean, Cook's Helper
Andrea de la Cruz, Cook's Helper, Bus Driver
Aurora Arenas, Cook's Helper
Martha Munoz, Cook's Helper

Maintenance | Transportation

Joe Linhares, Maintenance | Transportation Supervisor
Manuel Lourenco, Maintenance | Bus Driver
Evan Branco, Maintenance | Bus Driver
Abdiel Rios, Groundskeeper

Herman Cornett, Custodian
Alfredo Lara, Custodian
Agustin Lara, Custodian
Jesse Garcia, Custodian

Instructional Aides

Hailey Azevedo, Aide
Joslyn Barboza, Aide
Hayley Bean, Aide
Rachel Beasley, Aide
Victoria Brasil, Aide | Bus Driver
Aleckxyia Chavez, Aide
Lizbeth Garcia, Aide
Jennifer Gergory, Aide
Katrina Gonzalez, Aide
Christina Hernandez, Aide
Virginia Ibarra, Aide
Hailey Lawler, Aide
Chelsey Lopez, Aide
Lisa Maduro, Aide
Priscilla Mancilla, Aide
Yareli Martinez, Aide
Pricilla Ocampo, Aide
Erika Pena, Aide
Lupé Rios, Aide
Heidi Rivera, Aide
Kayla Settlemyer, Aide
Bobbie Graham, Aide
Jennifer Vazquez, Aide
Rachel Walker, Aide

Additional Staff

David Bozeman, Computer Tech
Jessica Cruz, Librarian
Trecia Gallegos, Health Aide | LVN
Yasmin Barragan, LVN Assistant
Ruby Mendoza, Community Liaison
Shawn Harris, Afterschool Program

Basic Health and Safety Measures

1. Do not come to school if you are sick.
 - Fever (above 100.4)
 - Cough
 - Sore throat
 - Difficulty breathing
 - Diarrhea
 - Nausea
 - New loss of taste or smell
 - Chills
 - Muscle pain
2. Wash hands and use hand sanitation frequently

Visitors

- Visitors will be limited and must contact the office prior to arrival on campus.
- All visitors are encouraged to call ahead before coming to the office. Visitors will follow office procedures.
- Parents will not be allowed to walk students to class.

Daily Schedule

Primary Grade (TK-Knd)			Primary Grade (1st-3rd)		
8:25-10:00	1 st Period	(95)	8:25-10:00	1 st Period	(95)
10:00-10:10	Recess (excluded)		10:00-10:10	Recess (excluded)	
10:10-10:45	2 nd Period	(35)	10:10-11:15	2 nd Period	(65)
10:45-11:35	Lunch (excluded)		11:15-12:05	Lunch (excluded)	
11:35-1:20	3 rd Period	(105)	12:05-1:30	3 rd Period	(85)
1:20-1:30	Recess (excluded)		1:30-1:40	Recess (excluded)	
1:30-2:55	4 th Period	(85)	1:40-2:55	4 th Period	(75)
		(320)			(320)
Middle Grades (4th - 5th)			Intermediate Grades (6th - 8th)		
8:25-9:35	1 st Period	(70)	8:25-9:35	1 st Period	(70)
9:35-10:30	2 nd Period	(55)	9:35-10:30	2 nd Period	(55)
10:30-10:40	Recess (excluded)		10:30-10:40	Recess (excluded)	
10:40-11:45	3 rd Period	(65)	10:40-11:40	3 rd Period	(60)
11:45-12:35	Lunch (excluded)		11:40-12:35	4 th Period	(55)
12:35-1:15	4 th Period	(40)	12:35-1:25	Lunch (excluded)	
1:15-2:00	5 th Period	(45)	1:25-2:10	5 th Period	(45)
2:00-2:55	6 th Period	(55)	2:10-2:55	6 th Period	(45)
		(330)			(330)

Minimum Schedule

Primary Grade (Preschool-Knd)			Primary Grade (1st-3rd)		
8:25-10:00	1 st Period	(95)	8:25-10:00	1 st Period	(95)
10:00-10:10	Recess (excluded)		10:00-10:10	Recess (excluded)	
10:10-10:45	2 nd Period	(35)	10:10-11:00	2 nd Period	(50)
10:45-11:20	Lunch (excluded)		11:00-11:30	Lunch (excluded)	
11:20-12:05	3 rd Period	(45)	11:30-12:10	3 rd Period	(40)
12:05-1:15	4 th Period	(70)	12:10-1:15	4 th Period	(65)
1:15	Dismissal for all students	(245)	1:15	Dismissal for all students	(250)
Middle Grades (4th-5th)			Intermediate Grades (6th-8th)		
8:25-9:35	1 st Period	(70)	8:25-9:35	1 st Period	(70)
9:35-10:30	2 nd Period	(55)	9:35-10:30	2 nd Period	(55)
10:30-10:40	Recess (excluded)		10:30-10:40	Recess (excluded)	
10:40-11:30	3 rd Period	(50)	10:40-11:35	3 rd Period	(55)
11:30-12:00	Lunch 30 Min from drop off (excluded)		11:35-12:45	4 th Period	(70)
12:00-1:15	4 th Period	(75)	12:45-1:15	Lunch	
1:15	Dismissal for all students	(250)	1:15	Dismissal for all students	(250)

Foggy Day Schedules

Foggy Schedule (PLAN A)					
Primary Grade (Preschool-Knd)			Primary Grade (1st-3rd)		
10:45	School Begins/ Lunch 1st Period	(5)	10:45	School Begins/Lunch First Period	(15)
10:50-11:20	Lunch (30 min from drop off)		11:00-11:30	Lunch	
11:20-1:00	2 nd Period	(100)	11:30-1:00	2 nd Period	(90)
1:00-1:10	Break		1:00-1:10	Break	
1:10-2:30	3 rd Period	(80)	1:10-2:30	3 rd Period	(80)
2:30-3:00	4 th Period	(30)	2:30-3:00	4 th Period	(30)
		(215)			(215)
Middle Grades (4 th -5 th)			Intermediate Grades (6 th -8 th)		
10:45-11:30	School Begins/1st period	(45)	10:45-11:45	School Begins/1st Period	(60)
11:30-12:00	Lunch		11:45-12:45	2nd Period	(60)
12:00-1:30	2 nd Period	(90)	12:45-1:15	Lunch	
1:30-2:25	3 rd Period	(55)	1:15-2:00	3 rd Period	(45)
2:25-3:00	4 th Period	(35)	2:00-3:00	4 th Period	(60)
		(225)			(225)

PLAN A

About 7:00 am, phone messages begin going out to staff and students via recorded phone messages to announce Plan A (2 ½ hour delay) or regular schedule. Please make sure to update your phone number with the office so that you will receive these calls. Update for Plan A or cancellation will be done at 9:30am.

Plan A means:

- Buses will leave the school at 10:00am
- Classes will begin at 10:45am
- All classes will be dismissed at 3:00pm

On Plan A, please do not bring your children to school before 10:15am, as there will be no supervisory personnel here to watch them.

FOGGY DAY PICK UP: During foggy days, students that don't ride the bus need to be picked up at 3:00pm.

Plan A Dismissal

- 3:00 Parent Pick Up
- 3:00 Bus Run: PK-3 Matheny, All Trailer Park Students, All North Part of South I Drive, All Goodin Drive, All south of the school.
- 3:00 All Pro Youth After School Program students report to program leaders.
- 3:30 Bus: All remaining bus riders

PLAN B

At approximately 9:30 A.M. - School will be **canceled for the day** if the fog is deemed too dangerous to drive in. "Palo Verde - Plan B" will be announced by phone message. This decision will not be made until 9:30, so please do not call the school before this time. You may call the school voice mail and follow the prompts to find the foggy day status, or continue to monitor Palo Verde's Foggy Day schedule status on Channel 18, Valley Public Television-PBS.

Bus Rules

School Bus Safety Rules § 39831.5

Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following: (A) General rules of conduct at school bus loading zones. (B) Red light crossing instructions. (C) School Bus danger zone. (D) Walking to and from school bus stops.

Palo Verde School District furnishes bus transportation for the school children of the district as a privilege, not a right. In order that you child/children may use the bus safely, certain rules have been established. Go over them with your children and we will all benefit with better, safer riding conditions.

- Students riding in a bus shall be under the authority of and responsible to the driver.
- Continued misbehavior or refusal to submit to the driver's authority shall be sufficient reason for a student to lose riding privileges.
- Guardians will be notified when a pupil loses bus privileges. A conference with the principal and the driver shall be held before the student will be allowed to ride the bus again.
- All students assigned a seat by a driver shall remain in that seat.
- Students shall remain seated while the bus is in motion.
- Students shall not talk loudly, sing, or make excessive noise.
- When students enter the bus, they will go right to their seats. They will leave the bus in a quick but orderly manner.
- Nothing shall be thrown within the bus or out the windows.
- The bus will stop to load or unload students at designated areas only.
- Students must face the front of the bus at all times.
- No part of the body is allowed outside the bus at any time.
- No animals shall be transported in a school bus.
- No person shall be allowed to occupy a position in the bus that would interfere with the driver's vision.
- There is to be no eating or chewing or gum, candy, sunflower seeds, cookies, etc. on the bus.
- The bus driver has the right to assign sentences for students to write if they have not conducted themselves according to these rules.
- The bus driver has the right to return the bus to school if severe misbehavior takes place on the bus.
- No glass or porcelain objects may be transported in the bus by order of state law.
- Students who have parent permission to bring and check in a **cell phone** at the office **must keep their cell phones in backpacks at ALL times.**

Playground Rules

Stop, Freeze, and Walk: When the recess bell rings to signal the beginning of school, the yard duty supervisors are to make sure that students freeze for 5-10 seconds and then blow their whistles to have students walk in from recess. The freeze rule applies to Pre-3rd graders at all other recesses as well. Walking in hallways is to be enforced at all times. If necessary, staff members may use demerit forms to write up students who consistently run in the hallways. Forms are available in the front office.

Basic Rules

- Students are to treat themselves and others and their property with respect.
- Students are to do their best
- Students are to maintain safe behavior

Students are not to do the following:

- Play sticks or other dangerous objects
- Engage in rough games that include such actions as tackling, slide tackling, play-fighting, or high kicking
- Wrestle or punch
- Play with 9" hardballs. (Softballs, tennis balls, and 9" tee balls are spongy and are allowed.)
- Swing bats except at backstop areas
- Stand on bleacher seats
- Kick balls with force on the basketball courts
- Leave the playground without permission
- Hang from soccer goals
- Eat food unless during a bake sale or supervised by a staff member (Food removed from the cafeteria is to be placed in a backpack or carried during lunch recess.)
- Talk to strangers through the fence
- Throw bark, sand, or other dangerous objects
- Run, push, or play tag in the bark areas, jungle gyms, parallel bars
- Jump off monkey bars to the ground
- Swing from knees on monkey bars
- Stand on, play King-of-the-Mountain on, or push people off of the pipe
- Walk or crawl up the slides
- Go down slide head first or more than one at a time
- Sit or stand or go above play structures including parallel bars, railing, or hand over hand bars
- Jump off of the swings (K playground)
- Go out beyond the view of recess personnel on foggy days
- Go out to into the far south playground or ponding basins without permission
- Go into or stay in classrooms, staff room, parking lot, areas between buildings unsupervised
- Run on any cement areas except the basketball courts
- Loiter in front of the 600 wing
- Use the snack bar as a backstop
- Go behind or play in the storage buildings in the Kindergarten playground
- Go visit classes that are in session unless a teacher gives permission prior to recess
- Go in the hallway by classrooms without permission
- Hang outside or inside the office
- Enter the cafeteria without permission
- Enter the bus barn or maintenance shop unsupervised.
- Wait outside the fence at the front of the school
- Hang out or play in or around bathrooms
- Crawl under the stalls and lock the doors, hang on or climb objects or make loud noises in the bathrooms
- Hold any door to keep someone in or out of the bathroom
- Climb or write on trees
- Write on, deface, or dirty walls, tables, or other Palo Verde Property
- Litter Palo Verde grounds
- Take backpacks out onto the playground

Baseball/Softball Safety

- Wood or metal bats limited to students 4th grade and up
- Bats must be carried carefully to and from the backstops
- Bats can only be swung at home plate at a backstop
- The batter can only swing when no one else is in the danger zone
- Balls are not to be thrown unless players are paying attention
- No catchers – batters must retrieve their own balls.
- No bat throwing – Students are automatically out if a bat travels over 3 bat lengths
- On deck batters must remain in front of the dugout or behind the backstop until it is their turn.
- Hit and throw only when players are ready and paying attention
- Students may not play with 9” hardballs except at 6-8 PE under the direction of a coach
(Students may use the squishy 9” Tee balls, tennis balls, 10” and 11” softballs, mushballs...)

Equipment

Students may bring equipment from home, but please advise students to not leave equipment lying around and to write their names on any equipment or anything they bring. They should only bring something that they are willing to lose. The **School/District is NOT RESPONSIBLE for any lost, stolen or damaged equipment.**

Absences

Students are not to come to school if they are sick. Attendance at school is very important, however, due to the risk of spreading illness, sick students should not come to school.

Friday Attendance Award Students with 100% attendance, no early outs, and no tardies for the previous week will get a Student Store token. Each Friday, the student store will have items for “sale.” Students will exchange their tokens for snacks or other items. Items in the store will be assigned a value, and more expensive items will require more than one token. The school will not be responsible for lost or stolen tokens.

School Attendance Review Board (SARB)

SARB School Attendance Review Board (SARB) is a panel of teachers, administrators, counselors, law enforcement officials, and community representatives that utilize school/community services to help students resolve problems dealing with irregular school attendance or habitual truancy. The School Attendance Review Board also has the authority to refer habitually truant students, as well as their parents, to the District Attorney for appropriate legal action.

The school liaison assists the school administrators track attendance and communicate with parents of students with numerous absences. On a daily basis, the school liaison reviews student attendance and sends out recorded messages to parents/guardians. When necessary the school liaison makes home visits to contact parents personally.

Student Health and Safety

Tobacco Policy

According to District Policy, use of tobacco products on Palo Verde Union School campus is strictly prohibited. Any individual not in compliance with the policy will be asked to comply with California Ed. Code and California Penal Code, or, further, asked to leave campus.

Drug and Alcohol Abuse Prevention Services provided by the Tulare County Office of Education for Safe and Drug

Free Schools and Tobacco Use Prevention Education assist the district in providing comprehensive programs to promote wise choices. These programs include curriculum for drug and tobacco education, parent and teacher training, student activities, and Friday Night Live programs.

Marijuana

Unless otherwise prescribed by a doctor or allowed by law, no Marijuana is to be possessed or used on campus.

Emergency Early Dismissal

In the event of an emergency, Palo Verde Union School might require early dismissal of students. If such an event were to occur, the Palo Verde calling system would begin notifying parents of the situation, and parents/guardians would need to come and pick their children. Tables will be set up at the front gate where adults will report and request students for pick-up. Students will only be released to adults listed on the emergency contact list.

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

Palo Verde believes in the importance of the mental health and well-being of its students. To provide assistance to students on site, a Tulare County School Psychologist, Maria Orozco and a social worker, Jeovany Martin, will be on campus daily. In addition, Mrs. Olivia Delgadillo, school counselor is available. If you wish for your child to be seen by one of these individuals, you can call the school at 559-688-0648 and make a request.

Mental Health Services are available locally through:

- Hope Horizon at 559-688-2043 (327 South “K” Street, Tulare)
- Mind Divers at 559-754-3011 (141 N K St, Tulare)
- Hope Horizon at 559-781-0649 (837 N. Main St., Porterville)
- Visalia Youth Services at 559-627-1490 (711 N. Court St. #B, Visalia)
- Hope Horizon at 559-627-1900 (718 Center Ave #B, Visalia)

If this is an emergency, call 911 or take the student to the nearest emergency room a national hotline is also available 24 hours per day every day:

- Suicide & Crisis Lifeline Call or Text 988, available in English and Spanish

Medication

Any medication that a student takes during school hours must be kept in the office or health aide’s room. A signed doctor’s note is **REQUIRED** in order to administer any type of medication. **This includes cough drops/cough medicine, Tylenol, Advil, aspirin, eye drops, medicated ointments, etc.**

Services Provided By School Nurse

Palo Verde contracts with Tulare Office of Education for the services of a registered nurse with a baccalaureate degree, is credentialed by the California Commission on Teachers Credentialing, and has an extensive background in health education, child assessment, and the use of community resource (ED Code 49426). This registered nurse is assigned to Palo Verde, but is not present at the school on a daily basis. The nurse identifies the health needs of students, provides case management, and assists parents in seeking appropriate care and correction. This nurse also oversees our school LVN and conducts screenings for hearing and vision, and does a health screening on sixth graders prior to SCICON.

The goal of the District's Health Services is to maximize each student's potential to learn by promoting optimal health through the provision of basic school health services.

Administration of Medication

The following are MANDATORY if a student is required to take medication during the school day;

- A completed ***"Permit to Take Medication at School"*** form (includes student's name, medication, dosage, directions, physician's signature, and parent's signature). This must be provided on an annual basis.
- The parent must bring the medication to school in the original clearly marked container and pick it up at the end of the school year

Medication: (C.E.C. 49422, 49423 and 49423.1)

Immunizations

At the time of registration, the school is required to have proof that your child has received all currently due immunizations as required by California School Immunization Law. Specific immunization requirements are available from your school, school nurse, or health care provider.

Physical Examination

California law requires that all children have a physical examination 18 months before 1st grade. Please bring a copy of this exam to the school by the 1st day of first grade. Call the school health office for information about a free exam if you have no health insurance and there is a financial need. Parental waivers are available under certain conditions.

Physical Examination: Health and Safety Codes 324.2, 325.5

Health Screenings

Vision:	Grades K or, 2, 5, 8 and any referrals
Color Vision:	Boys: Grade 1
Hearing:	Grades K or, 2, 5, 8 and any referrals
Acanthosis Nigricans:	Ed code provides for the screening of every female pupil in grade 7 and every male pupil in grade 8 for the risk of developing type 2 diabetes mellitus. (1) Measure the height and weight of the pupil to calculate the pupil's body mass index. (2) Examining the pupil's neck for acanthosis nigricans, a dark pigmentation that may indicate a high insulin level.

Parents may submit a written request for exemption from any of the above health screenings

Healthy Screening: C.E.C. 49402, 49451, 49452, 49452.5, 49452.6, 49455 and 49456

Please contact your school nurse for further information if your child does not currently have health insurance, Medi-Cal or Healthy Families.

Anaphylaxis Treatment Annual Notification to Parents

California Education Code 4914 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, medication, 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, the Tulare County Office of Education has adopted a policy for standing orders or provides life-saving epinephrine to students who are in need of such treatment.

This policy states that 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 parents/guardians do not wish their child to receive this treatment, they must indicate in writing within two weeks of the beginning of school.

Instruction

Minimum and Staff Development Days (Ed. Code § 48980)

See the district calendar for the District's pupil-free staff development day and minimum day schedule. A student's parent will be notified during the school year of any additional minimum days or pupil-free staff development days no later than one month before the actual date.

Dress Code Guidelines **2026-2027**

Our major purpose and emphasis is that each student learns to the maximum of his/her potential. It is not our purpose or intent to dictate specific dress, but rather to ensure that our students will be dressed in such a way as to maximize their school experience. Decency and safety are the guidelines by which Palo Verde Union Elementary School District makes decisions regarding student appearance, clothing, and dress code.

A student at Palo Verde Union Elementary School may not dress in a manner that:

1. Creates a safety hazard for said student or other students.
2. Constitutes a serious or unnecessary distraction to the learning process.
3. Tends to disrupt the campus activities, environment, and overall school climate.
4. Is indecent or revealing or
5. Conflicts with the district's goals and philosophy of the prevention of substance abuse, tobacco, alcohol, and gang activity.

This year: If a student violates the stated dress code, they will be asked to change into a different piece of clothing. Their personal clothing item will be kept in the nurse's office and will be returned to them the next day when they return the borrowed clothing.

To assist our parents in planning for their child's apparel at Palo Verde Elementary School, the following guidelines are presented as follows:

These guidelines are designed to ensure pupil learning and safety.

1. Pupils must adhere to uniform policies if a school implements one.
2. **NOT ALLOWED:** Any article of clothing, including belts and jewelry, face coverings, displaying profanity, rude slogans, products, or slogans that promote tobacco, alcohol, drugs, weapons or sex, that interfere with school work; create disorder, or disrupt the educational process. These banned items can be in pictures or words.
3. **NOT ALLOWED:** Any article of clothing displaying gang-related insignias such as, but not limited to, Roman numerals XIV, XIII, X14, X13, the words Sureños, Norteños, Norte, Sur. Tupak Shakur, Comedy/Tragedy faces (Smile Now, Cry Later), etc
4. No brand Pro Club, Cookies clothing or any clothing with Old English lettering.
5. Three or more pupils wearing the same attire together are not allowed (seen as gang-related behavior).
6. A student's dress or appearance that is intended to communicate a particular or understandable message that causes a substantial disruption or material interference with school activities and the academic learning process will not

be allowed at Palo Verde Union Elementary School.

TOP GARMENTS



NOT Allowed:

- Solid red or blue top garments
- Spaghetti straps, see-through blouses, halter tops, bare midriffs, off-the-shoulder blouses, half-tops, muscle shirts, tank tops, backless dresses, off-the-shoulder, fishnet blouses, razor back, or halter tops.
- Articles of clothing will be modest and not revealing as in excessive exposure of cleavage.
- Shirts, sweaters, shirts, blouses etc. displaying profanity, rude slogans, products, or slogans that promote tobacco, alcohol, drugs, weapons or sex, that interfere with school work; create disorder, or disrupt the educational process. (These banned items can be in pictures or words.)
- Gang-related insignias such as, but not limited to, Roman numerals XIV, XIII, X14, X13, the words Sureños, Norteños, Norte, Sur, Tupak Shakur, Comedy/Tragedy faces (Smile Now, Cry Later), etc.
- No brand Pro Club, Cookies clothing or any clothing with Old English lettering.

All students must tuck in their shirts if the bottom of the shirt is longer than the tip of their thumb, with the arms hanging naturally at their side.

BOTTOM GARMENTS



NOT Allowed:

- Pajama bottoms
- Sagging or oversized pants.
- Pants worn in a manner that exposes undergarment or posterior
- Torn or frayed clothing that is open, torn or frayed and exposes skin below the level of the upper chest or lower body above the level of fingertips when the wearer's arm is extended down the side of the body.
- Large wording across the posterior of pants/shorts

Permissible:

- Walking shorts. Walking shorts are defined as shorts with pockets.
- Individuals may wear spunks or other clothing deemed acceptable under pants or shorts with rips or tears above the fingertip level.
- Spandex shorts and leggings shall only be worn under appropriate-length shorts, skirts, dresses, or a top, as long as they are fingertip length. This includes all athletic tight clothing.
- Skirts and shorts must be longer than the fingers when the arms are extended downward.

HEAD COVERING

NOT Allowed:



- Hair nets and bandanas.
- Sweatshirts or jackets with hoods are permitted, **but hoods may NOT be worn indoors.**

Permissible:

- Only Palo Verde baseball caps
- Ball caps may be worn outside but are to be removed indoors.
- At the discretion of site administration, beanies will be permitted to be worn outside, **ONLY** from Nov. 1-Feb.28.
- Beanies need to follow the dress code.

HAIR | FACE COSMETICS

NOT Allowed:



- Cosmetics on the face, eyebrows, and hair that distract from the educational process
- Spiked hair, mohawks taller than 2"
- Spray-painted hair or unnatural dyed hair coloring (red, blue, pink, green etc.)
- Painting of the face, glitter in the hair
- Razor cuts in the eyebrows or any style that disrupts student education

FEET COVERING



Shoes must be worn at all times

NOT Allowed:

- Solid red or blue shoes and shoelaces
- Shoes with no back strap: flip flops, slippers or sock-like slippers
- Cleats, Heelys/sport skate shoes (Pupils will wear appropriate shoes for physical education class).
- High heels
- Steel-toe shoes/boots
- Crocs

ACCESSORIES



NOT Allowed:

- Solid red or blue accessories, such as belts or jewelry.
- Earrings that dangle from the ear or hoops, gauges etc. (Earrings should not create a hazard to the pupil's safety)
- Any piercing on the body (eyebrows, nose, tongue, etc.)
- Tattoos
- Wallet chains
- Long fingernails (natural, press-on, acrylic, or gel) are prohibited at any grade level. They can cause a hazard to themselves and others. Nails must be trimmed so they are no longer than the fingertip.

Items confiscated from the pupils will only be returned to the parents/legal guardians.

The Superintendent/Principal(s)/Administrative designees will make all final decisions regarding dress and appearance. Students who do not adhere to these guidelines will be required to comply according to the timeline established by the site principal or designee. Repeated or purposeful non-compliance with the district's dress and appearance code will be subject to progressive discipline leading up to and not limited to suspension.

The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. Exceptions may be made by the principal for field trips or other special activities:

Discipline for violating this policy shall be as follows:

When the staff has established that a student is breaking the dress code as an act of disobedience, disciplinary actions may follow and may include the following:

- **First time:** Warning, notification of parent or guardian and change of inappropriate attire. The district wishes to work with parents and students to understand the dress code, and multiple warnings may result during that process.
- **Second time:** Notification, change of clothing, and (K-3) possible loss of a lunch recess (4-8) Possible one demerit or other alternative consequence.
- **Third time:** Notification, change of clothing, and (K-3) possible loss of a lunch recess or recesses (4-8)

additional demerits, increasing alternative consequences.

- **Fourth and subsequent offenses:** Additional offenses are willful disobedience which will result in further disciplinary action and may include In/Out of school suspension.

Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.

Any interpretation of the dress code that is required of this policy shall be the responsibility of the Superintendent/Principal. The Superintendent/Principal is authorized to make the final decision regarding the interpretation, application, and enforcement of this policy and to make certain that it is uniformly applied and enforced at each of the schools within the District.

***We highly recommend that parents, especially those with primary-grade students, send a change of dress code-appropriate clothing with their student(s) in case of an accident. Please put your child's name on the inside label of clothing items, especially coats, jackets, and sweatshirts.**

Grades 4-8th

Demerits for grades 4-8: Discipline infractions are assigned a point value and recorded using a demerit form.

Staff members, including classified staff, may issue demerits to fourth through eighth grade students as necessary.

Teachers who assign more than 1 demerit must make a parent contact. The parent section of the demerit form can be signed and returned by parents, however, contact in person or by phone is most effective. Students with demerits may lose privileges, lunch detention, be assigned to campus beautification or community service on campus. Students who accumulate over 30 demerits for the year lose field trip privileges and may lose other privileges as well.

Standards of Expected Behavior: Each expectation is assigned a point value. Students accumulate demerit points when they don't meet a behavioral expectation. Students may lose recess or face a variety of consequences. It is noted that parent support is integral to behavior modification, and good parent communication is essential to any discipline plan. Administration will make contacts for classified staff members who give demerits.

Staff should use the following guidelines to help the level of discipline fit the infraction. Referrals can be issued with zero demerits and used as a warning, or demerits may be added or subtracted to the general guidelines depending on the severity of the student's actions.

One Demerit

- A. Be on time (includes unexcused tardies)
- B. Be prepared for class (books, pencils) **Excludes homework**
- C. Bring signed materials from home.
- D. Follow teacher direction
- E. Refrain from horseplay (minor pushing, contact, etc.)
- F. Behave in the cafeteria (throwing food, loud talking, taking food, etc.)

One to Two Demerits

- H. Not eat/chew gum/candy/seeds (Community service may be assigned).
- I. Move through the building/hallways in an appropriate manner
- J. Keep from inappropriate displays of affection-(hand holding, hugging, kissing, etc.)
- K. Follow classroom expectations (off task, minor disruptions)
- L. Follow dress code (repeat offenses may result in additional consequences)
- M. Place litter in the trash
- N. Dangerous play (Tackle football, hitting, kicking, or other hazardous behavior)

Three to Five Demerits

- O. Respect school property and the property of others (deface books, throw or kick books/backpacks, etc.)
Vandalism = suspension

- P. Refrain from profanity (flipping the bird, cussing)
- Q. Settle conflicts appropriately (trash talking, aggression, etc.)
- R. Show respectful behavior (negative verbal, written, or physical action)
- S. Let other students learn (throwing objects, tripping, disruptions, etc.)
- T. Behave on the bus (throwing objects, too loud, out of seat, talking at railroad crossing.)
- U. Tell the truth to adults
- V. Cheating
- W. Ditching Class

Referral to Office

The following offenses will result in a student receiving a minimum of 5 and up to 10 demerits. Depending on the severity of the offense, the student may lose recess time, be assigned after-school detention or campus beautification, be suspended, or in extreme cases, may be expelled for the rest of the school year and face criminal charges.

1. Insubordination/Defiance
2. Strong Disrespect to Staff
3. Severe Classroom Disruption.
4. Threats of Physical Harm, Harassment
5. Bullying (Physical, verbal, written, etc.) May result in suspension depending on severity.
6. Sexual Harassment
7. Hate Crimes
8. Fight – One-Five day suspension.
9. Thefts – Minimum one day suspension along with demerits and loss of recess listed above.
10. Possession of Drugs, Alcohol, Tobacco, Firearm, Knife – Minimum 3 day suspension. Certain weapons offenses carry a mandatory recommendation for expulsion.

Honor Levels

0 Demerit Points for the month- Eligible for special rewards.

1-3 Demerit Points over two weeks – Eligible for all regular school activities.

4-6 Demerit Points over two weeks- No athletic competition for athletes and no travel to away games – Athletes can practice and watch home games only.

7+ Demerit Points over two weeks- Students may not participate in dances, athletics or other extracurricular activities.demerit

Over 30 Demerit Points on the year - Students with over 30 demerits for the year are automatically excluded from field trips, school dances, free time and extracurricular activities, and graduation ceremonies for 8th graders. **Any eighth grader with over 30 demerits cannot participate in graduation ceremonies or activities. Students who transfer in during their eighth grade year will have their previous school behavior record evaluated, and students will be held accountable for their behavior at their previous school.**

School Activities

Activity Policy

Students who do not meet prescribed behavior expectations while participating in school sponsored study trips may face expulsion, suspension, or loss of participation in grade-level, and school sponsored activities. Students may be removed from extra-curricular activities for any of the following reason:

- grade point average under 2.0
- failing more than one class
- disciplinary action

- accumulation of suspensions
- parent or teacher discretion
- 4-8 Students with more than 30 demerits for the year

Extra Curricular Activities

If a child is involved in an after school or weekend activity, he/she will be required to have written permission from a guardian in order to stay on campus. Otherwise, the child will be directed to go home on the bus.

All students are encouraged to become involved with one or more of the special activities that are offered throughout the year that are not directly related to course requirements. These include:

Science Olympiad:

The Science Olympiad coach organizes and selects students' grades 6-8 to compete in Science Olympiad events. The team competes in a local competition in the spring and has a chance to participate in further competitions if the team places in the local competition.

History Day:

The junior high social studies teacher organizes and selects students to compete in the History Day contest. Members on these teams research the given topics and prepare a display and presentation related to the historical figures or theme. Students have the opportunity to compete on the local level, and many teams have gone on to state competition.

Spelling Bee

Students are also given the opportunity to compete on the school spelling bee team. The Palo Verde team competes against students from other local rural schools. Students also compete in the National Spelling Bee trials.

Poetry and Prose

Students have the opportunity to participate in Tulare County Office of Education's Poetry and Prose Competition or The Peach Blossom Festival held every year at Fresno State.

Math Super Bowl:

The junior high math teacher organizes and coaches a Math Super Bowl team each year. Students learn problem-solving techniques and then compete against other math teams across the county.

Physical Education and Athletic Programs (6th-8th)

Our Physical Education Program teaches many different skills to boys and girls, with an emphasis on good sportsmanship and fair play. P.E. is scheduled at various times in different grade levels, and all grade levels meet or exceed the state mandate of 200 minutes every two weeks. All students that do not have a doctor's exemption are expected to be prepared to participate. Parents may write a note to excuse their child for up to three days at a time, but if an illness or injury necessitates more than three days of absence from P.E. class, a doctor's note is required.

Grading Overview

Students with a pass or fail grade based on participation, effort, attitude, and attendance. Students are expected to be on time and have a positive attitude during PE.

PE Excuses

Parents can excuse their child from PE due to injury or ailment for up to 3 consecutive days at a time. A Dr.'s note is required for more than a 3 day excuse from PE. Students bringing excessive numbers of parent excuse notes may be required to bring in a Doctor's note. Students who are unable to be physically active for an extended amount of time will be expected to assist PE teachers, research a health related topic, or participate in some other acceptable non-physical activity. These students can get a passing grade if they fulfill the duties assigned to them.

Sports

All 6th-8th grade students are encouraged to become involved in Palo Verde's Athletic Program, and we encourage our community to come and watch our sports events. The sports offered during the school year are cross country, football, volleyball, soccer, basketball, pole vault, track, baseball, and softball. Practices are held during P.E. class, with an occasional after-school practice at the coach's discretion. Games are played during the school day and typically take place Friday afternoons from 1:00 to 2:30. Cross country meets usually are held at the same time but take place on Thursday afternoons. The Schools Basketball Tournament is always held on a Saturday. A schedule is printed on the school lunch menu/calendar each month. Events may also be found on our school website page. Athletes with inhalers or similar medications must have medication at school in order to compete. Our health aide, Trecia Gallegos works to make sure that students have their required medications. We always need officials and volunteers at sports events. If you are interested in helping, please notify Mr. McDaniels.

Game competition in elementary school is a learning experience and is governed by the same standards, which exist in the classroom. Athletes and their parents are required to agree to and sign the Palo Verde Conduct Code in which the student agrees that they will maintain good sportsmanship, agree that they will not be physically or verbally abusive of any player or game official, will not use profanity or engage in overly aggressive behavior, which could cause injury knowingly break the rules of the game.

Departments

Band/Music

Students interested in learning music will be given an opportunity to receive instruction outside and in the classroom. Band will be offered to students in grades 4-8. Music and band instruction will be scheduled throughout the school week. Sixth-Eighth Band will take place during students' elective period. Band students are required to practice at home as an important part of their musical training and be very careful with their instruments. Students will be responsible for the repair or replacement of damaged or lost instruments. Inappropriate behavior or lack of academic achievement may result in removal from this program (at the discretion of the band teacher or parent).

Library

A variety of materials are available for checkout in our school library. We strive to provide books that enrich and support the curriculum and personal needs of students. We take into consideration their varied interests, abilities, and learning styles, and we also try to provide materials that represent a variety of people and cultures. We hope to stimulate growth in various ways and want to provide a background of information which will enable pupils to make wise judgments in their lives.

Every class has a scheduled library time during the week. The library is available to all students with the understanding that material that is checked out is the responsibility of the student who checks it out. If a book or magazine is lost or damaged, the student is required to pay for it.

Parent - Teacher Organization (PTO)

PTO MEETINGS WILL BE HELD ON ZOOM or/and IN PERSON the 2nd Tuesday of each month. PTO addresses projects that assist and support our school, which is greatly appreciated. The meeting dates are found on the lunch calendar each month. Some of the projects they have participated in are Christmas Gift Bags for all children, Reading Month, Red Ribbon Week, and Healthy Lifestyles Week. The PTO holds various fund-raisers, including a food booth at the Farm Show in February. This money is used to support their efforts and also to enable Palo Verde School to give anywhere from 6 - 10 scholarships a year to high school graduates that have graduated from Palo Verde School.

Cafeteria

Palo Verde's Cafeteria offers a well-balanced lunch to all of its students and staff. Our program is federally and state funded, and Lunch is free for all students enrolled at Palo Verde School. In order to provide this benefit to all students, you are required to complete and submit to the district office a Free and Reduced Meal Application. This application should be returned to the school within the first few days of your child's enrollment at Palo Verde. Only one application per family is needed. Without completed applications from ALL families, we might not be able to continue in this program.

Students are escorted to the cafeteria in a scheduled rotation. They are required to observe the rules of proper behavior while in the cafeteria, to enter and leave the building in an orderly manner, and to follow the instructions of the supervising adults. It is acceptable for students to speak quietly to others seated near them; however, loud talking and playing are not allowed.

Breakfast Program - Palo Verde provides a breakfast program, free of charge, to all students and encourages all students to eat breakfast. Students who eat breakfast must go to the cafeteria to eat before they go to the playground. Teachers are to remind students of this rule, and staff members who see students not following this rule, are to redirect students. No breakfast is served on a foggy day delay schedule.

Lunch - Palo Verde also provides a nutritious meal for lunch, free of charge to all students enrolled. Please encourage students to enjoy lunch at school. School meals focus on more whole grains, fruits, vegetables, low fat or nonfat milk and less sodium and fat. Nutritious meals will help kids stay healthy. **Please do not send extra for your child to eat along with their cafeteria provided lunch. The state requires that when a child takes a nutritious cafeteria meal, there should be no outside foods brought in that might prevent the child from eating this lunch.** All students eating in the cafeteria must receive all the correct food servings. A staff member will be supervising them to ensure that they get the correct servings. For accounting purposes, students will also be accounted for by using a count clicker. (They will also do this for breakfast) For all grades we provide offers versus serve, giving students a choice. They must take 3 different food components 1) Meat/Meat alternate 2) Vegetable/Fruit – at least two ½ cup 3) Grains/Breads (Bread, Tortilla, Bagels, Rice, Pasta, Rolls, etc) and/or 4) Milk. If the student wishes, they may take servings of all the groups.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or by fax (202) 690-7442 or by email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer. Note: The only protected classes covered under the Child Nutrition Programs are race, color, national origin, sex, age, or disability.

Additional Parent Information

Eighth Grade Graduation Policy

1. Student must have a **minimum of a 2.0 grade point average (Cumulative for the year)**
2. Students must pass **all tests deemed necessary** to graduate as determined by the district.

3. The accumulation of more than **3 days of suspension** shall result in the loss of the graduation ceremony privilege.
4. The accumulation of **12** (excused or unexcused) **absences** may result in the loss of the graduation ceremony privilege.
5. The accumulation of **31 demerits** shall result in the loss of the graduation ceremony privilege.
6. Disruptive behavior may be grounds for denying graduation ceremony privileges.
7. Students enrolling from other schools must provide transcripts verifying eligibility to graduate, per the above conditions.
8. Final grade check shall occur at the end of the **10th week in the 3rd trimester**.

Leadership Club

Sixth through eighth grade students are selected by the Jr. High teachers and administration. Students must commit to joining the class for the entire year and are selected based on one or more of the following leadership qualities: citizenship, scholarship, trustworthiness, respect, responsibility, fairness, and caring. This class serves as the Associated Student Body Officers, and provides opportunities for students to develop leadership skills that will foster a sense of pride and accomplishment through teamwork in helping our school, community, and environment become a better place for all. The Leadership Team is responsible for a variety of community service projects and tasks during the school year. Students will be assigned to perform various jobs such as computer lab assistants, supply room assistants, cafeteria helpers, library helpers, athletic assistants, classroom helpers/tutors, and other service related jobs.

Honor Roll - NEW - GPA now = 3.5

Each trimester, students in grade 4-8 earning a grade point average of **3.5** ("B" averages) are placed on the honor roll. They are awarded in various ways for their academic achievements.

Student of the Month

Each month, students in grades K-8 are selected by their teachers to receive an award that celebrates positive character traits. This "Student of the Month" award honors those who have demonstrated qualities such as responsibility, honesty, and respect. Parents of the award winners are notified ahead of time so that they may attend the monthly celebration.

Yearbook

Each year Palo Verde produces a top-notch yearbook filled with many special memories. A select group of students and staff supervisors work very hard to create the yearbook, distributed at the end of the school year.

ALI After School Program

Palo Verde will host the ALI After School program for students in grades TK through 8 at Palo Verde School. The mission of the program is to help youth succeed academically, socially, and emotionally by providing a safe, healthy, and supportive environment during out-of-school time. During the program, students will: Receive a healthy snack, participate in physical education, participate in enrichment activities and curriculum projects, and enjoy special activities such as clubs and fun Fridays. The program operates 180 school days per year (every school day), from 3:00 pm to 6:00 pm Monday, Tuesday, Thursday, and Friday and 1:15p.m. to 6 p.m. on Wednesdays. **For questions, please contact the school site coordinator, Mr. Shawn Harris, at shawn.harris@paloverdeschool.org (559) 510-4533.**

Communication Efforts

The Palo Verde Board of Trustees recognizes the importance of maintaining open lines of communication between parents and the school community. We take great effort to keep you informed with school business/activities. In addition to regular communication to our school community through the use of letters, flyers, email, parent conferences, phone/voicemail, etc., we will be utilizing two additional methods to keep you up to date with what's happening at school. We invite you to browse our **website at www.palo-verde.k12.ca.us to find information** such as

board agendas and minutes, staff directory, school calendar, menus, our School Accountability Report Card, etc. The website will be expanded to include additional information and will be updated on a weekly basis. Also, we will reach out to parents using our app: **Apptegy**. **Aeries** utilizes our telephone system, student attendance program, and the internet to send messages automatically to the entire student body directory or to select groups/individuals within the directory. In a matter of minutes the automated messaging service can contact the parents of all 550 students notifying you of events such as meetings, conferences, foggy day schedules, special events, attendance, etc. in both English and Spanish. For any telecommunication effort to be effective, we must have current phone numbers. **Please inform the office when your address or telephone changes.**

Campus Visitors

- Parents/visitors will not be allowed to walk students to class.
- Parents will notify staff by calling the office before being allowed inside.
- Parents picking up will need to sign students out in the office.

ALL VISITORS TO PALO VERDE UNION SCHOOL CAMPUS ARE REQUIRED TO REPORT TO THE MAIN OFFICE, TO SIGN IN AND GET A VISITOR'S BADGE.

Surveillance

There are surveillance cameras at Palo Verde.

Family Involvement

Parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in public schools. This early and consistent parental involvement helps children to do well academically. When this involvement is combined with a partnership between home and school, the student, the school, and the community benefit. Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in Chapter 864. Statutes of 1998.

Classroom Observing

Parents have the right to visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

Teacher Conferencing

Parents have the right to request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

Parent Volunteers

Parent Volunteers are encouraged and valued at Palo Verde and have the right to volunteer their time and resources for the improvement of school faculties and programs. Parents should contact the school to determine the terms and conditions of this service.

To be in compliance with California Ed Code, Health and Safety Code and Penal Code sections, Palo Verde Union Elementary School District requires all volunteers to submit a Volunteer Application and submit to a LiveScan Fingerprint and Tuberculosis Skin Test if they:

- Volunteer at the school regularly.
- Volunteer on school grounds, in the classroom, or have access to privileged information.
- Volunteer with direct contact with our students.
- Volunteer as the sole adult with children (during a field trip, coaching a sport's team).
- Chaperone an overnight field trip

All costs for fingerprints and tuberculosis tests will be covered by Palo Verde Union Elementary School District LCAP Funds for Parent Engagement.

Student Attendance

Parents have the right to be notified in a timely manner if their child is absent from school without permission.

Student Testing

Parents have the right to be notified of their child's performance on these tests. (Under other state laws, parents may request that their child does not participate in the statewide tests.)

Safe School Environment

Parents have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

Curriculum Materials

Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

Student Academic Progress

Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

Student Records

Parents have the right to access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy. Parents have the right to a timely response from the school about their questions.

Standards

Parents have the right to receive information regarding the academic standards their child is expected to meet.

School Rules

Parents have the right to receive written notification of school rules, attendance policies, dress codes, and procedures for school visitations.

Psychological Testing

Parents have the right to receive information on all psychological testing recommended for their children.

Councils and Committees

Parents have the right to participate as a member of a parent advisory committee, school-site council or site-based management leadership team in accordance with established rules and regulations for membership.

Parents also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

Parent Conferences

Usually held during the beginning of the school year and during the spring for those students that may be struggling. The purpose of these conferences is for teachers and parents to have a scheduled time to communicate about their children's progress and to discuss possible future plans regarding their learning plan. However, parents are encouraged to communicate with their children's teachers any time during the year.

Electronic Objects

Cell phones, smart watches, video games, and any other electronic equipment are not permitted at school. Students are **NOT TO BRING CELL PHONES TO SCHOOL**. Students who bring cell phones or electronics risk disciplinary consequences. If a parent gives consent to have their child bring their cell phone to school, a parent must fill out the **Cell Phone Policy form in the office**. Once the form is received, cellphones must be dropped off in the school office first thing in the morning and picked up at the end of the school day. Cell phones are not permitted with students **any time during the school day**. They are not to be used on the bus or while on campus. Videotaping or recording in class on campus is prohibited. **The School/District is not responsible for any damage or loss of cell phones while on campus.**

Office Visits

If a student needs something, they can go to any staff member to make a request. The staff member will then take the student to the office or send the student to the office with a note.

ONLY STUDENTS WITH OFFICIAL SCHOOL BUSINESS ARE TO BE IN THE OFFICE. Reasons for coming to the office include:

- being sent in by a teacher (with a pass)
- being called to the office
- illness
- Emergency phone call Such as change of clothes

Use of the telephone by students is an emergency measure. A permit to use the telephone must be signed by the student's teacher. The phones on campus are not to be used to plan a student's social life, such as going home with their friends.

Personal Belongings

PLEASE LABEL EVERYTHING.... INCLUDING JACKETS with the students name. If personal property is brought to school, it is not the school's responsibility if it is lost, stolen or damaged. Students may not bring objects that could be seen as dangerous. Students may not bring toy guns or weapons. Metal and wood bats may be brought to school during baseball season by students grades 4 and above. Students in lower grades may only bring plastic bats. Students are not allowed to bring 9" hardballs to school. Hardballs are used only during PE under the supervision of baseball coaches or other appropriate personnel.

School Materials

Chromebook Use

- Parents must sign **Student/Parent Agreement for Chromebook Use form** and abide by the listed expectations on the form in order to receive a Chromebook.
- Students will bring their Chromebook to school each day.
- Students will come to school each morning with the battery fully charged.
- Use of the Chromebook at school is for academic purposes only.
- Students will **not use** Chromebooks for game playing, instant messaging, chat rooms or online forums unless part of a school project and with teacher consent.
- Students will **not use** the Chromebook webcam to photograph any other student or teacher unless for academic purposes, and only with the other person's consent.
- Students will **not use** the Chromebook microphone to record any other student or teacher unless for academic purposes, and only with the other person's consent.
- No Loaning or Borrowing Chromebooks
- Students must not loan Chromebooks to other students.
- Students must not borrow Chromebooks from other students.
- Students must not share usernames and passwords with others.

Damage and Loss

- Students will immediately report any malfunctions, damage or loss of the Chromebook to a classroom teacher or administrative staff member at school.

- The Chromebook will be brought to the school library to exchange the Chromebook for a working machine.
- In the case of theft, vandalism and other criminal acts, a police report must be filed by the student or parent within 48 hours of the occurrence.
- Incidents happening off campus must be reported to the police by the parent and a copy of the police report be brought to the school.
- The cost to replace a Chromebook is from \$200-\$300. Cost for a new charger is \$30

Inappropriate Content

- Inappropriate content is not allowed on Chromebooks.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug and gang related symbols or pictures will result in disciplinary actions.

Care and Maintenance of Chromebooks

- Students will keep their Chromebooks clean with no attached stickers or other items that might deface or damage the Chromebook's finish, screen or other components.
- Exposure to food and beverages can have damaging effects on the workings of a Chromebook.
- The student will be responsible for damage due to neglect of this rule.
- All students are furnished with school materials, such as textbooks.
- They are responsible for the care of these materials placed in their possession. Each student is responsible for paying for the replacement of any lost or damaged item.

INTERNET USE AGREEMENT

INTERNET CONDITIONS, RULES AND ACCEPTABLE USE AGREEMENT

INTERNET: The Palo Verde Union Elementary School District ("District") has actively pursued making advanced technology available to our students and staff. We believe computer technology is a tool for lifelong learning and that giving students and staff access to information sources from distant computers and communicating and sharing information with individuals or groups of other students and staff helps to significantly expand their knowledge base.

PROPER AND ETHICAL USE: Students and staff must understand and practice proper and ethical computer use. All students and staff must attend in servicing regarding procedures, ethics and security involving using the Internet before receiving an account name and password in order to use the system.

CONDITIONS AND RULES FOR USE

1. Acceptable Use

- a. The purpose of the Internet is to facilitate communication in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the education objectives of the District. Access to the Internet is made possible through an appropriate provider to be designated by Tulare County Office of Education at its sole discretion. Tulare County Office of Education and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.
- b. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.
- c. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. *Privilege:* The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Tulare County Office of Education, under this agreement, is delegated the authority to determine appropriate use and may deny, evoke, suspend, or close any user account at any time based upon its determination of inappropriate use by the account holder or user.

3. *Monitoring:* The Tulare County Office of Education and the District reserve the right to review any material on user-accounts and to monitor file server space in order for the Tulare County Office of Education to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user-accounts and file server space, the Tulare County Office of Education and the District shall respect the privacy of user-accounts.

4. *Network Etiquette:* All users are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

- a. Be polite. Do not get abusive in your messages to others.

- b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not engage in activities which are prohibited under state or federal law.
- c. Do not reveal your own personal address or phone number or that of students or colleagues.
- d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in loss of user privileges.
- e. Do not use the network in such a way that you would disrupt the use of the network by other users.
- f. All communications and information accessible via the network should be assumed to be private property.

5. No Warranties: The Tulare County Office of Education and the District makes no warranties, whether express or implied, for the service it is providing. The Tulare County Office of Education and the District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by Tulare County Office of Education or the District's negligence or by the user's errors of omissions.

Use of any information obtained via the Internet is at the user's own risk. The Tulare County Office of Education and the District specifically deny any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

6. Security: While the District has made and will continue to make every effort to block inappropriate use of the Internet as well as effectively filter out inappropriate content, individual users (under a teacher's direct supervision) must assist in the maintenance of security. The following apply:

- Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system.
- If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
- Do not use another individual's account without express written permission of the account holder.
- Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges.
- Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet by the Tulare County Office of Education or the District.

7. *Vandalism, Harassment, and Cyber Bullying*

- a. Vandalism, harassment, or cyber bullying will result in cancellation of user privileges.
- b. Vandalism is defined as any malicious attempt to harm, modify, or destroy hardware and/or data of another user, the Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of a computer virus.
- c. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment included, but is not limited to, the sending of unwanted mail.
- d. Cyber bullying is bullying which uses e-technology as a means of victimizing others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

8. Procedures for Use

- Students will only be allowed to use the Internet while under the supervision of the direct supervision of a trained adult.
- Student-users must always get permission from their instructors before using the network or accessing any specific file or application. FOLLOW WRITTEN AND ORAL CLASSROOM INSTRUCTIONS.
- Student-users must sign-up legibly on the application log or register in the classroom or lab each time they use the network
- All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies, such as paper, printer ribbons, and diskettes that are provided by the District. All users agree to talk softly and work in ways that will not disturb other users.

9. Encounter of Controversial Material: Users may encounter material which is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on a global network it is impossible to effectively control the content of data, and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. **Accessing pornography, obscenity, sites that promote, display or promote violence, vulgarity, or content seen as harmful by administration will be grounds for immediate denial of computer use.** Any decision by Tulare County Office of Education to restrict access to Internet material shall not be deemed to impose any duty on Tulare County Office of Education to regulate the content of material on the Internet.

10. Privacy:

- School own technology devices are not private in nature and subject to district oversight.
- Devices will be searched and monitored by the district, including emails that are sent or received on the device.
- The device user has no reasonable expectation of privacy.
- The district can monitor the usage of or search a device.
- Computers and devices are owned by the district: thus students can only use these devices for limited educational purposes.
- District owned devices **cannot** be used for social media and 3rd party applications.

PENALTIES FOR IMPROPER USE:

1. Any user violating these rules, applicable state and federal laws or posted classroom and District rules are subject to the loss of network privileges and any other District disciplinary options.

2. In addition, pursuant to State of California law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of section 502 of the California Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

Homework Policy

Students will have expectations to meet each day regarding completed work.

Homework is seen as a useful and effective tool in the learning process. It is the responsibility of the children to complete all assigned work; however, it is most helpful when parents monitor the progress and provide a time and a place for their children to do their work. Homework will be given on a regular basis. It will always be collected, corrected, and returned, and it will not be given as punishment.

Homework can be expected when: 1) daily work is not completed in class; 2) the student has been absent; 3) achievement is below what is expected for that child; 4) there is a long-term assignment or project; or 5) it is necessary for the continued academic development in a subject.

Promotion | Acceleration | Retention Policy

The Governing Board expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade level standards of expected student achievement

Progress toward eighth grade graduation and promotion to high school shall be based on the student's ability to pass the subjects with a GPA of 2.0 or higher. The student must also meet all graduation requirements set by the Board and the Activities Code in board policy.

When high academic achievement is evident, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, administrative regulation and the following criteria:

Students shall be identified on the basis of grades. The following other indicators of academic achievement shall also be used. Appropriate standards for promotion or retention of special education students shall be made as part of the IEP process:

Reading

Literature Study
Assessments
Reading Records
Criterion Referenced Tests
Informal Reading Inventories

Writing

Student Portfolios
Teacher Assessment

Mathematics

Adopted Assessments
Criterion Referenced Tests
Teacher Observation

When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include but are not limited to tutorial programs, after-school programs, summer school programs and/or the referral to a student study team.

Special Services

County Speech Specialist

Palo Verde has a county speech specialist who provides services two days per week. The speech specialist helps promote school safety by helping students overcome speech issues. The speech specialist works closely with parents and teams with the psychologist to monitor difficulties that students may have with self or peers related to speech issues.

County Psychologist/Social Worker Intern

The school has access to a school psychologist four days per week. Maria Orozco helps with school safety by working with at-risk students and their parents, promoting achievement by assessing and identifying academic needs of designated students, and coordinating efforts with school administration. If you have a student you would like to refer to for these services, see Mr. Anderson or Mrs. Machado for the appropriate form.

Social Worker

Palo Verde has a full time Social Worker available on campus Monday-Friday. Jeovany Martin supports students' academic and personal success by addressing social, emotional, and behavioral challenges. Jeovany can provide individual and group counseling, crisis intervention, as well as collaborate with families, teachers, and community agencies to ensure students receive the resources and support they need to thrive in the school environment.

School Counselor

Palo Verde now has a school counselor, Olivia Delgadillo, who will be at school Monday through Friday. The counselor will help students who have social/emotional issues, are struggling with achievement, or need behavioral support. The counselor will also conduct training for students and parents. Internet safety is one of the topics that will be discussed at the beginning of the year.

Hope Horizon

A Hope Horizon employee comes to the school one day per week and meets with at-risk students to provide and/or coordinate counseling and parenting education to the parents of selected students. The Hope Horizon staff member also holds meetings with students and parents on additional days at the Hope Horizon Tulare office as needed.

AFTER-SCHOOL TUTORING - Palo Verde provides after-school intervention for select students in grades K-8 who struggle in core subjects. They will receive academic support in language arts and or math. This program will combine direct instruction along with student access to the numerous learning programs that we have here at Palo Verde. Upon parent approval, these students will work from 3:00-4:00 and must be picked up at 4:00. No transportation will be provided.

Policy Development

Parents and guardians have and should be given the opportunity to work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board of each school district shall adopt a jointly created policy that outlines how parents and guardians, school staff, and students may share the responsibility for the intellectual, physical, emotional, social development, and well-being of their students. For a copy of the District Parent Involvement Policy please contact Phil Anderson at 688-0648.

This policy shall include, but is not limited to:

1. How parents/guardians and the school will help students to achieve academic and other standards.
2. How the school will provide high-quality curriculum and instruction in a supportive learning environment to all students enrolled.
3. What parents and guardians can do support their child's learning environment, including but not limited to:
 - Monitoring school attendance
 - Monitoring homework completion
 - Encouraging participation in extracurricular activities
 - Monitoring and regulating television viewing
 - Planning and participating in activities at home supportive of classroom activities
 - Volunteering at school

- Participating in the decision- making process at school.

Student Records

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access

The following persons shall have absolute access to any and all student records in accordance with law:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
2. An adult student age 18 years or older, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)
AR 5125(d)

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)

3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)
6. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
7. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #6 above (Education Code 49076)
8. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31) AR 5125(e)

9. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
10. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
11. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

12. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

13. Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district (Education Code 49069.3)

(cf. 6173.1 - Education for Foster Youth)

14. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)
When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #11 above. (Education Code 49076)
AR 5125(f)
15. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67)
In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)
When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)
 2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
 3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
- AR 5125(g)

4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, in which case the Superintendent or designee shall notify the student's parent/guardian of his/her rights in accordance with law prior to releasing the information (Health and Safety Code 120440)
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)

(cf. 3600 - Consultants)

Persons, agencies, or organizations not afforded access rights by law may be granted access only through written consent of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others.

Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

Upon request by a military recruiter or an institution of higher education, the District must give the requester the names, addresses, and telephone numbers of its secondary students.

If you do not want the District to disclose directory information from your student's education records without your prior written consent, you must notify the District in writing by using the attached Directory Information Opt-Out Form. Please see Annual Notification to Parents/Guardians attached.

The District will not release directory information pertaining to a homeless student, unless a parent or student accorded parental rights has provided written consent that the directory information may be released.

California Longitudinal Information Services Program (CALPADS)

This district participates with the California Schools Information Services (CSIS) in the electronic transfer of student information for staff reporting to the California Department of Education and to districts and /or public postsecondary institutions to which the student is transferring or applying for admission. The benefits of participation to the student and parent are that records will be transferred more promptly. Schools and districts will benefit from the streamlining and reduction of the state reporting burden. Student information will be encoded so that no personally identifiable information will be maintained by CSIS.

Parents have the right to inspect student information maintained by the CSIS program. Contact Phil Anderson at (559) 688-0648 to initiate this procedure.

Sex Education and HIV/STD Instruction

State law mandates that parents/guardians must be notified by Sex Education and HIV/STD instruction at the beginning of the year or at the time of pupil's enrollment (Ed. Code 51937, 519338). Any parent or guardian

who wishes that a pupil not receive such instruction should notify the school in writing to insure that the pupil will be excused from any part of the HIV/AIDS, human development and sexuality, family planning, pregnancy pupil whose parent or guardian has requested that the pupil not receive instruction. Parents/Guardians may request copies of the Educational Codes pertaining to Comprehensive Sexual Health Education and HIV/ AIDS prevention instruction, as well as preview all material which will be used for this instruction. Please notify the school if you wish to review instructional materials.

Education Code (EC) Section 51934 requires students in grades 7 to 12 to receive AIDS prevention instruction once during middle school and once during high school. This instruction must accurately reflect the latest information and recommendations from the United States Surgeon General, the federal Centers of Disease Control and Prevention (CDC) and the National Academy of Science. Instruction must include; information on the nature of AIDS and its effects on the body; information on how the human immunodeficiency virus (HIV) is and is not transmitted, including information on activities that present the highest risk of HIV infection; discussion of methods to reduce the risk of HIV infection; discussion of the public health issues associated with AIDS; development of refusal skills and effective decision-making skills to assist student in overcoming peer pressure and avoiding high risk activities; and discussion about societal views on AIDS. EC Section 51935 requires school districts to conduct in-service training to all teachers and school employees who provide AIDS prevention instruction.

Education Code Section 51933 requires that comprehensive sexual health education must be age appropriate; medically accurate and objective; available on an equal basis to English language learners; appropriate for use with pupils of the races, genders, sexual orientation, and ethnic and cultural background; and appropriate for and accessible to pupil's with disabilities. This education must encourage students to communicate with their parents or guardians about human sexuality and must also teach respect for marriage and committed relationships. It may not teach or promote religious doctrine nor reflect or promote bias against any person on the basis of any category protection by the non-discrimination policy codified in Education Code Section 220.

In accordance with Education Code Section 51933, in grades seven through twelve sex education classes must also teach about; 1) abstinence from sexual activity; 2)sexually transmitted diseases, including their transmission, treatment, and prevention and including information about the effectiveness and safety of all Food and Drug Administration (FDA) approved methods reducing the risk of contracting sexually transmitted diseases; 3) the effectiveness and safety of all contraceptive methods approved by the FDA; and 4) the California law allowing parents to surrender newborn babies to hospitals or other designated sites without legal penalty. In grades seven through twelve, sex education classes must also provide students with skills for making and implementing responsible decisions about sexuality.

**Annual Notification to
Parents/Guardians
2026-2027**

ABSENCES

Excused Absences (Ed. Code §§ 46010.1, 48200, 48205, 48980)

Except when attendance is excused, students between the ages of 6 and 18 years are required by law to attend school and parents must compel their students to do so. Students will be excused from school for the following reasons:

- (1) Illness of the student, including an absence for the benefit of the student's mental or behavioral health.
- (2) Quarantine under the direction of a county or city health officer.
- (3) Securing medical, dental, optometric, or chiropractic services.
- (4) Attendance of funeral services or grieving the death of a member of the student's immediate family or a person determined by the student's parent or guardian to be in such close association with the student as to be considered the student's immediate family, so long as the absence is not more than three days.
- (5) Seeking and assessing victim, grief, or other support services related to the death of an immediate family member or a person determined by the student's parent or guardian to be in such close association with the student as to be considered the student's immediate family, so long as such absence is not more than three days.
- (6) Jury duty.
- (7) Illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child for which the school staff shall not require a note from a doctor.
- (8) For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the student's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student's absence is requested in writing by the parent and approved by the principal or a designated representative. Attendance at religious retreats cannot exceed one school day per semester.
- (9) Service as a member of a precinct board for an election.
- (10) Spending time with a member of the student's immediate family, who is an active duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment; such absences will be granted for a period of time to be determined at the discretion of the Superintendent.
- (11) Attendance of the student's naturalization ceremony to become a United States citizen.
- (12) For the purpose of participating in a cultural ceremony or event. "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
- (13) Obtaining confidential medical services without parental consent.
- (14) For the purpose of engaging in a civic or political event, provided that the student is in middle school or high school and notifies the school ahead of the absence. A student may be excused

for only one schoolday-long absence per school year for this purpose, unless the school administrator permits additional excused absences.

- (15) Participating in military entrance processing.

A student may not have their grade reduced or lose academic credit for any excused absence(s) if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Absences for Religious Purposes (Ed. Code § 46014)

With parent written consent, a student may be excused from school to attend religious exercises or classes away from school. Such absences may not exceed four days per month. An excused student must nevertheless maintain his or her attendance at the minimum level of school days required for his or her grade.

ATTENDANCE

Attendance Options (Ed. Code §§ 35160.5, 46600 et seq., 48350 et seq., 48980)

California law requires all school boards to inform parents of all existing statutory attendance options and local attendance options available in the District. Students who attend schools other than those assigned by the District are referred to as “transfer students” throughout this Notice.

Open Enrollment. Whenever a student is attending a District school on the Open Enrollment List, as identified by the Superintendent of Public Instruction, he or she may apply to transfer to another school within or outside of the District, if the school to which he or she is transferring has a higher Academic Performance Index. Districts with a school on the Open Enrollment List must notify the parents at that school on or before the first day of the school year of their option to transfer to another public school. Information regarding the application process and applicable deadlines can be obtained from the District office. See Appendix for the District’s policy on Open Enrollment.

Interdistrict Transfers. California law allows two or more school districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted or denied. Districts of residence may not deny a transfer of a student whose parent is active duty military where the district of proposed enrollment approves the application. No district is required to provide transportation to a student who transfers into the district. If either district denies a transfer request, a parent may appeal that decision to the county board of education within 30 calendar days from the date of the final denial. There are specified timelines in the law for the county board of education to make a decision. See Appendix for the District’s policy on Interdistrict Transfers.

Residency Requirements (Ed. Code §§ 48200, 48204, 48204.3, 48204.4, 48206.3, 48207, 48208, 48853.5, 48980)

The District desires to admit all students who reside within the District boundaries or who fulfill the District residency requirements through other means as allowed by law. A student shall be deemed to have complied with the District’s residency requirements if any of the following are met:

Residency. The student’s parent or legal guardian resides within the District’s boundaries.

Children of Military Service Members. 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. This includes a student eligible for services or accommodations pursuant to the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act. 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.

Licensed Children's Institution, Foster Home, or Family Home. The student is placed within the District's boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to court order.

Foster Children. The student is a foster child who remains in his or her school of origin. When a student's foster student status is terminated by the juvenile court during the school year, former foster students in grades K through eighth must be allowed to finish the school year in his or her school of origin. Former foster students in grades ninth through twelfth must be allowed to continue attending their schools of origin through graduation.

Interdistrict Attendance. The student has been admitting through an interdistrict attendance option, such as an interdistrict attendance agreement, or Open Enrollment Act transfer.

Emancipated Minor. The student resides within the District's boundaries and whose parent or legal guardian has been relieved of responsibility, control, and authority through emancipation.

Caregiving Adult. The student lives with a caregiving adult within the District's boundaries and the caregiving adult submits an affidavit to that effect.

State Hospital. The student resides in a state hospital located within the District's boundaries.

Parent's Employment. The student's parent or legal guardian resides outside of the District's boundaries but is employed within the District's boundaries and lives with the student at the place of employment for a minimum of three days during the school week.

The District may deem a student to have met residency requirements for school attendance if at least one parent or legal guardian of the student is physically employed within the boundaries of that district for a minimum of 10 hours during the school week, subject to the right of the district of residence or the district of employment to prohibit the transfer on various grounds provided for in Education Code section 48204(b), paragraphs (2) to (6). The District is not required to admit the student to its school based on the employment of the parent, but it may not refuse to admit the student on the basis of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration. Once a student has been deemed to have residency and is enrolled in the District on this basis, the student does not have to reapply in the next school year to attend a school within the District, and the governing board shall allow the student to attend school through the 12th grade in the District if the parent so chooses and if at least one parent continues to be physically employed in the District.

Students of Detained or Deported Parents. The student's parent 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 in a California public school immediately before moving outside the state. Deported parents may designate another adult to attend school meetings and to serve as an emergency contact. No charges or fees of any kind may be required for admission or attendance in these circumstances. This law applies to parents who were: (1) in the custody of a government agency and were transferred to another state; (2) subject to a lawful removal order and who were removed or were permitted to leave California voluntarily before being removed; and (3) subject to any additional circumstances consistent with these purposes, as determined by the District.

The District may deem a student to have met residency requirements for school attendance if at least one parent or legal guardian of the student is physically employed within the boundaries of that district for a minimum of 10 hours during the school week, subject to the right of the district of residence or the district of employment to prohibit the transfer on various grounds provided for in Education Code section 48204(b), paragraphs (2) to (6). The District is not required to admit the student to its school based on the employment of the parent, but it may not refuse to admit the student on the basis of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration. Once a student has been deemed to have residency and is enrolled in the District on this basis, the student does not have to reapply in the next school year to attend a school within the District, and the governing board shall allow the student to attend school through the 12th grade in the District if the parent so chooses and if at least one parent continues to be physically employed in the District.

Temporary Disability (Ed. Code §§ 48206.3, 48207, 48207.3, 48208, 48980)

A student whose temporary disability makes school attendance impossible or inadvisable must receive individual instruction either at home provided by the school district in which the student resides or in a hospital or other residential health facility, excluding state hospitals, provided by the school district in which the hospital or residential facility is located. "Temporary disability" means a physical, mental or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program to which the student can reasonably be expected to return. "Temporary disability" does not include a disability that would qualify a student as a "student with exceptional needs" under Education Code section 56026.

A student with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, located outside of the district in which the student's parent resides, complies with the school district's residency requirements for school attendance in the school district in which the hospital is located. Once the parent has notified the district in which the hospital is located of the student's presence in the qualifying hospital, the district has five working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized instruction will begin within five working days.

Students enrolled in individual instruction in a hospital or other residential health facility for a partial week, are entitled to attend school in his or her school district of residence, or to receive individual instruction provided by the school district of residence in the student's home, on days in which he or she is not receiving individual instruction in a hospital or other residential health facility, if he or she is well enough to do so.

When a student receiving individual instruction is well enough to return to school, he or she must be allowed to return to the school that he or she attended immediately before receiving individual instruction was initiated. Absences from the student's regular school program due to the student's temporary disability are excused until the student is able to return to the regular school program.

Students in Active Military Families - Residency Retention and Matriculation (Ed. Code §§ 48204.3, 48204.6, 48980, 56325)

A student living in the household of an active duty military service member must be allowed to continue attending the student's school of origin for the remainder of the school year if the family moves.

A student from an active duty military family 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 is unable to produce clothing or records normally required for enrollment.

If the parent or legal guardian's military service 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.

To facilitate the transition of students with disabilities whose parent is transferred or pending transfer to a military installation within the state while on active military duty pursuant to an official military order, the receiving school district shall, upon notice, promptly coordinate with the student's parents and previous school pursuant to Education Code section 56325 to ensure the timely exchange of records and to reduce any delays in the student receiving comparable services or accommodations including, but not limited to, implementation of their individualized education program, individualized family service plan, or plan pursuant to Section 504 of the Federal Rehabilitation Act, as applicable. While awaiting the student's official records from the former school, the receiving school district may use unofficial records provided by a parent or guardian as the basis for the design and provision of services.

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 is unable to produce clothing or records normally required for enrollment.

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.

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 following resources developed by the California Attorney General at: <https://www.oag.ca.gov/immigrant/rights>.

Know Your Educational Rights: Immigration Enforcement Actions at California's TK-12 Schools (Guide for Students and Families)

- English:
<https://oag.ca.gov/system/files/media/appendix-g-know-your-educational-rights-english.pdf>
- Spanish:
<https://oag.ca.gov/system/files/media/appendix-g-know-your-educational-rights-spanish.pdf>
- Chinese:
<https://oag.ca.gov/system/files/media/appendix-g-know-your-educational-rights-chinese.pdf>
- Korean:
<https://oag.ca.gov/system/files/media/appendix-g-know-your-educational-rights-korean.pdf>
- Vietnamese:
<https://oag.ca.gov/system/files/media/appendix-g-know-your-educational-rights-vietnamese.pdf>
- Tagalog:
<https://oag.ca.gov/system/files/media/appendix-g-know-your-educational-rights-tagalog.pdf>

Promoting a Safe and Secure Learning Environment for All: School Guidance and Model Policies:
<https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf>

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:

- (1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (2) Recognize that the best learning takes place when the student learns because of his desire to learn.
- (3) 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.

- (4) 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.
- (5) 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 each district.

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.

COMPLAINTS

Uniform Complaint Procedures (Ed. Code §§ 244, 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. See Appendix for the District's UCP.

The UCP addresses all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code section 200 and 220, 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 is 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
- Discriminatory Instructional Materials and Curricula
- Discriminatory Professional Development Materials and Services
- Discrimination related to the refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction or any book or other resource in a school library on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code sections 51204.5 and 60040, unless the study of the role and contributions violates Education Code section 51501 or 60044.

The Superintendent/Principal, or designee 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 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 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 appeal directly to the State Superintendent of Schools if the governing board fails to issue an investigation report within the required UCP timelines.

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 §§ 244, 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/fy/documents/fosteryouthrights.pdf> <https://www.cde.ca.gov/ls/pf/fy/fyedrights.asp>.

Special Education Program Complaints (5 C.C.R. §§ 3200-3205)

Complaints regarding special education programs are no longer covered by the District's Uniform Complaint Procedures. Please refer to the Notice of Procedural Safeguards, Special Education Rights or Parents and Children under the IDEA and the California Education Code, which is available from your child's school or may be accessed here: <https://www.cde.ca.gov/sp/se/qa/pssummary.asp>, for more information about filing a complaint. Complaints alleging that a student was discriminated against due to his or her disability still fall under the Uniform Complaint Procedures.

Child Nutrition Program Complaints (5 C.C.R. §§ 15580-15584)

Complaints related to Child Nutrition Programs established pursuant to the National School Lunch Program, Summer Food Service Program, Child and Adult Care Food Program, Special Milk Program, School Breakfast Program, and Food Distribution Program are no longer processed through the LEA's Uniform Complaint Procedures. Instead, complaints must be processed through the existing procedures outlined in the federal regulations and the new, related state regulations, California Code of Regulations, title 5, sections 15580-15584. A complaint must be submitted within one year of the date of the alleged violation, and may be filed by phone, e-mail, or letter. Please see California Code of Regulations, title 5, sections 15580-15584 for more information.

State Preschool Health and Safety Issues Complaints (Ed. Code § 8235.5; 5 C.C.R. §§ 4690-4694)

Complaints regarding state preschool health and safety issues in LEAs exempt from licensing are now processed exclusively via the procedures set forth in the California Code of Regulations, title 5, sections 4690 through 4694, and are no longer processed through the LEA's Uniform Complaint Procedures. Complaints must be filed with the preschool program administrator, or his/her designee, and may be filed anonymously.

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 by be filed with the District under its UCP.

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. See Appendix for the District's Williams Complaint Procedures. 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 on 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 accommodations 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. The District's policy of nondiscrimination applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the District, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the District and when adopting, approving, or prohibiting the use of, any textbook, instructional material, library book, or classroom curriculum, or when approving the use of any professional development materials or services. Any questions or concerns about noncompliance can be directed to Phil Anderson, Superintendent/Principal, 9637 Avenue 196, Tulare, Ca 93274, 559-688-0648. See Appendix for the District's policy on Nondiscrimination/Harassment.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against qualified disabled 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 Phil Anderson, Superintendent/Principal, 9637 Avenue 196, Tulare, Ca 93274, 559-688-0648.

Sexual Harassment Policy and Title IX Sexual Harassment Complaint Procedures (Ed. Code § 231.5, 48980; 5 C.C.R. § 4917)

See Appendix for the District's policy on sexual harassment and Title IX Sexual Harassment Complaint Procedures.

DISCIPLINE

Rules; School Discipline (Ed. Code §§ 35291, 48980)

The District's Governing Board has adopted rules and regulations pertaining to student discipline, including Board Policy 5114 and 5144.1 and Administrative Regulations 5144 and 5144.2. Parents may request a copy of such rules and regulations.

Required Parental Attendance (Ed. Code §§ 48900.1, 48914)

Parents may be required to attend their student's class if he or she is suspended for unruly or disruptive conduct.

FACILITIES AND SAFETY

Management Plan for Asbestos-Containing Material (40 C.F.R. §§ 763.84, 763.93)

The District has, available upon request, a complete and updated management plan for asbestos-containing material.

Use of Pesticide Products (Ed. Code §§ 48980.3, 17611.5, 17612)

All schools are required to provide parents with annual notice of expected pesticide use at schools. See Appendix for a List of Pesticide Products, including name of each pesticide product, active ingredient(s) and the Internet address for further information. Please contact Joe Linhares at the District Office at 559-688-0648 if you wish to receive written notification at least 72 hours prior to the application of an individual pesticide at your school. Each school will maintain a list of parents who want to be notified before individual pesticide applications are made. Prior to the application of any pesticide, the District will post a warning sign at the area to be treated at least 24 hours prior to the pesticide application and such sign will remain posted for at least 72 hours after the application. In the event of an emergency condition, advance notification and prior sign posting may not be feasible, but a warning sign will be posted immediately upon application of the pesticide.

For additional information regarding pesticides and pesticide use, please visit the Department of Pesticide Regulation's website at www.cdpr.ca.gov. Parents may view a copy of the school's integrated pest management plan at the school site office.

Firearm Safety and Safe Storage of Firearms Information (Ed. Code §§ 48986, 49391, 49392)

Beginning with the 2023-2024 school year, school districts are required to include information in their Annual Notices related to the safe storage of firearms and California's child access prevention laws, which establish liability for parents and guardians who should have known that their child could gain access to a firearm at home. The information included in the Annual Notice must be informed by model content developed by the California Department of Education (CDE). Please see the attachment for this notice.

HEALTH & IMMUNIZATIONS

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 delivery systems 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 epinephrinean epinephrine delivery system, 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, an epinephrine delivery system 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 parent consent, the school nurse may communicate with the student's physician and may counsel school personnel regarding the possible effects of the drug, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Administration of Anti-Seizure Medication (Ed. Code §§ 49468.2, 49468.3)

Parents of a student diagnosed with seizures, a seizure disorder, or epilepsy who has been prescribed an emergency anti-seizure medication may request that their student's school have one or

more of its employees receive voluntary training in the administration of the medication in the event that the student suffers a seizure when a school nurse is not available. Upon receipt of the parent's request, the District must notify the parent that their child may qualify for an individualized education program or Section 504 plan. Before an emergency anti-seizure medication or therapy treatment may be administered, the parent must provide a seizure action plan to the District.

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.

Physical Examination Exemptions (Ed. Code §§ 48980, 49451)

Parents may exempt their student from physical examinations at school by annually filing a written statement with the school principal refusing such an exam. However, when there is a good reason to believe that a student exempted from physical examination is suffering from a recognized contagious or infectious disease, he or she will be sent home and will not be permitted to return to school until school authorities are satisfied that any contagious or infectious disease does not exist.

Medical & Hospital Services Not Provided or Available for Athletic Activities (Ed. Code § 49471) The District does not provide or make available medical and hospital services for students who are injured while participating in athletic activities.

The District does not provide or make available medical and hospital services for students who are injured while participating in athletic activities.

Medical & Hospital Services for Students (Ed. Code § 49472)

The District does not provide or make available medical and hospital services for students who are injured while participating in athletic activities.

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

Student mental health services are available through Palo Verde School District and Tulare County Office of Education by contacting Phil Anderson, 559-688-0648, 9637 Avenue 196, Tulare, CA 93274.

Immunizations and Control of Communicable Disease (Ed. Code §§ 49403, 48216, 48980; H. & S. Code §§ 120335, 120370, 120372)

The District cooperates with the local health officer in the control and prevention of communicable diseases in school-age children. If a parent consents in writing, the District may permit any person licensed as a physician and surgeon, or a health care practitioner (including a physician assistant, nurse practitioner, registered nurse, licensed vocational nurse, or nursing student who is acting under the supervision of a registered nurse as provided by law) who is acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to his/her student.

Students must be immunized against certain diseases before being admitted to school, unless exempted for medical reasons. Students who had a signed waiver based on religious or personal beliefs on file by January 1, 2016 are exempt from the immunizations requirement until they complete the “grade span” they were in as of January 1, 2016. Grade spans are: (1) birth through preschool, (2) Kindergarten through 6th grade, and (3) 7th through 12th grade. Students entering the District for the first time or advancing to 7th grade after January 1, 2016 are no longer exempt from immunizations based on their religious or personal beliefs. Students who had a medical exemption issued before January 1, 2021 will be allowed continued enrollment until they enroll in the next grade span. The District must exclude from school any student who does not supply evidence of inoculation (for any of the diseases listed in Health & Safety Code section 120335), and will notify the parent that he/she has two weeks to supply evidence that the student is immunized.

Students who have a medical exemption issued before December 31, 2020 will be allowed continued enrollment until they enroll in the next grade span. As of January 1, 2021, the District will only accept medical exemptions that are submitted on the California Department of Public Health’s standardized, statewide medical exemption certification form.

Cancer Prevention Act/Human Papillomavirus Immunization (Ed. Code § 48980.4; H. & S. Code § 120336)

HPV, or human papillomavirus, is a common virus that can cause cancers later in life. California law requires that students be advised to adhere to current immunization guidelines, as recommended by the California Department of Public Health (CDHP) Advisory Committee on Immunization Practices of the federal Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full HPV immunization before admission or advancement to the eighth grade level of any private or public elementary or secondary school.

Per the CDC, children ages 11-12 years should get two doses of HPV vaccine, given 6 to 12 months apart. HPV vaccines can be given starting at age 9. Children who get the first dose before their 15th birthday only need two doses. Teens who get the first dose on or after their 15th birthday

need three doses. The HPV vaccine series is most effective when given before a person is exposed to the virus. Per the CDPH, because the vaccine is more effective when given at younger ages, two doses of the HPV vaccine are recommended for all kids between the ages of 9 to 12 years, and the second dose should be given before the start of eighth grade. Kids who wait until later to get their first dose of HPV vaccine may need three doses. More information may be found on the CDC's webpage: <https://www.cdc.gov/hpv/parents/vaccine-for-hpv.html>. HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks.

Child Nutrition; School Meals (Ed. Code §§ 49510-49520, 48980)

Parents may apply for participation in the Free and Reduced Lunch Program offered by the District to provide nutritious meals to students whose parents qualify, based on annual household income. Information and applications are available through the school office.

INSTRUCTION

Minimum and Staff Development Days (Ed. Code § 48980)

See Appendix for the District's pupil-free staff development day and minimum day schedule. A student's parent will be notified during the school year of any additional minimum days or pupil-free staff development days no later than one month before the actual date.

Career Counseling and Course Selection (Ed. Code § 221.5)

Counselors, teachers, instructors, administrators, and aides may not, on the basis of a student's sex, offer vocational or school program guidance to the student that is different from that offered to a student of the opposite sex in counseling, nor may a counselor differentiate career, vocational, or higher education opportunities on the basis of the sex of the student counseled. Any District personnel acting in a career counseling or course selection capacity shall affirmatively explore with the student the possibility of careers or courses leading to careers that are nontraditional for that student's sex.

Right to Refrain From the Harmful or Destructive Use of Animals (Ed. Code § 32255 et seq.)

Any student with a moral objection to dissecting, harming, or destroying animals shall notify his/her teacher regarding this objection. An alternative education project may be arranged if the teacher believes the alternative education project can provide the course of study in question. The alternative requires a comparable amount of time and effort, but must not be more arduous than the original project. The District requires a signed note from a parent indicating their child's objection.

Special Education (Ed. Code § 56000 et seq.; 20 U.S.C. § 1412; 35 C.F.R. § 300.111)

Students with exceptional needs have a right to a free appropriate public education in the least restrictive environment. The District wants to locate, identify, and assess all children with disabilities whether homeless, wards of the state or enrolled in public or private schools. Parents should inform school officials if they have reason to believe their child has a disability requiring special services or accommodations. The child will be evaluated to determine whether he/she is eligible for free special instruction or services.

Excuse from Health Instruction Based on Religious and Moral Grounds (Ed. Code § 51240)

Upon written request of a parent, a student shall be excused from any part of health instruction that conflicts with his/her religious training and beliefs (including personal moral convictions).

Comprehensive Sexual Health Education and HIV/AIDS Prevention (Ed. Code §§ 51938, 51939, 48980)

A parent has the right to excuse his or her child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education, as follows:

A parent may request in writing that his/her student be excused from participating in HIV/AIDS prevention or comprehensive sexual health education. Students so excused by their parent shall be given an alternative educational activity.

Parents may inspect the written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the District provide them a copy of Education Code sections 51930-51939.

Every student's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction as to the date of such instruction and whether the instruction will be taught by District personnel or by outside consultants. If outside consultants are used, the name of the organization of each guest speaker will be identified. Parents have a right to request that the District provide them a copy of Education Code sections 51933, 51934, and 51938.

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 may be administered to pupils in grades 7-12. Parents will be notified in writing and given the opportunity to review such tests, questionnaires and surveys and be informed that in order to excuse their student, they must state their request in writing. If a school receives a written request from a parent excusing a student from this activity, the student may not be subject to disciplinary action, academic penalty or other sanction and an alternative educational activity must be made available to the student.

Student Surveys, Tests, and Questionnaires Regarding Beliefs and Practices (Ed. Code §§ 51513, 60614; 20 U.S.C. § 1232h)

No test, questionnaire, survey, or examination which has questions about a student's or his/her parents' beliefs and practices in sex, family life, morality, religion, political affiliations or beliefs, illegal, anti-social, self-incriminating, or demeaning behavior, mental or psychological problems, legally recognized privileged relationships (such as lawyer, physician, or minister), critical appraisals of individuals with whom you have close family relationships, or income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) shall be administered without prior notification and written permission of the parent. Parents may inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material to be used in connection with any survey, analysis or evaluation.

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.

Notification of Potential Failing Grade (Ed. Code §§ 49063, 49067)

Parents will be notified when a teacher has determined that your student is in danger of failing a course.

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.

California State Preschool Programs (5 C.C.R. § 4691)

The following California State preschool programs are operating as exempt from state licensing: Palo Verde Union Elementary School CSPP. The following California State preschool programs are operating pursuant to state licensing requirements.

Language Acquisition Programs (Ed. Code § 310; 5 C.C.R. § 11310)

The District offers the following language acquisition program(s) for English learners: The District offers the following language acquisition program(s) for English learners: HMH Journeys, HMH Collections, Lexia, Read 180. Palo Verde's goal is to support the student's whole as they acquire the second language. Teaching staff will monitor, set goals and use the ELD standards during instruction to provide structure and consistency among the grade levels.

Any language acquisition program provided by the District shall be designed using evidence-based research and include both Designated and Integrated English Language Development, and be allocated sufficient resources by the District to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals. Any language acquisition program provided by the District shall also, within a reasonable period of time, lead to grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state-adopted academic content standards in that other language.

Parents or legal guardians may choose a language acquisition program that best suits their child. When the parents or guardians of 30 or more students in a school, or 20 or more students in any grade level at a school, request a language acquisition program, the school must offer the language acquisition program to the extent possible once various requirements are met, such as the program having been established with parental, school employee, and community input.

When the parents or guardians of 30 or more students in a school, or 20 or more students in any grade level at a school, request the same or a substantially similar type of language acquisition program, the District shall respond by taking actions to comply with the timelines and requirements of 5 CCR 13111(h). Within 10 school days, the District will notify the parents of pupils attending the school, the school's teachers, administrators, and the District's English learner parent advisory committee and parent advisory committee, in writing, of the parents' requests for a language acquisition program. The District will identify costs and resources necessary to implement any new language acquisition program, including but not limited to certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals. Within 60 calendar days, the District will determine whether it is possible to implement the requested language acquisition program and provide notice, in writing, to parents and guardians attending the school, the school's teachers, and administrators, of its determination. In the case of an affirmative decision to implement a language acquisition program at the school, the District will create and publish a reasonable timeline of actions necessary to implement the language acquisition program. In the case where the District determines it is not possible to implement a language acquisition program requested by parents, the District shall provide in written form an explanation of the reason(s) the program cannot be provided and may offer an alternate option that can be implemented at the school.

Educational Rights of High Mobility High School Students (Ed. Code §§ 49069.5, 51225.1, 51225.2)

“High mobility” high school students, which include students who are in foster care, homeless, recent immigrants, migrant students, former juvenile court school pupils, or from military families, have the following rights when transferring to a new school after completion of their second year of high school:

- (1) Have the option to be exempted from all coursework and other requirements that are more than statewide course requirements for graduation, unless the District makes a finding that the student is reasonably able to complete the District's graduation requirements in time to graduate by the end of the fourth year of high school.
- (2) Have the option of attending a fifth year of high school in order to complete statewide graduation course requirements.
- (3) To consult with District staff and the student's educational rights holder regarding other options available to the student, including a fifth year of high school, possible credit recovery, and any transfer opportunities available through the California Community Colleges. Such consultation must also include a discussion of how remaining for a fifth year of high school or accepting an exemption from the local graduation coursework requirements may potentially impact the student's vocational plans or ability to gain admission to college, and also take into consideration the student's academic record and any other information relevant to making an informed decision.
- (4) Foster youth and homeless students have the right to consult with District staff and their educational rights holder regarding the option to remain in their school of origin.
- (5) Have their official transcript, reflecting the correct full and partial credits earned, sent to their new school within two business days. For foster youth, their official transcript

must include a determination of the days of enrollment or seat time, or both if applicable, to ensure that transferring foster youth get full credit for coursework completed at their prior school.

- (6) Have their new school accept and issue the credits forwarded by the transferring school to prevent the student from unnecessarily retaking a course.
- (7) If exempted from local graduation requirements, and upon completion of statewide coursework requirements before the end of the fourth year of high school, the District may not require or request that the student graduate before the end of the student's fourth year of high school.

California College Guidance Initiative Data Sharing (Ed. Code § 60900.5(d))

The California College Guidance Initiative (CCGI) works with California school districts to make applying for college and student financial aid a more streamlined experience for students. The CCGI currently receives enrollment data for all public school students in grades 6-12 from the California Department of Education. For more information about the CCGI, visit their website at <https://www.californiacolleges.edu/#/>.

Student transcript information may be shared with the CCGI in order to do both of the following: (a) provide students and their families with direct access to online tools and resources for college and career planning; and (b) enable a student to transit information shared with the CCGI to both institutions of higher education for purposes of admissions and academic placement, and the Student Aid Commission for purposes of determining eligibility for, and increasing uptake of, student financial aid.

RECORDS

Student Records Policy (Ed. Code §§ 49063, 49064; 5 C.C.R. § 432)

The District maintains mandatory permanent (kept indefinitely) and interim (may be destroyed after a stipulated length of time) student records. Mandatory permanent student records include the student's legal name; date of birth; method of verification of birth date; sex of student; name and address of parent of minor student; entering and leaving date of each school year and for any summer session or other extra session; subjects taken during each year, half-year, summer session, or quarter; if marks or credit are given, the mark or number of credits toward graduation allows for work taken; verification of or exemption from required immunizations; and date of high school graduation or equivalent. Mandatory interim student records include a log or record identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record; health information, including Child Health Developmental Disabilities Prevention Program verification or waiver; participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge; language training records; progress slips and/or notices; parental restrictions regarding access to directory information or related stipulations; parent or adult student rejoinders to challenged records and to disciplinary action; parental authorizations or prohibitions of student participation in specific programs; and results of standardized tests administered within the preceding three years. In addition, permitted student records (may be destroyed when no longer useful) are kept. Permitted student records include objective counselor and/or teacher ratings, standardized test results older than three years, routine discipline data, verified reports of relevant behavioral patterns, all disciplinary notices, and attendance records. The following position is responsible for maintaining all student records:

The following position is responsible for maintaining all student records:

Phil Anderson, Superintendent/Principal

9637 Avenue 196, Tulare, CA 93274, 559-688-0648

An access log or record of who has requested or received information from a student's records is kept at Palo Verde School District Office at 9637 Avenue 196, Tulare, CA 93274. The Education Code and the District's Administrative Regulation set forth the criteria under which school officials and employees may access, change, or delete information in a student's records.

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.

Curriculum Review (Ed. Code §§ 49063, 49091.14)

A prospectus of curriculum, including titles, descriptions, and instructions aims of every course offered, is available at the school site for parent review upon request. Copies are available for a reasonable fee not to exceed the actual copying cost.

Student Records Review (Ed. Code §§ 49063, 49064, 49076; 34 C.F.R. §§ 99.7, 99.31)

The District may share student records with school officials and employees who have a legitimate educational interest. "School officials and employees" and "legitimate educational interest" are defined in the attached Administrative Regulation 5125.

Parental Consent to Release Student Information; No Parental Consent to Release Directory Information (Ed. Code §§ 49061(c), 49063, 49073, 49076, 49077; 10 U.S.C. § 503; 20 U.S.C. §§ 1232g, 7908; 34 C.F.R. § 99.37)

Federal and state law require that the District obtain parent written consent prior to the disclosure of personally identifiable information contained in a student's records, except to the extent disclosure without consent is permitted by law (e.g. subpoena or court order). However, the District may disclose directory information without parental consent to certain entities. Directory information released to representatives of the news media or nonprofit organization in accordance with Board policy and administrative regulation may include student's name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational agency or institution attended. Upon request by a military recruiter or an institution of higher education, the District must give the requester the names, addresses, and telephone numbers of its secondary students.

If you do not want the District to disclose directory information from your student's education records without your prior written consent, you must notify the District in writing within 7 days or by September 15, 2026 using the attached Directory Information Opt-Out Form.

The District will not release directory information pertaining to a homeless student, unless a parent or student accorded parental rights has provided written consent that the directory information may be released. Limited directory information pertaining to homeless students may be shared without written consent to facilitate an eye examination by a nonprofit eye exam provider or a free oral health assessment hosted by schools, unless the parent or the student accorded parental rights provides written notice to the school that they do not consent to the physical examination.

Transfer of Student Records (Ed. Code § 49068; 34 C.F.R. §§ 99.7, 99.34)

The District will forward student records, including transcripts, immunization records, and, when applicable, suspension notices, expulsion records, and individualized education programs, to other school districts that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Student Records Complaints (Ed. Code § 49063; 20 U.S.C. § 1232g; 34 C.F.R. §§ 99.7, 99.63)

Parents have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the District to comply with the requirements of the General Education Provisions Act or FERPA. The name and address of the office that administers FERPA are:

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

APPENDIX

APPENDIX B

Attachments:

1. Sexual Harassment Policy and Title IX Sexual Harassment Complaint Procedures
2. Nondiscrimination/Harassment Policy
3. Student Transfer
4. Uniform Complaint Procedures
5. Williams Complaint Procedures
6. List of Pesticide Products
7. Calendar listing minimum or pupil free days and all school activities planned.
8. Type 2 Diabetes Information Sheet - 7th grade only
9. All In – Health Care for All Families Fact Sheet
10. Directory Information Opt-Out Form
11. Firearm Safety and Safe storage of Firearms Information
12. Facts About Fentanyl
13. Form for Parent/Guardian to sign and return verifying receipt of annual notification

Appendix 1- Sexual Harassment Policy

Palo Verde Un SD (Tulare) | BP 5145.7 Students

Sexual Harassment The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Complaint Process

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

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

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

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

The Superintendent/Principal or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the school.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex
48900 Grounds for suspension or expulsion
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48904 Liability of parent/guardian for willful student misconduct
48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003, 9th Cir) 324 F.3d 1130
Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Boards of Trustees to Ensure Student Success, 2011
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief April 2010

OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Sexual Violence, April 4, 2011
Sexual Harassment: It's Not Academic, September 2008
Revised Sexual Harassment Guidance, January 2001

WEB SITES: CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

US. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy PALO VERDE UNION SCHOOL DISTRICT

adopted: November 13, 2013 Tulare, California

revised: August 14, 2019

Appendix 2- Nondiscrimination/Harassment Policy

Palo Verde Un SD (Tulare) | BP 5145.3 Students

Nondiscrimination/Harassment

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at the district school or any school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the students actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 6164.6 - Identification and Education Under Section 504)

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a students academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent/Principal or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

(cf. 1240 - Volunteer Assistance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent/Principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.2 - Freedom of Speech/Expression)

Grievance Procedures

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Phil Anderson-Superintendent

963 7 Avenue 196

Tulare, CA 93274

(559) 688-0648

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

The Superintendent/Principal or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6163.4 - Student Use of Technology)

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS. TITLE 5

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130
Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Boards of Trustees to Ensure Student Success, 2011
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief April 2010

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004
US. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Harassment and Bullying, October 2010
Notice of Non-Discrimination, January 1999

WEB SITES

- CSBA: <http://www.csba.org>
- California Department of Education: <http://www.cde.ca.gov>
- California Safe Schools Coalition: <http://www.casafeschools.org>
- First Amendment Center: <http://www.firstamendmentcenter.org>
- National School Boards Association: <http://www.nsba.org>
- US. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/lisilocr>

Policy PALO VERDE UNION SCHOOL DISTRICT

adopted: November 13, 2013 Tulare, California

revised: August 14, 2019

Appendix 3- Student Transfer

Palo Verde Un SD (Tulare) | BP 5116.2 Students

Involuntary Student Transfers

The Board of Trustees desires to enroll students in the school of their choice, but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the district. The Superintendent/Principal or designee shall develop procedures to facilitate the transition of such students into their new school or program.

- (cf. 5113.1 - Chronic Absence and Truancy)
- (cf. 5116.1 - Intradistrict Open Enrollment)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
- (cf. 6173.3 - Education for Juvenile Court School Students)

As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent/Principal or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, and the availability of support services and other resources.

Whenever a student is involuntarily transferred, the Superintendent/Principal or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent/Principal or designee to discuss the transfer.

Students may be involuntarily transferred under either of the following circumstances:

1. If a high school student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance, he/she may be transferred to a continuation school. (Education Code 48432.5)
(cf. 6184 - Continuation Education)
2. If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, he/she may be transferred to a community day school. (Education Code 48662)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6185 - Community Day School)

Legal Reference:

EDUCATION CODE

- 35146 Closed sessions; student matters
- 48430-48438 Continuation classes, especially:
- 48432.5 Involuntary transfer to continuation school
- 48660-48666 Community day schools, especially:
- 48662 Involuntary transfer to community day school
- 48900 Grounds for suspension and expulsion
- 48929 Transfer of student convicted of violent felony or misdemeanor
- 48980 Notice at beginning of term

PENAL CODE

- 667.5 Violent felony, definition
- 29805 Misdemeanors involving firearms

WELFARE AND INSTITUTIONS CODE

- 300 Minors subject to jurisdiction
- 602 Minors violating laws defining crime; ward of court

Management Resources:

WEB SITES

- CSBA: <http://www.csba.org>
- California Department of Education: <http://www.cde.ca.gov>

Policy PALO VERDE UNION SCHOOL DISTRICT | adopted: August 14, 2019 Tulare, California

Palo Verde Un SD (Tulare) | BP 5117 Students

Interdistrict Attendance

The Board of Trustees recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

- (cf. 0520.3 - Title I Program Improvement Districts)
- (cf. 5111.12 - Residency Based on Parent/Guardian Employment)
- (cf. 5116.1 - Intradistrict Open Enrollment)
- (cf. 5118 - Open Enrollment Act Transfers)

Interdistrict Attendance Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)
The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent/Principal or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Transportation

The district shall not provide transportation beyond its geographical boundaries. Upon request, the Superintendent/Principal or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available.

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

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

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

- (cf. 3100 - Budget)
- (cf. 3460 - Financial Reports and Accountability)

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)
Legal Reference:

EDUCATION CODE

- 41020 Annual district audits
- 46600-46611 Interdistrict attendance agreements
- 48204 Residency requirements for school attendance
- 48300-48316 Student attendance alternatives, school district of choice program
- 48350-48361 Open Enrollment Act
- 48900 Grounds for suspension or expulsion; definition of bullying
- 48915 Expulsion; particular circumstances
- 48915.1 Expelled individuals: enrollment in another district
- 48918 Rules governing expulsion procedures
- 48980 Notice at beginning of term
- 52317 Regional occupational center/program, enrollment of students, interdistrict attendance

CALIFORNIA CONSTITUTION

Article I, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin

ATTORNEY GENERAL OPINIONS

- 87 Ops.Cal.Atty.Gen. 132 (2004)
- 84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

- Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234
- Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

CSBA PUBLICATIONS

Transfer Law Comparison, Fact Sheet, March 2011

WEB SITES

CSBA: <http://www.csba.org> | California Department of Education: <http://www.cde.ca.gov>

Palo Verde Un SD (Tulare) | AR 5117 Students

Interdistrict Attendance

The Board of Trustees has the authority to enter into agreements with surrounding school districts and to accept, insofar as facilities permits, students residing in other districts and allow students living in the Palo Verde School District to attend surrounding districts, but only with no tuition charge, with the district of attendance credited with the pupil attending for apportionment purposes and the revenue limit pursuant to Education Code 42238.

1. Length of and revocation of permit: Any Interdistrict Attendance Permit will be in effect only for the school year beginning July 1st and ending June 30th of that given year. However, Palo Verde School District may revoke an interdistrict permit at any time during the effective year as set forth below
2. Case-by-case basis: The Palo Verde School District will consider each interdistrict permit request on a case-by-case basis. The Palo Verde School District shall review every request for interdistrict attendance, whether the student is transferring into or out of the district.
3. Selection process: Palo Verde School District will allow interdistrict transfers into the district to meet the enrollment needs of each grade level. Priority will be given to children or grandchildren of Palo Verde school staff and board members, children or grandchildren of Palo Verde Foundation Staff and board members, grandchildren of any booster board member, or active PTO member that has served for 15 or more years of that board, students with siblings that meet enrollment needs at more than one grade level. All things being equal, students will be allowed into the district on a first come-first served basis, providing that they meet all the requirements for interdistrict enrollment and have completed the initial requirements for consideration as specified by the Board and the Superintendent. In addition, the Board always reserves the right to make special exceptions to the interdistrict selection procedure.
4. Interdistrict permit approval: The Palo Verde School District may approve interdistrict permits for the following reasons:
 - a. Brother or sister attending school in district: When the student has brother(s) or sister(s) attending school in a receiving district, to avoid splitting the family attendance.
 - b. Moved during school year: To complete a school year when the parents/guardians have moved out of the district during the year, as long as attended Palo Verde School District for one year (180 consecutive days) prior to the move.
 - c. Remain with class: To allow students to remain with a class during graduating that year from the Palo Verde School District
 - d. Personal and social adjustment: To provide a change in school environment for reasons of personal and social adjustment.
 - e. When a student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 489000(r). Such a student will be given priority for interdistrict attendance under any existing interdistrict agreement or, in the absence of an agreement, shall be given consideration for the creation of a new agreement.
 - f. When a valid interest in a particular educational program not offered in the district of residence.

Behavioral Performance and Attendance

The Superintendent/Principal or designee, prior to approving an interdistrict attendance permit request to transfer into the district, may contact the student's district of residence to determine whether the student meets the Palo Verde School District standards of behavioral performance and attendance

1. District right to deny permit: The Palo Verde School District reserves the right to deny any interdistrict attendance permit request before the student is enrolled in this district for the following reasons:
 - a. Behavioral standards: The student is failing to maintain behavioral standards established by his/her district of residence.
 - b. Attendance: The student has experienced difficulty in regularly attending and/or arriving on time for his/her district of residence.
 - c. Classes overcrowded: Classes in this district are determined to be overcrowded and space is needed to allow the enrollment of additional students who reside in this district.
 - d. Class size limit: The Palo Verde School District may invoke a class size limit for individual grades at any time during the school year.

- e. Academic standards: The Palo Verde School District may not accept any student that is not working up to the student's individual ability level.
 - f. Interdistrict contract: All parents of interdistrict students will be required to sign a contract outlining the requirements for being granted an interdistrict permit. Any violation of the contract may result in the interdistrict being revoked and/or the interdistrict permit not being granted in subsequent years.
2. District right to revoke permit: The Palo Verde School District reserves the right to revoke any interdistrict attendance permit at any time during the school year for the following reasons:
- a. Failure to maintain behavioral standards: The student is failing to maintain behavioral standards established by the district.
 - b. Attendance/tardy problems: The Student has been tardy or truant without valid excuse in excess of three occasions.
 - c. Overcrowded: Once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.
 - d. Academic achievement:
 - (1) If the district feels that the student is not working up to his/her potential.
 - (2) If the student is not completing the assigned work in the classroom to the satisfaction of the classroom teacher.
 - e. Additional financial burden: If our interdistrict transfer student requires additional financial support beyond the amount generated by the ADA revenue, intended for that child.
 - f. Parental Involvement. The Palo Verde School District strongly recommends that the parents of all interdistrict students be involved in the school program. This is clearly defined to the parents and multiple opportunities for involvement are presented.
3. Transportation. The Palo Verde School District shall not provide transportation for a student on an interdistrict permit.
4. Timely notice: The parent/guardian of a student who is denied a transfer request pursuant to Education Code 46600-46611 shall receive timely notice, in accordance with law, regarding the process for appeal to the County Board of Education. This notice shall be provided by the district denying the request.
Pending a decision by the two districts or an appeal to the County Board, the Superintendent/Principal or designee may provisionally admit a student who resides in another district for the period not to exceed two school months. (Education Code 44603)
5. Appeal denied: Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending, or during the term of expulsion. (Education Code 46601)
A student who is enrolled in a district on the basis of an interdistrict attendance permit is required to reapply and be approved each school year in order to continue to attend in the district of enrollment.

Regulation PALO VERDE UNION SCHOOL DISTRICT
approved: November 13, 2013 Tulare, California
revised: July 11, 2018
revised: August 14, 2019

Palo Verde Un SD (Tulare) | BP 5118 Students

Open Enrollment Act Transfers

The Board of Trustees desires to offer enrollment options in order to provide children with opportunities for academic achievement that meet their diverse needs. Such options shall also be provided to children who reside within another district's boundaries in accordance with law, Board policy, and administrative regulation.

Whenever the district school is on the Open Enrollment List as identified by the Superintendent of Public Instruction, he/she may transfer to another school as long as the school to which he/she is transferring has a higher Academic Performance Index. (Education Code 48354, 48356)

In order to ensure that priorities for enrollment in the district school are implemented in accordance with law, the Board hereby waives the January 1 deadline in Education Code 48354 for all applications for transfer from nonresident parents/guardians of children attending a school on the Open Enrollment List in another district. Transfer applications shall be submitted between April 1st- June 25 of the preceding school year for which the transfer is requested.

(cf. 5111.1 - District Residency)

The Board may deny a transfer out of or into the district upon a determination by the Board that the transfer would negatively impact a court-ordered or voluntary desegregation plan in accordance with Education Code 48355.

Standards for Rejection of Transfer Applications

Pursuant to Education Code 48356, the Board has adopted the following standards for acceptance and rejection of transfer applications submitted by a parent/guardian of a student attending a school in another district on the Open Enrollment List. The Superintendent/Principal or designee shall apply these standards in accordance with Board policy and administrative regulation and shall ensure that the standards are applied uniformly and consistently.

As applicable, the Superintendent/Principal or designee may deny a transfer application under any of the following circumstances:

1. Upon a determination that approval of the transfer application would negatively impact the capacity of a program, class, or grade level, including:
 - a. The class or grade level exceeding the district's limits pursuant to the state Class Size Reduction Program or the Morgan/Hart Class Size Reduction Program for Grades 9-12
 - b. The school, classroom, or program exceeding the maximum student-teacher ratio specified in the district's collective bargaining agreement
 - c. The school, classroom, or program exceeding the physical capacity of the facility pursuant to the district's facilities master plan or other facility planning document
 - d. The class or grade level exceeding capacity pursuant items #a-#c above in subsequent years as the student advances to other grade levels at the school
(cf. 6151 - Class Size)
(cf. 7110 - Facilities Master Plan)
2. Upon a determination that approval of the transfer application would have an adverse financial impact on the district, including:
 - a. The hiring of additional certificated or classified staff
 - b. The operation of additional classrooms or instructional facilities
 - c. Expenses incurred by the district that would not be covered by the apportionment of funds received from the state resulting in a reduction of the resources available to resident students

Appeal Process for Denials of Transfer Applications

A parent/guardian may appeal the district's denial of a transfer application to the Board by filing a written request of appeal with the Superintendent/Principal or designee within 10 days of the receipt of the written notification of denial. In addition, a parent/guardian who believes he/she has been subject to discrimination may file an appeal using the district's Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

The Board shall schedule an appeal hearing as soon as practicable at a regular or special meeting of the Board. At the hearing, the parent/guardian shall have the right to present oral or written evidence, rebut district evidence, and question any district witnesses. Unless the parent/guardian requests that the hearing be held in open session, the hearing shall be held in closed session in order to protect the privacy of students in accordance with law.

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall make its decision by the next regularly scheduled meeting and shall send its decision to all concerned parties. The Board's decision shall be final.

Legal Reference:

EDUCATION CODE

200 Prohibition of discrimination
35160.5 District policies, rules, and regulations
46600-46611 Interdistrict attendance agreements
48200 Compulsory attendance
48204 Residency requirements for school attendance
48300-48316 Student attendance alternatives, school district of choice program
48350-48361 Open Enrollment Act
48915 Expulsion; particular circumstances
48915.1 Expelled individuals: enrollment in another district
52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance

FAMILY CODE

6500-6552 Caregivers
CODE OF REGULATIONS, TITLE 5
4700-4703 Open Enrollment Act
CODE OF FEDERAL REGULATIONS, TITLE 34
200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer
200.39 Program improvement, transfer option
200.42 Corrective action, transfer option
200.43 Restructuring, transfer option
200.44 Public school choice, program improvement schools

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)
84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275
Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>

Policy PALO VERDE UNION SCHOOL DISTRICT
adopted: August 14, 2019 Tulare, California

Palo Verde Un SD (Tulare) | AR 5118 Students

Open Enrollment Act Transfers

Definitions

District of enrollment means the district, other than the district in which the student's parent/guardian resides, in which the parent/guardian intends to enroll his/her child. (Education Code 48352)

District of residence means the district in which the parent/guardian of a student resides and in which the student would otherwise be required to enroll pursuant to Education Code 48200. (Education Code 48352)
(cf. 51111 - District Residency)

Open enrollment school means a "low-achieving" school identified by the Superintendent of Public Instruction (SPI) pursuant to Education Code 48352 and 5 CCR 4701. (Education Code 48352; 5 CCR 4701)

Transfer Applications into the District School

Enrollment priority shall be available to students who reside within this district. No student who resides within the district or who is currently enrolled in the district school shall be displaced by a student who is transferring pursuant Education Code 48350-48361 or 5 CCR 4700-4703. (Education Code 48354, 48356)

Applications shall be submitted within the deadlines established by Board policy.

However, the application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48354)

(cf. 6173.2 - Education of Children of Military Families)

The Superintendent/Principal or designee shall not consider the student's previous academic achievement, athletic performance, physical condition, English language proficiency, family income, or any of the prohibited bases for discrimination listed in Education Code 200. (Education Code 48354, 48356)

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

(cf. 6172 - Gifted and Talented Student Program)

Students applying for open enrollment transfers shall be assigned priority for approval as follows: (Education Code 48356)

1. First priority for the siblings of students who already attend the district school
2. Second priority for students transferring from a program improvement school ranked in decile 1 on the Academic Performance Index (API)

If the number of students who request the district school exceeds the number of spaces available at the school, the Superintendent/Principal or designee shall conduct a lottery, in the group priority order identified in items #1 and #2 above, to select students at random until all of the available spaces are filled. (Education Code 48356)

Within 60 days of receiving the application, the Superintendent/Principal or designee shall provide written notification to the parent/guardian and the student's district of residence as to whether the application has been accepted or rejected. If the application has been rejected, the notice shall state the reasons for the rejection. If the application has been approved, the notification shall specify the school's address. (Education Code 48357; 5 CCR 4702)

Terms of Approval

The Superintendent/Principal or designee shall ensure that the district school has a higher API than the school in which the student was previously enrolled. (Education Code 48356)

The parent/guardian shall enroll his/her child on or before the first day of instruction or within 14 calendar days of receipt of the district's notice of approval of the application, whichever is later. If the parent/guardian fails to enroll his/her child within this timeframe, the district may decline to enroll the student. (5 CCR 4703)

Upon enrollment, the district shall grant the student any credits toward graduation that he/she received from his/her district of residence. The student shall be eligible for graduation from the district school upon completion of state and district graduation requirements. (Education Code 48358)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

A student admitted to the district school through this process shall be deemed to have fulfilled district residency requirements pursuant to Education Code 48204 and shall not be required to reapply for enrollment, regardless of whether his/her school of residence remains on the Open Enrollment List. (Education Code 48356; 5 CCR 4702)

Parents/guardians are responsible for transporting their children to school.

Transfers out of the District School

Upon identification by the California Department of Education (CDE) that the district school is on the Open Enrollment List, the Superintendent/Principal or designee shall notify the parents/guardians of each student of the option to transfer. This notice shall be provided by the first day of instruction. However, if the CDE has not notified the district whether the school is on the list by the first day of instruction, the notification shall be provided no later than 14 calendar days after the Open Enrollment List is posted on the CDE's web site. (Education Code 48354; 5 CCR 4702)

(cf. 5145.6 - Parental Notifications)

*Regulation PALO VERDE UNION SCHOOL DISTRICT
approved: August 14, 2019 Tulare, California*

Appendix 4- Uniform Complaint Procedures

Palo Verde Un SD (Tulare) | BP 1312.3 Community Relations

Uniform Complaint Procedures

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 early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)

- (cf. 3553 - Free and Reduced Price Meals)
- (cf. 3555 - Nutrition Program Compliance)
- (cf. 5141.4 - Child Abuse Prevention and Reporting)
- (cf. 5148 - Child Care and Development)
- (cf. 5148.2 - Before/After School Programs)
- (cf. 6159 - Individualized Education Program)
- (cf. 6171 - Title I Programs)
- (cf. 6174 - Education for English Learners)
- (cf. 6175 - Migrant Education Program)
- (cf. 6178 - Career Technical Education)
- (cf. 6178.1 - Work-Based Learning)
- (cf. 6178.2 - Regional Occupational Center/Program)
- (cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating 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 or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, 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. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

3. 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)

4. 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)

5. 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)

6. 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)

7. 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)

8. Any complaint, by or on behalf of a former juvenile court school student who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in the juvenile court school or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173.3 - Education for Juvenile Court School Students)

9. 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)

10. 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)

11. 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

12. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may 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 sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent/Principal or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent/Principal or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and 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/Principal 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/Principal or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable 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.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
222 Reasonable accommodations; lactating students
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures
35186 Williams uniform complaint procedures
48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49069.5 Rights of parents
49490-49590 Child nutrition programs
51210 Courses of study grades 1-6
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth, homeless children, and former juvenile court school students; course credits; graduation requirements
51228.1-51228.3 Course periods without educational content
52060-52077 Local control and accountability plan, especially:
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52490 Career technical education
52500-52616.24 Adult schools
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6577 Title I basic programs
6801-7014 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs
12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

CODE OF FEDERAL REGULATIONS, TITLE 34

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES: CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

Policy PALO VERDE UNION SCHOOL DISTRICT

adopted: August 14, 2019 Tulare, California

Palo Verde Un SD (Tulare) | AR 1312.3 Community Relations

Uniform Complaint Procedures

Except as the Board of Trustees may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4030 - Nondiscrimination in Employment)

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(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). 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/Principal
9637 Ave. 196
Tulare, CA 93274 | 559-688-0648

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 and respondent, if applicable, 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 a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent/Principal or designee who shall determine how the complaint will be investigated.

The Superintendent/Principal 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 cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging 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/Principal 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 one or more interim measures. The interim measures shall 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 the district school and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent/Principal 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, homeless students, and former juvenile court school 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)

(cf. 6173.3 - Education for Juvenile Court School Students)

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

The Superintendent/Principal 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/Principal or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances. If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

f. 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.

g. 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.

h. 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 the district and another district.

i. A foster youth, homeless student, or former juvenile court school student who transfers into the district high school 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

j. 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.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

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

l. 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)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

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 writing and signed by the complainant. 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) Complaints shall also be filed in accordance with the following rules, as applicable:

1. A 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 or with the Superintendent/Principal or designee. 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/Principal 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 of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, 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.

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. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

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. Similarly, a respondent'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 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)

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. When required by law, the matter shall be considered in closed session. 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)

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

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 and respondent. (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. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

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 respondent
- b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's and respondent'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, 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 remedies that may be offered to the victim but not communicated to the respondent 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

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

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 the elementary school, 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](#))

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent 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 or respondent has appealed the district's decision, the Superintendent/Principal 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

*Regulation PALO VERDE UNION SCHOOL DISTRICT
approved: August 14, 2019 Tulare, California*

Appendix 5- William Complaint Procedures

Palo Verde Un SD (Tulare) | AR 1312.4 Community Relations

Williams Complaint Procedures

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following: (Education Code 35186; 5 CCR 4680-4683)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
(cf. 4112.22 - Staff Teaching English Learners)
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester.
(Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)
Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)
(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)
3. Complaints regarding the condition of school facilities, including any complaint alleging that:
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.
Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate.
(Education Code 17592.72)
 - b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

(cf. 3514 - Environmental Safety)

(cf. 3517 - Facilities Inspection)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the Superintendent/Principal or designee. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The Superintendent/Principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Board of Trustees at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent/Principal or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)
(cf. 1340 - Access to District Records)

Reports

On a quarterly basis, the Superintendent/Principal or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent/Principal or designee shall ensure a Williams complaint form is available at the school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent/Principal or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The Superintendent/Principal or designee shall ensure that a notice containing the components specified in Education Code 35186 is posted in each classroom. (Education Code 35186)

Legal Reference:

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying
1240 County superintendent of schools, duties
17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account
33126 School accountability report card
35186 Williams uniform complaint procedures
35292.5 Restrooms, maintenance and cleanliness
48985 Notice to parents in language other than English
60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures
4680-4687 Williams uniform complaint procedures

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California County Superintendents Educational Services Association: <http://www.ccsesa.org>
California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>
State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

*Regulation PALO VERDE UNION SCHOOL DISTRICT
approved: August 14, 2019 Tulare, California*

Appendix 6 - List of Pesticide Products

List of Pesticide Products



The following pesticides could be applied at your school/schools during the 2026/2027 school year.

- Patrol- lambda- Cyhalothrin
- Termidor- Fipronil
- CT511- Pyrethrin
- D- force HPX- Deltamethrin
- Maxforce Fleet ant gel bait- Fipronil
- Suspend Poly zone- Deltamethrin
- Maxforce Magnum roach gel bait- Fipronil
- Gentrol Aerosol- Hydroprene
- Gentrol- Hydroprene
- Advion WDG- Indoxacarb
- Wisdom TC-Bifenthrin
- Maxforce Impact roach gel bait- Clothianidin
- Niban granular bait- Orthoboric acid
- Maxforce complete granular insect bait- Hydramethylnon
- Phantom- Chlorfenapyr
- Alpine- Dinotefuran
- Intice ant bait- Sodium tetraborate decahydrate (borax)
- Precor 2625- S-methoprene, etofeprox, tetra methrin, pyrethrins piperonyl butoxide
- Boractin- Orthoboric acid
- Essentria IC3- Essential oils
- Pro-pell- Essential oils 25b
- Eco Via CA- Essential oils 25b
- Hot spot- Essential oils
- Glue boards/lo-lines- non toxic

Appendix 7- School Calendar 2026-2027

Palo Verde Union Elementary School District 2026-2027									
	M	T	W	TH	F	Instructional Days	Significant Dates	Explanation	
AUG	3	4	5	6	7	19			
	10	11	12	13	14		Aug. 3-4	First Teacher Duty Days	
	17	18	19	20	21		Aug. 5-min day	First Day of School	
	24	25	26	27	28		Aug 12, 19, 26	Minimum Days	
	31						Aug 26	Back to School Night	
SEPT		1	2	3	4	19	Sept 2,9, 23	Minimum Days	
	7	8	9	10	11		Sept. 7	Labor Day (No School)	
	14	15	16	17	18		Sept. 16	Fair Day (No School)	
	21	22	23	24	25		Sept. 18	6 Week Grades(31 days) **	
	28	29	30				Sept. 30	No Class, Parent Conferences	
OCT				1	2	21	Oct. 7, 14, 21, 28	Minimum Days	
	5	6	7	8	9				
	12	13	14	15	16		Oct. 12	Training- No School	
	19	20	21	22	23				
	26	27	28	29	30		Oct 30	End Grade Period (59 days) **	
NOV	2	3	4	5	6	15	Nov. 4, 18, 20		
	9	10	11	12	13				
	16	17	18	19	20		Nov. 11	Veteran's Day (No School)	
	23	24	25	26	27		Nov 23.-27	Thanksgiving Holiday	
	30								
DEC		1	2	3	4	14	Dec 2, 9, 16, 18	Minimum Days	
	7	8	9	10	11				
	14	15	16	17	18		Dec 18	6 Week Grades (29 days) **	
	21	22	23	24	25				
	28	29	30	31			Dec. 21-	Winter Vacation	
JAN					1	15	Jan. 8	End of Winter Vacation	
	4	5	6	7	8				
	11	12	13	14	15		Jan. 13, 20, 27	Minimum Days	
	18	19	20	21	22		Jan. 18	Martin Luther King Day	
	25	26	27	28	29				
FEB	1	2	3	4	5	18	Feb. 3, 17, 24	Minimum Days	
	8	9	10	11	12		Feb. 9-11	Farm Show-Volunteers Needed	
	15	16	17	18	19		Feb. 10	Lincoln's Birthday	
	22	23	24	25	26		Feb. 15	President's Day (No School)	
							Feb. 26	End Grade Period (61 days) **	
MAR	1	2	3	4	5	15	Mar. 3, 10, 17, 19, 31	Minimum Days	
	8	9	10	11	12				
	15	16	17	18	19		Mar. 15-19	Parent Conf-At Risk Students	
	22	23	24	25	26		Mar. 22-26	Spring Vacation	
	29	30	31				Mar. 19, 29	Fog Make-up	
APR				1	2	21	Apr. 7, 14, 21, 28	Minimum Days	
	5	6	7	8	9				
	12	13	14	15	16				
	19	20	21	22	23		Apr. 23	6 Week Grades (33 days) **	
	26	27	28	29	30		Apr. 26	Fog Make Up	
MAY	3	4	5	6	7	20	May 5, 12, 19, 26	Minimum Days	
	10	11	12	13	14				
	17	18	19	20	21		May 21	End of Grading Period **	
	24	25	26	27	28		May 28	New Games Day	
	31						May 31	Memorial Day (No School)	
JUNE		1	2	3	4	3	June 3	Last Day/Grad(60 Days)	
	7	8	9	10	11	180	June 4, 9	Possible Last Teacher Duty Day	
							June 4,7, 8	Fog make up days	

No School
Teacher Duty Day
Early Dismissal @ 1:15

Appendix 8- Type 1 Diabetes

Type 1 Diabetes Information Sheet

Pursuant to California Education Code Section 49452.6, type 1 diabetes informational materials are to be provided to the parent or guardian of a pupil when the pupil is first enrolled in elementary school.

Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated, and the guidance provided in this information sheet is intended to raise awareness about this disease.

What is Type 1 Diabetes?

- The body turns the carbohydrates in bodies into glucose (blood sugar), which is the basic fuel for the body's cells
- The pancreas makes insulin. Insulin is a hormone that moves glucose from the blood into the body's cells.
- In type 1 diabetes, the body's pancreas stops making insulin, and the levels of glucose in the blood rise.
- Over time the glucose levels in the blood may become dangerously high. When this happens, it is called "hyperglycemia".
- If left untreated, hyperglycemia can result in diabetic ketoacidosis (DKA), which is a life-threatening complication of diabetes.
- Type 1 Diabetes usually develops in children and young adults but can occur at any age.

Risk factors Associated with Type 1 Diabetes

- Researchers do not completely understand why some people develop type 1 diabetes.
- Having a family history of type 1 diabetes can increase the likelihood of developing type 1 diabetes.
- Other risk factors may include environmental triggers, such as viruses.
- Type 1 diabetes is not caused by diet or lifestyle choices.

Warning Signs and Symptoms Associated with Type 1 Diabetes

Warning signs and symptoms may develop quickly, in weeks or months. If your child displays the warning signs below, contact your child's health care provider to determine if screening your child for type 1 diabetes is appropriate:

- Increased thirst
- Unexplained weight loss
- Feeling very tired
- Blurred vision
- Very dry skin
- Slow healing of sores or cuts
- Increased hunger, even after eating
- Moodiness, restlessness, irritability or behavior changes
- Increased urination, including bed-wetting after toilet training

DKA is a complication of untreated type 1 diabetes, and is a medical emergency. Symptoms include:

- Fruity breath
- Dry/flushed skin
- Nausea
- Vomiting
- Stomach pains
- Trouble breathing
- Confusion

Types of Screening Tests for Diabetes Type 1

- ***Glycated hemoglobin (A1C) test.*** a blood test measures the average blood sugar level over two to three months. An A1C level of 6.5% or higher on two separate tests indicates diabetes.
- ***Random (non fasting) blood sugar test.*** A blood sample is taken without fasting. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes.
- ***Fasting blood sugar test.*** A blood sample is taken after an overnight fast. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- ***Oral glucose tolerance test.*** A test measuring the fasting blood sugar level after an overnight fast, with periodic testing over the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 1 Diabetes Treatments

There are no known ways to prevent type 1 diabetes. Once type 1 diabetes develops, medication is the only treatment.

If your child is diagnosed with type 1 diabetes, their healthcare provider will be able to help develop a treatment plan. Your child's health care provider may refer you to an endocrinologist, a doctor specializing in the endocrine system and its disorders, such as diabetes.

If you have questions, contact your student's school nurse, school administrator, or health care provider.

School Licensed Nurse **Trecia Gallegos**

School Administrator **Phil Anderson**

Telephone (559-688-0648) ext 702

Telephone (559-688-0648) ext 905

Appendix 9- Health Care For All Families

Enroll. Get Care. Renew.

Health Coverage All Year Long: 2022 Public Health Emergency Edition



Health Coverage Options

Medi-Cal:

- Children—regardless of immigration status—foster youth, pregnant women and legally present individuals—including those with DACA status—may be eligible for no- or low-cost Medi-Cal.
- Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and foster youth up to age 26 at no or low cost.
- Medi-Cal enrollment is available year round.
- During COVID-19, Medi-Cal plans began offering more services using telehealth. Ask your provider about accessing care over video or telephone.

Covered California:

- Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them.
- Based on income and family size, many Californians may qualify for financial assistance.
- Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have 60 days from the event to complete enrollment.

Immigrant Families: Visit the [public charge guide](#). Receiving government health insurance and using health services will not affect your immigration status. Information is only used to determine eligibility. Click the [English](#) or [Spanish](#) versions for more details.

Enroll.

Three ways to enroll in Medi-Cal and Covered California:

- 1 (800) 300-1506
- www.coveredca.com
- Find in-person help: www.coveredca.com/support/membership/contact-medi-cal/

Get Care.

- Find a primary care doctor in your network.
- Schedule an annual checkup for you and your family.
- Make sure to take your child to the dentist.
- Pay your monthly premium if your plan requires it.

Renew.



Medi-Cal must be renewed every year. While this has temporarily paused during the COVID-19 pandemic, it is important to ensure that Medi-Cal has your current address so that when it's time to renew your coverage, they can contact you. If you receive a renewal notice, be sure to act: you can renew by mail, online or over the phone. For help, contact your local Medi-Cal office. Click [here](#) to find your county office.

Health plans through Covered California must be renewed every year. Renewal information will be mailed at the end of the year, or you can contact Covered California directly at: 1(800) 300-1506.

Financial Help. You and your family may qualify for financial help:

SEE NOTE BELOW FOR INCOMES IN THIS RANGE	Federal Premium Tax Credit*									Tax credit continues beyond 400%
	American Indian / Alaska Native (AI/AN) Zero Cost Sharing									AI/AN Limited Cost Sharing
% FPL	100%	138%	150%	200%	213%	250%	266%	300%	322%	400%
Household Size	If 2022 household income is at or less than									
1	\$12,880	\$17,775	\$19,320	\$25,760	\$27,435	\$32,200	\$34,261	\$38,640	\$41,474	\$41,474
2	\$17,420	\$24,040	\$26,130	\$34,840	\$37,105	\$43,550	\$46,338	\$52,260	\$56,093	\$56,093
3	\$21,960	\$30,305	\$32,940	\$43,920	\$46,775	\$54,900	\$58,414	\$65,880	\$70,712	\$70,712
4	\$26,500	\$36,570	\$39,750	\$53,000	\$56,445	\$66,250	\$70,490	\$79,500	\$85,330	\$85,330
5	\$31,040	\$42,836	\$46,560	\$62,080	\$66,116	\$77,600	\$82,567	\$93,120	\$99,949	\$99,949
6	\$35,580	\$49,101	\$53,370	\$71,160	\$75,786	\$88,950	\$94,643	\$106,740	\$114,568	\$114,568
	Medi-Cal for Adults		Medi-Cal for Pregnant Women			Medi-Cal Access for Pregnant Women				
	Medi-Cal for Kids (0-18 Yrs.)							CCHIP		

Note: Consumers after 138% FPL may qualify for a Covered California health plan with financial help including: federal premium tax credit, Zero Cost Sharing and Limited Cost Sharing AI/AN plans.

Source: www.coveredca.com/pdfs/FPL-chart.pdf

For more information go to:
www.allinforhealth.org



Appendix 10- Release of Directory Information

Release of Directory Information 2026-2027

This form provides parents and guardians the opportunity to opt their student out of the release of directory information. Please read each section of the form carefully. If you have any questions about this form, please contact the District's secretary, Eneida Rios at 9637 Avenue 196, Tulare, CA 93274, 559-688-0648.

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 released to representatives of the news media or nonprofit organization in accordance with Board Policy and administrative regulation may include student's name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational agency or institution attended. 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.

Please note: This is an OPTIONAL form. The form should only be returned to the school if you wish to opt your child out of one of these areas.

If you do not want your child's directory information released, please check the box below. This opt-out does not apply to directory information released for District yearbook purposes.

- I **do not** want my child's directory information to be released.

The District may use and release such directory information to third parties for purposes, including, without limitation, compiling, completing, and printing the District's annual yearbook and/or awards listings. If you do not want your child's directory information released and/or used for such purposes, please check the box below.

- I **do not** want my child's directory information to be released in yearbooks and awards listings.

Parent/Guardian Signature: _____

Date: _____

Student Name: _____

ID#: _____

Address: _____

Phone: _____

School: _____

Grade: _____

Appendix 11 - Firearm Safety

To: Parents and Guardians of Students in the **Palo Verde School District**

From: **Phil Anderson**

Subject: **California Law Regarding Safe Storage of Firearms**

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Palo Verde School District** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.¹

- **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.²

¹ See California Penal Code sections 25100 through 25125 and 25200 through 25220. ² See California Penal Code section 25100(c).

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.⁴

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

Phil Anderson

California Department of Education

³ See California Civil Code Section 29805.

⁴ See California Civil Code Section 1714.3.

Appendix 12 - Facts About Fentanyl

THE FACTS ABOUT FENTANYL

FENTANYL FACTS

Fentanyl is a synthetic opioid that is up to 50 times stronger than heroin and 100 times stronger than morphine. It is a major contributor to fatal and nonfatal overdoses in the U.S.¹

Fentanyl is a synthetic opioid that is up to

50x stronger than heroin **100x** stronger than morphine

There are two types of fentanyl: pharmaceutical fentanyl and illicitly manufactured fentanyl. Both are considered synthetic opioids. Pharmaceutical fentanyl is prescribed by doctors to treat severe pain, especially after surgery and for advanced-stage cancer. However, most recent cases of fentanyl-related overdose are linked to illicitly manufactured fentanyl, which is distributed through illegal drug markets for its heroin-like effect. It is often added to other drugs because of its extreme potency, which makes drugs cheaper, more powerful, more addictive, and more dangerous.

ILLICITLY MANUFACTURED FENTANYL

Illicitly manufactured fentanyl (IMF) is available on the drug market in different forms, including liquid and powder¹. Fentanyl-laced drugs are extremely dangerous, and many people may be unaware that their drugs are laced with fentanyl.



Powdered fentanyl looks just like many other drugs. It is commonly mixed with drugs like heroin, cocaine, and methamphetamine and made into pills that are made to resemble other prescription opioids.



In its **liquid form**, IMF can be found in nasal sprays, eye drops, or dropped onto paper like small candies.

Street Names for Fentanyl

- Apache
- Dance Fever
- Friend
- Goodfellas
- Jackpot
- Murder 8
- Tango & Cash¹

DRUGS DO NOT COME WITH
AN INGREDIENTS LIST.
MANY CONTAIN DEADLY
DOSES OF FENTANYL.

FENTANYL AND OVERDOSE

Fentanyl and other synthetic opioids are the most common drugs involved in overdose deaths.¹ Even in small doses, it can be deadly.

150

Over 150 people die every day from overdoses related to synthetic opioids like fentanyl.²

Drugs may contain deadly levels of fentanyl, and you wouldn't be able to see it, taste it, or smell it. It is nearly impossible to tell if drugs have been laced with fentanyl unless you test your drugs with fentanyl testing strips. Testing strips are inexpensive, typically give results within 5 minutes, and can be the difference between life or death. Even if the test is negative, caution should be taken as test strips might not detect more potent fentanyl-like drugs, like carfentanil.³

SIGNS OF OVERDOSE

Recognizing the signs of opioid overdose can save a life. Here are some things to look for:

- Small, constricted "pinpoint pupils"
- Falling asleep or losing consciousness
- Slow, weak, or no breathing
- Choking or gurgling sounds
- Limp body
- Cold, clammy, and/or discolored skin

WHAT TO DO IF YOU THINK SOMEONE IS OVERDOSING

It may be hard to tell whether a person is high or experiencing an overdose. If you aren't sure, it's best to treat the situation like an overdose—you could save a life.

1

Call 911 immediately.*

2

Administer naloxone,** if available.

3

Try to keep the person awake and breathing.

4

Lay the person on their side to prevent choking.

5

Stay with them until emergency workers arrive.

1. Wilson N, Karlisa M, Seth P, Smith H 4th, Davis NL. Drug and opioid-involved overdose deaths—United States, 2017–2018. MMWR Morb Mortal Wkly Rep 2020;69:290–7. 10.15585/mmwr.mm6911a4

2. NCHS. National Vital Statistics System. Estimates for 2020 are based on provisional data. Estimates for 2015–2019 are based on final data (available from: <https://www.oas.samhsa.gov/2k2/2k2-2019-nchs-nvss-vsmr/drug-overdose-data.html>).

3. Bergh, Marianne Skov-Skov et al. "Selectivity and sensitivity of urine fentanyl test strips to detect fentanyl analogues in illicit drugs." The International journal on drug policy vol. 90 (2021): <https://doi.org/10.1016/j.drugpo.2020.103065>

* Most states have laws that may protect a person who is overdosing or the person who called for help from legal trouble.
** Naloxone is a life-saving medication that can reverse the effects of opioid overdose and save lives. It is available in all 50 states and can be purchased from a local pharmacy without a prescription in most states.



Appendix 13 - Verification of Receipt of Notification

Palo Verde Union Elementary School

Verification of Receipt of Notification

Name of Student

Grade

The enclosed Annual Notification has been made available to the Parents/Guardians of all students enrolled at Palo Verde School.

Parents or Guardians ARE REQUIRED to acknowledge that they have read this information by signing and returning this form to the School District office within two weeks of starting school.

I have read the attached information and understand that if I have any questions or concerns I can contact the School Superintendent/Principal.

Parent/Guardian Signature

Date