

ANNUAL NOTIFICATION TO PARENTS/GUARDIANS 2021–2022

A MESSAGE FROM OUR SUPERINTENDENT



WELCOME to the 2021-2022 school year at Pajaro Valley Unified School District!

Welcome to the 2021-2022 school year! Every member of the PVUSD team has been working tirelessly to plan a successful, in-person return to this upcoming school year. PVUSD will begin the first three weeks of school with a Restorative Start to prioritize building and nurturing relationships with students, families and staff. The Restorative Start is an extension of our promise to provide a caring and supportive learning environment through attentive educators, staff and leaders at every school site and within each department. Alongside dedicated staff, community partners and families, we have mobilized and will continue efforts to bridge the gap between our vision for the future and the implementation of equitable, culturally and linguistically relevant learning throughout the upcoming years. Our commitment remains to our expanded definition of student success that includes a focus on the Whole Child, Whole Family and Whole Community while preparing all students for college, career and life.

As we embark in systemic transformation, you will see many examples of hope and excellence embodied in our new theme PVUSD C.A.R.E.S!:

Connect, Accelerate, Recover, Enrich, Succeed:

- Establishment of Restorative Start for the first three weeks of school
- Launch of Family Engagement and Wellness Centers
- Hiring of additional support staff including social emotional counselors, mental health clinicians, intervention teachers and instructional assistants at TK-1 grade level
- Development of Learning Hubs at secondary schools
- Expansion of investment in community partners such as PVPSA, EAOP, Life Lab, El Sistema and Latino Film Institute
- Investment in all staff around trauma informed instruction and social emotional learning

Our focus on educational equity and support for each and every student has only strengthened. Each PVUSD student will have the necessary resources to ensure their success on a social emotional and academic level. Once again, we will be providing each student with a Launch Kit, which will include grade level appropriate materials such as journals/composition notebooks, colored pencils, glue, and scissors. Students will be able to use these resources after school at home during homework time and independent learning time.

Being together as we launch the school year will be a time for gratitude and celebration. We pledge to **connect** with all stakeholders by actively listening and investing time in you, **accelerate** our students through culturally and linguistically relevant learning, **recover** together from the effects of the pandemic, **enrich** the lives of our students, families and staff through social emotional, mental health, language and academic supports and ensure our students **succeed** to fulfill our mission and vision of preparing all students for college, career and life.

Sincerely,

Dr. Michelle Rodriguez
Superintendent of Schools

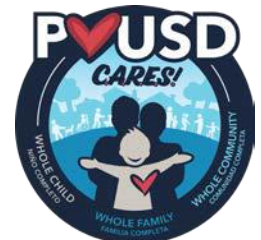


Table of Contents

PVUSD Schools	4	Student Meal Program	21
School Year 2021/2022 Calendar	5	STOPit	21
PVUSD Stu Accept. Use of the Internet	5	School Accountability Report Card	22
Social Media Information For Parent & Child	7	Services to Students with Disabilities	22
PVUSD Publishing Policy	8	Individualized Instruction	22
		Pregnant or Parenting Students	22
Attendance	10	Advanced Placement Exam Fees	22
Notification of Absence	11	Fees	23
Excused Absences	11	Health Services	23
Attendance Recovery	11	Immunizations	23
Homeless – McKinney Vento Act	12	Physical Examinations	23
Student Attendance Expectations	12	K and/or 1st Gr Oral Health Asses.	23
Chronic Absenteeism	13	Vision, Hearing, and Scoliosis Screening	24
Truancy	13	Medication	24
Enrollment	14	Sun Protection	24
Attendance Options/Permits	14	Student Accident and Health Insurance	25
Intra-District Transfer	14	Enrollment in a Health Care Plan	25
Inter-District Transfer	15	School-Sponsored Athletics	25
Enrollment of Homeless or Foster Youth	15	Access to Mental Health Services	25
State Open Enrollment	15	Confidential Medical Services	25
Attendance Where Caregiver Resides	15	School Environment and Safety	25
Eligibility for Transitional Kindergarten:	15	Drug, Alcohol, and Tobacco Use Prevention	25
Eligibility for Kindergarten:	15	Marijuana (Cannabis)	25
Special Education (IDEA)	15	Steroid Prevention Program	25
Special Education Qualification	16	School Rules	26
Special Education Complaints	16	Leaving School at Lunch Time	26
Notice of Alternative Schools	16	Cellphones, Pgers, Elect Sig Dev.	26
Alternative Education Schools	16	Social Networking	26
Instruction	17	Student and Adult use of Tobacco	26
District Courses	17	Safe Place to Learn	26
School Counselors	17	Parent Responsibility	27
Academic and non-academic courses, classes, electives, activities, sports, and related facilities	17	Impersonation on the Internet	27
Student Immigrant and Religious Rights	17	Grounds for Suspension or Expulsion	27
California State Academic Standards	17	Suspension / Expulsion	27
Ca. Asst of Stu Perf & Progress (CAASPP)	17	Student Search	29
Eng Lang Prof Asst for Ca (ELPAC)	17	Release of Student to Peace Officer	29
Physical Fitness Test	18	Discrimination, Protections, Complaints & Procedures	29
LCFF and LCAP	18	Student Harassment	30
Homeless, Migratory, Foster, Military, and Juvenile Court Youth	18	Sexual Harassment	30
Language Learning Programs	18	Disciplinary Actions	31
Curriculum and Personal Beliefs	18	Record Keeping	31
Sex Equity in Course Selection and Career Counseling; Advance Notice	19	Administrative Regulation	31
Dissection of Animals	19	Reporting Process and Complaint Investigation and Resolution	32
College Admission Requirements	19	Confidentiality	32
College or Career Counseling	19	Response Pending Investigation	32
Career Technical Education	20	Uniform Complaint Procedures	33
Student Information Records	20	Dissemination of Notice	33
Student Records	20	Appeals to the California Department of Education	34
Release of Stu Records/Compliance w Subpoena or Court Order	20	Civil Law Remedies	35
Release of Directory Information	20	Comp RE the Williams Settlement, Inst Mat, Tchr Plce, & School Facilities	35
Tests/Surveys on Personal Beliefs	20	Williams Settlement complaint procedure	36
Student Data from Social Media Websites	20	Miscellaneous Information/Facilities	36
Student Data from Social Media Websites	21	Management Plan for Asbestos - Cont. Material	36
Regulations Regarding Pupil Achievement	21	Lead Poison	36
Teacher Qualifications	20	Habitat Management Program	36
Student Services	20	Pesticide Usage	36
		Chemical Name and EPA Number	36

As the parent of a student, you have many rights and responsibilities. This booklet talks about many of those and the laws, policies and statutes, which cover them. We suggest you read it. We must get the signed form returned or your child may not be able to attend classes. This booklet talks about when your child is absent from school. Only in certain cases is it permissible for a student to miss school.

Teachers build your child's education one day at a time, so every day is essential. In elementary, middle, junior and high school, moving ahead, or even graduation, can be put in jeopardy if too many days are missed. Work with the teacher when a child must miss school. Get homework assignment and review work. There is only one chance to get a great education.

Pajaro Valley Unified School District Schools

ELEMENTARIES

[Amesti Elementary](#)

[Ann Soldo Elementary](#)

[Bradley Elementary](#)

[Calabasas Elementary](#)

[Freedom Elementary](#)

[H.A. Hyde Elementary](#)

[Hall District Elementary](#)

[Landmark Elementary](#)

[MacQuiddy Elementary](#)

[Mar Vista Elementary](#)

[Mintie White Elementary](#)

[Ohlone Elementary](#)

[Radcliff Elementary](#)

[Rio Del Mar Elementary](#)

[Starlight Elementary](#)

[Valencia Elementary](#)

MIDDLE SCHOOLS

[Aptos Junior High](#)

[Cesar Chavez Middle](#)

[E.A. Hall Middle](#)

[Lakeview Middle](#)

[Pajaro Middle](#)

[Rolling Hills Middle](#)

HIGH SCHOOLS

[Aptos High](#)

[Pajaro Valley High](#)

[Watsonville High](#)

CHARTERS & ALTERNATIVE

[Alianza Charter](#)

[Diamond Technology Institute](#)

[Duncan Holbert](#)

[New School](#)

[Pacific Coast Charter](#)

[Renaissance High](#)

[Watsonville Charter School of the Arts](#)

[Virtual Academy](#)

ADULT EDUCATION

[WASC Adult Education](#)

Pajaro Valley Unified School District 2021-2022



STUDENT INSTRUCTIONAL CALENDAR

JULY

M	T	W	T	F
			1	2
3	4	5	6	7
8	9	10	11	12
13	14	15	16	17
18	19	20	21	22
23	24	25	26	27
28	29	30		

AUGUST

M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

SEPTEMBER

M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

OCTOBER

M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

NOVEMBER

M	T	W	T	F
1	2	3	4	5
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11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

DECEMBER

M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

CODE:

- Legal Holiday
- Student/Teacher Recess
- Teacher Work Day
- Begin/End Qtr/Sem
- Trimesters
- Prof. Development
- Elem. Parent Conferences

8/9-8/10: Prof. Development

8/11: Teacher Work Day

8/12: Begin/End Qtr/Sem

14 Student Days

9/8: Labor Day

21 Student Days

10/8-10/11: Beg/End Qtr/Sem

10/15: Student/Teacher Recess

20 Student Days

11/1: Prof. Development

11/5: Trimester Ends

11/11: Veterans Day

11/24: Student/Teacher Recess

11/25-11/28: Thanksgiving Holiday

11/15-11/19: Elem. Parent Conferences

17 Student Days

12/17: Begin/End Qtr/Sem

12/20-1/7: Winter Break

12/24 & 12/27: Christmas Holidays

12/29: Classified Floater Holiday

12/30: New Year's Eve Holiday

12/31: New Year's Eve Holiday

13 Student Days

JANUARY

M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

FEBRUARY

M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

MARCH

M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

APRIL

M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

MAY

M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

JUNE

M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

1/10: Begin/End Qtr/Sem

1/17: Martin Luther King Jr. Day

15 Student Days

2/14: Lincoln's Birthday Observed

2/21: Washington's Birthday

18 Student Days

3/2: Trimester Ends

3/18-3/21: Beg/End Qtr/Sem

23 Student Days

4/4-4/8: Spring Recess

4/8: Cesar Chavez Holiday

4/15: Student/Teacher Recess

15 Student Days

5/30: Memorial Day

21 Student Days

6/3: End Qtr/Semester

6/3: Trimester Ends

6/3: Minimum Day / All Schools

3 Student Days

180 Instructional Days

1st Semester: 85 Student Days

2nd Semester: 95 Student Days

REV: 1/20/21

Board First Readings: 12/09/20, 1/27/21

Board Action/Approval: 2/10/21

Pajaro Valley Unified School District Student Acceptable Use of the Internet

Student use of district technologies are governed by Board policies as described in the Acceptable Use Policy below. Given the integration of these technologies with the instructional program and state mandated annual testing, acceptance of these policies is no longer optional for students. The Acceptable Use Policy (AUP) ensures safe and legitimate uses of the Internet and the district's network and computers. This policy is to be regularly reviewed by the Superintendent or designee to ensure its effectiveness.

PVUSD's Acceptable Use Policy (AUP) complies with the Children's Internet Protection Act (CIPA) by preventing unlawful and malicious activities by users on the PVUSD network, and securing confidential information from unauthorized access. All users must comply with every aspect of this policy. Any violation of this AUP may result in disciplinary and/or criminal action. Users are expected to report any security problems or misuse of district technology.

The district utilizes an Internet filter to block access to content that is obscene, pornographic, or detrimental in general. However, no filtering system is 100% effective. PVUSD staff believe that the benefits to students from Internet access exceed the possible disadvantages.

The district reserves the right to monitor users' network activities. Therefore, users should have no expectation of privacy concerning the use of the PVUSD network, PVUSD issued devices and resources. This includes, but is not limited to, all electronic communication such as email, chatting, blogging, etc. Additionally, students' Google Drive is subject to scanning. In the event of a reported violation of this AUP, the district reserves the right to search district issued devices and accounts, either electronically or physically, to verify the violation(s).

Students that bring personal mobile devices to school will be expected to follow policy outlined here.

Internet Safety Guidelines

All staff, students and parents should be aware of the potential dangers that the use of the Internet may bring. Students are educated biannually on appropriate and ethical uses of the Internet. The following guidelines provide assurances that students are complying with the PVUSD AUP:

- All students should have adult supervision when using the Internet
- Users should not reveal personal information (home address, birthdate, cell/home phone numbers, etc.) about themselves or others on the Internet
- Students should not place photos with their full names or with the names of others on the Internet
- Users should never meet with a person or persons they have met only on the Internet

Acceptable Uses of the PVUSD Network

The PVUSD network is to be used for educational purposes and district business, such as class assignments, career development activities, educational research, extracurricular activities, communication activities and access to network resources. Staff and students will comply with the PVUSD Publishing Policy, which ensures that student work is appropriately posted on the Internet. Only school related files should be stored in student accounts. Staff and students are expected to take good care of District technology resources, leaving equipment and work areas in good condition.

As new technologies emerge, PVUSD will attempt to provide access to them. The policies outlined here are intended to cover all available technologies, not just those specifically listed.

Unacceptable Uses of the PVUSD Network

Any unlawful or malicious use of the PVUSD network, such as, but not limited to:

- Accessing, posting, submitting, publishing, or transmitting any of the following:
- Pornographic or sexually explicit material
- Material that could be construed as harassment or disparagement of others based on race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs
- Obscene depictions
- Materials that are threatening or encourage illegal activities, including damage to property
- Selling or purchasing illegal items or substances
- Selling anything using the district network
- Intentionally accessing and/or spreading malicious files, such as viruses, worms, spam, etc.
- Attempting to bypass the content filter to access blocked sites
- Violation of copyright laws or plagiarism of any kind, including downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights
- Causing harm to others or damage to property, such as, but not limited to:
- Cyberbullying: It shall be the student's responsibility to report any cases to the student's teacher or other staff member
- The use or distribution of profane, abusive, or offensive language; threatening, harassing, or making damaging or false statements about others
- Using, deleting, copying, modifying or forging other users' names, emails, files, or data

- Using another person's network account name, information or credentials
- Disclosing information that could potentially lead to unauthorized access of network account name, passwords, information or credentials
- Accessing the PVUSD network, either internally or externally, to pursue "hacking"
- Creating unauthorized wireless networks to access PVUSD's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
- Using the network to encourage the use of drugs, alcohol or tobacco
- Using the network for commercial, political, religious or gambling purposes

Penalties for Violation of the AUP:

Any violation of this AUP may result in the loss of the user's network access, disciplinary and/or legal action for both students and employees, including suspension or expulsion from district schools, or dismissal from district employment and/or criminal prosecution by government authorities. The district will attempt to tailor disciplinary action to the severity of the violation.

Disclaimer and Waiver

The district makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of its network, computers or accounts. Any additional charges a user accrues due to the use of the district's computers or network are the responsibility of the user; the user hereby waives any and all claims against the district and further agrees to indemnify and defend the district for and against any claims arising out of the use of the district's network, computers or accounts. The district is not responsible for the accuracy or quality of any information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.

Parents who are concerned about the use of these technologies or the application of these policies should contact the school site's administration to discuss whether reasonable adjustments may be required for a student's particular needs.

Social Media Information for Parents and Child

The information on this page is for students and parents to review and discuss. We urge you to be aware of how your child(ren) use the Internet and cell phones.

I will keep myself safe and protect my reputation:

- ☐ I will not give out any personal information, like my age, last name, address or phone number, school, or meet someone I've met online, without my parent's permission.
- ☐ I will not put myself at risk by posting or sending inappropriate photos or videos.
- ☐ I will tell my parents or an adult I trust if anything happens online that makes me feel uncomfortable, threatened, upset, sad or concerned for the safety of others.
- ☐ I will not share my password with anyone other than my parents.

I will think first:

- ☐ I know that the pictures and videos I post online, and everything that I write about myself and my friends, will likely be online forever. Therefore, I will not put anything on my profile that I wouldn't want my parents, teachers, college admissions officers or future bosses to see.
- ☐ I agree that not all TV shows, movies, games, music and websites are right for me. I will talk to my parents if I am not sure what's appropriate.
- ☐ I know that not everything I read or see is true, and I will think about whether a source is credible.
- ☐ I will earn my independence and my parent's trust.

I will keep a healthy balance:

- ☐ Even though I love media, there are other things in my life that interest. So I will help my parents set time limits that make sense and then I will follow them.
- ☐ I will help my parents understand why media is so important to me, but also recognize that my safety is more important to them than anything else.

In exchange, my parents agree to:

- ☐ Recognize that media is a big part of my life, even if they don't always understand why.
- ☐ Talk with me about what worries them and why, before saying "no"
- ☐ Respect my privacy and talk to me if they have concerns.

Pajaro Valley Unified School District Publishing Policy

PVUSD uses technology as a tool to enhance learning, increase productivity and promote creativity. The Internet and use of technology communication tools are extremely valuable for class assignments, collaboration, publishing, and interacting with peers, experts and other audiences. Specifically, the use of the Internet provides opportunities to access a wide variety of information, reference materials, and educational resources which were previously inaccessible. However, by its very nature, the free-flowing, uncensored exchange of information and communication that characterizes the Internet has forced the issue of how and by whom the network should be used.

As part of the educational program, your son or daughter may have the opportunity to publish documents and projects on the Internet. These might include a personal home page, story or poem, image, video, science or research project, group photograph from an activity or club, or collaborative project with other students locally or internationally. Additionally, PVUSD school administrators, teachers, support staff and the Santa Cruz County Office of Education (SCCOE) may also create and publish websites, videos, documents and other digital content to the Internet that documents school related projects, activities and the like. Members of the media, like members of the general public, must comply with school district policies and procedures while they are on school grounds and are responsible for providing their own media release forms.

People on the Internet may be able to view and possibly respond to your child's work. PVUSD educators view this as an exciting and enriching opportunity for all students. As such, any staff or student work published on the internet will comply with the protocols listed below, intended to provide a safe and reasonable exposure on the Internet.

Employees of PVUSD will be harmless for any unauthorized uses or copyright violations arising from the publication of staff and students' work and/or media published on the internet. Employees of PVUSD will not be held responsible for claims against the District for any damages, awards, claims, or liabilities that may arise from any unauthorized uses or copyright violations of students' work and/or photographs.

Pajaro Valley Unified School District Publishing Requirements for Student and Staff produced work:

- Child's telephone number or home address will not be included.
- Information that indicates the location of a pupil at an exact hour, other than their attendance in a school or participation in a school activity, will not be included.
- Documents/Media containing objectionable material are not allowed, nor may web pages point directly or indirectly at such material.
- Documents/Media must conform to the policies and procedures of the PVUSD Acceptable Use Policy.
- Documents/Media must be reviewed and approved by a sponsoring teacher before its publication.
- Only the first name of elementary students' will be posted.
- Students and/or Staff will continue to own the copyright of any work published.
- Students are taught Digital Citizenship, which include lessons safeguarding their own data and their responsibilities in regard to the personal information of others when online as well as use of copyrighted material.
- Prior to publishing to the Internet, verify that no opt-out forms apply to any of the students.
- PVUSD nor SCCOE will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness. Students
- Will not receive monetary compensation for any posted media.

If, at any time, you wish to opt-out of this Publishing Policy, please complete the form that can be obtained at your child's school site. This opt-out form must be completed for each child enrolled in the District. This opt-

If you **do not** wish directory information to be released, please go to your child's school and complete the Student Permission to Opt-Out Form. This will prohibit the district from providing the pupil's name and other information to entities outside of the District. This includes the media, employers, **the military**, and similar parties.

Attendance

Notification of Absence

You, as the parent/guardian of your child, must send a note and/or phone the school to clear any excusable absences within 72 hours. Failure to excuse the absence results in a recorded truancy on your child's record. It is also important that you know that the state only awards funding to school districts for actual attendance – the student must actually be in school. This means the state no longer funds Districts for the excused absences listed below. Another way to ensure your child's daily attendance is by reviewing the school district's calendar and planning family vacations to occur on school holidays. Even parent notification to the school of a student's absence for a family vacation results in lost instructional time for the student and is not an excusable absence.

Excused Absences

EC 46014 and 48205

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

1. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - a) Due to his or her illness.
 - b) Due to quarantine under the direction of a county or city health officer.
 - c) For the purpose of having medical, dental, optometry, or chiropractic services rendered.
 - d) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - e) For the purpose of jury duty in the manner provided for by law.
 - f) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - g) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - h) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - i) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
5. "Immediate family" as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil"

Attendance Recovery

Periodically throughout the school year, the school will offer opportunities for students to make up days missed due to absences. Attendance Recovery make-up classes can only be attended by students who have actually missed school, whether for excused or unexcused absences. Attendance Recovery make-up classes cannot be used or attended by students for disciplinary reasons.

SARB (School Attendance Review Board) Process

Unexcused Absences	EXCUSED Absences	Tardy (30+ mins)	Attendance Letter #
3 days	5 days	8 tardies	1
5 days	10 days	15 tardies	2/Pre-SARB
8 days	15 days	25 tardies	3
You & your child may be referred to the PVUSD SARB* if student has 1 or more absences/tardies after the Pre-SARB meeting was held.			SARB*

The importance of regular school attendance is vital to your child's success in school. Children cannot learn if they are not in school. As a result of attending school daily and on time, your student will establish a pattern that will help them become successful in all facets of their lives. To help ensure regular and punctual student attendance, absences and tardies will be monitored frequently in accordance with PVUSD board policy and California Department of Education codes.

Your phone call or note "verifies" your student's absence; it does not necessarily "excuse" it unless the reason for the absence falls under section 48200 "excused absent" illness or doctor's appointment. You will be kept aware of your child's absences by attendance letters that will be mailed home. These letters will be sent based upon the combined total of any type of absence (Unexcused, Excused, or Tardy). Please see chart.

*SARB = Student Attendance Review Board

Homeless – McKinney Vento Act

42 USC 11432

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.

The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation.

Student Attendance Expectations

One of our priorities in the Pajaro Valley Unified School District is for all children in our community to be in school on time, all day, and every day that school is in session. The California Education Code Section 48200 also requires daily school attendance with compulsory attendance for students 6 to 18 years of age. Educators know that daily school attendance improves student achievement to which we are all dedicated for our students. Assist us by talking with your child and making daily, "on time" school attendance an important family value for your child.

You, as the parent/guardian of your child, must send a note and/or phone the school to clear any excusable absences within 72 hours. Failure to excuse the absence results in a recorded truancy on your child's record. It is also important that you know that the state only awards funding to school districts for actual attendance – the student must actually be in school. This means the state no longer funds districts for the excused absences listed below. Another way to ensure your child's daily attendance is by reviewing the school district's calendar and planning family vacations to occur on school holidays. Even parent notification to the school of a student's absence for a family vacation results in lost instructional time for the student and is not an excusable absence.

School staff may request your attendance at a conference when your child is absent for un-excusable reasons.

High school students who maintain daily attendance may enjoy certain privileges:

1. The privilege of "walking" in the graduation ceremony;
2. The opportunity to receive a work permit for employment (obtained from the school's career counselor); and
3. The opportunity to receive a driver's license;

Students who fail to attend school, risk the loss of these privileges according to Education Code 48200, Vehicle Code 13202.7 and district policy. A student's driver's license or the opportunity to obtain a license can be suspended to age 18.

There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Parents/Guardians have the right to be notified on a timely basis if their child is absent from school without permission. Unexcused absences result in a recorded truancy.

- A) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 1. Due to the pupil's illness.

2. Due to quarantine under the direction of a county or city health officer.
 3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 5. For the purpose of jury duty in the manner provided for by law.
 6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor
 7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 11. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260
- B) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- C) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- D) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- E) "Immediate family" as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil. [EC 48205, 48205.5, 48260]

Districts may allow students, with parental or guardian consent, to be excused to participate in moral or religious exercises or instruction. [EC 46014]

Chronic Absenteeism

The state of CA defines chronic absenteeism as missing 10% or more of the school year, whether excused or unexcused. Frequent absences due to chronic or recurrent illness can interfere with your child's educational progress. Make-up work is not the same as classroom learning and participation. If your child has a situational or health problem that causes frequent absences, please inform your child's teacher, principal, and/or school nurse. You may receive a letter from your child's school if your child is chronically absent. Medical verification will be required if your child misses 10% or more of school days due to illness. The school nurse can help request information from your child's medical provider about treatments and/or supports needed to improve school attendance. If medication or precautions are required for attendance, the school nurse will help with necessary medical orders and training.

Truancy

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

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

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

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

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

Student Penalties: First truancy may result in a one-day weekend class. Second truancy may be a written warning from a peace officer that remains in the student's records. Third truancy may result in assignment to an after-school or weekend program, a SARB, a probation officer, or district attorney program. A fourth truancy may result in a chance to improve attendance, but may also result in the student being placed within the jurisdiction of, and as a ward of the juvenile court. Other actions may include required community service, payment of a fine of \$100, attend a truancy mediation program, and loss of driving privileges. A finding of truancy may be handled through available community services.

Parent Penalties: In Education Code; first conviction – up to \$100 fine; second conviction – up to \$200 fine; third – up to \$500 fine. In Penal Code; parents of elementary students who are chronic truants face a fine up to \$2,000; imprisonment up to one year; or both. They may also be scheduled to meet regularly with district staff and/or referred for help. It is recommended that the parent or guardian attend classes at school with the student for one day.

[EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1, 830.1; WIC 256, 258, 601, 601.3; VC 13202.7]

Enrollment

Attendance Options/Permits

EC 48980(h)

The Governing Board desires to provide options that meet the diverse needs and potential and interest of the district's students. School attendance areas within PVUSD are reviewed annually, and adjustments are made periodically by the Governing Board. The Governing Board also annually determines the enrollment capacities of each school.

Students who reside permanently within district boundaries are now permitted to apply for enrollment in any district school where space is available, provided such enrollment (a) does not adversely affect the district's plan to alleviate or prevent the racial or ethnic segregation of minority students, or (b) does not incur excess costs to the district.

Please note that the district will not provide transportation to schools outside a student's attendance area.

Attendance areas for each of the schools in PVUSD shall be established by the Governing Board on recommendation of the superintendent. In establishing or adjusting attendance areas, the Board shall be guided by the following criteria: pupil capacity of the schools; distances between places of residence and school of attendance; population density and concentrations of pupils to be served; traffic and safety; racial/ethnic balance; physical plant adequacies and/or inadequacies; the best physical utilization of school plants and equipment. The superintendent or designee may place some students in a school outside of their attendance area in order to alleviate overcrowding. If available, transportation shall be provided for such students.

Intra-District Transfer

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

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

The Pajaro Valley Unified School District Policy 5116.1 provides Open Enrollment Intra-District Transfer opportunities for students within the district to meet individual needs and interests. For Open Enrollment Intra-District Transfers, parents need to apply between November 1st and December 17th. For other Intra-District Transfer requests, parents can apply throughout the year. The number of Open Enrollment transfers will be based on individual school capacity. Parents will be notified of results of the Open Enrollment lottery by June 30th of each year.

Inter-District Transfer

Parents have two different options for choosing a school outside the district in which they live. The two options are: Option 1: Other Interdistrict Transfers [EC 46601.5 through 46611]: The law allows two or more 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. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on Inter-District Transfers also provides for the following:

- Both the school district a parent is requesting a transfer to and the one a parent is transferring from are encouraged to take into consideration the childcare needs of the student. If the transfer is approved based on childcare needs, the student may be allowed to stay in the new district or the high school district to which it feeds through the 12th grade, subject to certain conditions.
- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

Option 2: Parental Employment in Lieu of Residency Transfers [EC 48204]: The district may, but is not required to accept a transfer student whose parent/ guardian resides outside the boundaries of the school district but is employed and lives with the student at the place of his/her employment within the boundaries of the school district for a minimum of three days during the school week; or a student whose parent/ guardian physically works within the boundaries of the school district for a minimum of 10 hours during the school week. [EC 48204(7), 48980]

This summary provides an overview of the laws applicable to school attendance for each alternative. Additional information is available upon request. [EC 46600-46610, 48204, 48980, 52317]

Enrollment of Homeless or Foster Youth

Foster and homeless children living in the District shall be permitted to attend a school in the District unless they: 1) stay enrolled at their school of origin outside the District, 2) their Individual Education Plan (IEP) indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. They also have rights to expedited enrollment in school, attend classes and programs (pending proof of immunization), and free after-school programs. In some cases, fees are waived. The school district and each school site have complete documentation of the rights of homeless and foster youth. [EC 48204, 48850-48859, 48645.3, 51225.1, 56055; 5 CCR 4622; WIC 361, 726; 42 USC 11301, 11432]

State Open Enrollment

The California Department of Education (CDE) is no longer administering the State Open Enrollment program. [EC 48350-48361, 51101]

Attendance Where Caregivers Resides

If your child lives in the home of a caregiving adult, as defined by law, or a foster home, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home. [EC 48204(a), 48980]

Transitional Kindergarten and Kindergarten Information

Eligibility for Transitional Kindergarten:

A child who turns five between September 2 and December 2 is eligible for Transitional Kinder (TK), which provides children with a year of school readiness based on kindergarten standards in a program modified to meet the academic, social and emotional needs of younger students. Not all sites will have TK classrooms.

Parents should go to their school of residence to register. Parents will complete an application indicating TK site of choice. (PVUSD does not provide transportation for transitional kindergarten). Please visit the PVUSD website for more information. If you have additional questions, please call your local school, the Child Development Office at (831) 786-8270 ext. 5 or email transitional_kindergarten@pvusd.net. [EC 48900]

Eligibility for Kindergarten:

Any child who will be five years of age on or before September 1, 2021 is eligible to enter kindergarten for the 2021-2022 school year. Pajaro Valley Unified School District wants every child to be prepared for success in school. To ensure that kindergarten children are fully able to achieve success in the increasingly rigorous, State-Standards-Based Curriculum, we are offering Transitional Kindergarten in addition to our regular kindergarten.

Special Education [IDEA]

State and federal law requires that a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental rights and procedural safeguards are available upon request. [IDEA]

Special Education Qualification

Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC 56300. [EC 56301]

Special Education Complaints

State regulations require the district to establish procedures to address complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal. [5 CCR 3080]

Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

- a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. [EC 58501]

Alternative Education Schools

The Board of Trustees of the Pajaro Valley Unified School District knows that all students do not learn in the same ways. Some students need more assistance completing graduation requirements. Other students may have experienced behavior difficulties. The Pajaro Valley Unified School District currently offers three Alternative Education Schools:

SCHOOL	GRADES	DESCRIPTION
Adult Education (831) 786-2160	9 – 12	Credit recovery for current high school students, high school diploma classes, second opportunity for students (S.O.S.) program for youth ages 14 – 19 who have stopped attending school
Renaissance High School (831) 728-6344	10 - 12	Continuation High School: Serves credit deficient students in need of an alternative setting
New School (831) 761-6140	9 – 12	Community Day School: Serves expelled, or at-risk students in need of an alternative setting
Virtual Academy (831) 786-2482	K- 12	Independent Study
Duncan Holbert (831) 761-6066	Pre K	Pre school

District Courses

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. Parents/Guardians have the right to review all course material. [EC 49091.14, 51101; PPRA]

School Counselors

School counselors are trained educators possessing a valid teacher credential with a specialization in pupil personnel services. As specialists in child and adolescent development, school counselors coordinate the objectives, strategies, and activities of a comprehensive counseling program, and they serve as representatives on district and/or school guidance teams such as school attendance review boards. Counselors help students in grades 7-12 prepare for college or career planning. They guide students through all the steps including information about financial aid, academic requirements, and careers. Most counselors are available by appointment and will meet with students and their families. [EC 48980, 49600, 51229]

Academic and non-academic courses, classes, electives, activities, sports, and related facilities

State and federal law require academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities be available to all students without regard to their gender or gender identity, and irrespective of the gender listed in their records. Beginning in seventh grade counselors will meet with each student regarding course selection. Staff will not counsel students into programs, courses, or careers based on their gender or gender identity. The District Uniform Complaint Procedure may be used to file a complaint. [EC 221.5, 221.8, 49600, 48900; GC 11135, 11138; Title VI, Title IX; § 504; California Interscholastic Federation (CIF) 300D]

Student Immigrant and Religious Rights

All school age children must be admitted to California Public Schools and be offered all programs accessible to other students. School districts cannot ask about a student's immigrant or religious status. The state Attorney General has information about "know your rights" on <https://oag.ca.gov/immigrant/rights>. Immigrant students are still considered residents of their current school district even if parents are deported or are being held in custody. [EC 200, 220, 234 .1]

California State Academic Standards

California along with most other States developed and adopted common academic standards in core curriculum areas. They are rigorous, internationally benchmarked, and research- and evidence-based.

Each district in California decides how they will teach and what resources they will use. More information can be found at www.cde.ca.gov/re/cc/ or www.corestandards.org. California launched a computer-based student testing system that ties to the standards for English language arts, mathematics, and science called the California Assessment of Student Performance and Progress (CAASPP). The new tests include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/Language Arts. Parents can exempt their child(ren) from CAASPP testing by submitting a letter in writing annually. More information about the CAASPP can be found at www.cde.ca.gov/ta/tg/ca/. [EC 60119, 60604.5, 60615]

California Assessment of Student Performance and Progress (CAASPP)

• Smarter Balanced Assessment Consortium Assessments

The California Assessment of Student Performance and Progress (CAASPP) computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and math assessments can be used as an indicator of college readiness.

• California Science Tests (CAST)

The new, computer-based CAST measures student acquisition of the California Next Generation Science Standards. It is administered in grades five and eight, and once in high school. The new computer-based CAST replaces the California Standards Tests (CST) for Science.

California Alternate Assessments (CAA)

The computer-based CAA for ELA and CAA for mathematics is administered to students with the most significant cognitive disabilities in grades three through eight and grade eleven. Test items are aligned with the CCSS and are based on the Core Content Connectors. The instructionally embedded CAA for Science is administered in grades five and eight, and once in high school.

• Standards-based Tests in Spanish (STS) for Reading/Language Arts

California offers the optional STS for Reading/ Language Arts, which are multiple-choice tests that allow Spanish-speaking English learners to demonstrate their knowledge of the California content standards.

The California Spanish Assessment (CSA) will replace the optional STS. The CSA will be a computer-based assessment that is aligned with the California CCSS in Español.

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse

their child from any or all of the CAASPP assessments.

English Language Proficiency Assessments for California (ELPAC)

In California public schools, all students entering school for the first time who have a home language other than English are assessed with the Initial English Language Proficiency Assessments for California, or “Initial ELPAC.” The Initial ELPAC is the test used to determine if a student is an English learner or is fluent in English. This required test will help identify students who need help learning English. This is important so they can get the support they need to do well in all school subjects.

Students in kindergarten through grade twelve who are classified as English learners will take the Summative ELPAC every year until they are reclassified as proficient in English. Students are tested on their skills in listening, speaking, reading, and writing. The ELPAC is aligned with the 2012 California English Language Development Standards.

To learn more about the ELPAC, go to the California Department of Education Parent Guides to Understanding Web page at www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp.

You also can look at sample test questions on the practice tests, which can be found on the ELPAC Web site at www.elpac.org/resources/practicetest/s.

Physical Fitness Test

The physical fitness test (PFT) for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

LCFF and LCAP

The LCFF (Local Control Funding Formula) changed the way the State provides money to school districts. Under this system, school districts receive a uniform base grant for every student, adjusted by grade level. Plus, they receive adjustments for the number of students living in poverty, English learners, and foster youth. Then there are further adjustments for concentration of these groups if they are above 55% of the district’s enrollment. More information about the LCFF is available at www.cde.ca.gov/fg/aa/lc/.

The LCAP (Local Control Accountability Plan) is a critical part of the LCFF. Each school district is required to engage parents, students, educators, employees, and the community to establish their plan. The LCAP must focus on eight areas identified as State priorities:

1. Basic Services
2. Implementation of State Standards
3. Parental Involvement
4. Pupil Achievement
5. Pupil Engagement
6. School Climate
7. Course Access
8. Other Pupil Outcome

The plan must describe the overall vision for students, annual goals including language acquisition, and specific action to achieve these goals. The plan will demonstrate how the district’s budget will help achieve the goals, and annually assess how well the strategies improved outcomes. Anyone can comment about proposals or expenditures to the school board; at parent, student, community engagement meetings; at staff LCAP meetings; or to the district LCAP Advisory Committee. Complaints regarding LCAP may be filed anonymously or using the District Uniform Complaint Procedures. *[EC 305, 47606.5, 47607.3, 52060-52076, 5 CCR 4600, 4622]*

Homeless, Migratory, Foster, Military and Juvenile Court Youth

Homeless, migratory, foster, military family, juvenile court youth, or youth participating in a newcomer program have special rights related to graduation and partial high school credits. They have the right to an adult to help make educational decisions. Foster and homeless youth also have special rights associated with college funding, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. *[EC 48645.3, 48645.5, 51225.1-51225.3, 56055; 5 CCR 4622; WIC 361, 726]*

Language Learning Programs

Dual Language Immersion – classrooms composed of English speakers and foreign language students.

Transitional – classes taught in both English and foreign language of students.

Structured English Immersion – nearly all classroom instruction is in English. *[EC 306, 310(b)(2); 5 CCR 11310]*

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include instruction in comprehensive

sexual health education, HIV prevention education, and research findings regarding pupil health behaviors and risks. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker for ten cents (10¢) per page. You will be notified before such instruction, and have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. In this District, staff teaches these classes. During this class, students in grades 7-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at www.leginfo.ca.gov. [EC 51933, 51934, 51937-51939]

Curriculum and Personal Beliefs

Whenever any part of the instruction in comprehensive sexual health, sexual abuse, or human trafficking prevention education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. No student shall be penalized, sanctioned, or disciplined for such an excuse, and shall have an alternative education activity available. [EC 51240, 51938, 51950]

Sex Equity in Course Selection and Career Counseling; Advance Notice

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include instruction in comprehensive sexual health education, HIV prevention education, and research findings regarding pupil health behaviors and risks. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker for ten cents (10¢) per page. You will be notified before such instruction, and have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. In this District, staff teaches these classes. During this class, students in grades 7-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at www.leginfo.ca.gov. [EC 51933, 51934, 51937-51939]

Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255]

College Admission Requirements

EC 51229

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school. In order to attend a community college, you need only be a high school graduate or 18 years of age. In order to attend a CSU or UC you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school.

Parents/guardians and students may find the following web site references helpful in learning about college admission requirements and high school courses that have been certified by the University of California as satisfying the requirements for admission to the University of California and the California State University.

www.cccco.edu/

www.assist.org/web-assist/welcome.html

<http://admission.universityofcalifornia.edu/>

www.ucop.edu/agguide/

www2.calstate.edu/apply

www.cde.ca.gov/ci/gc/hs/hsgtable.asp

www.universityofcalifornia.edu/admissions/undergraduate

www.calstate.edu/admission/admission.shtml www.csumentor.edu/planning/high_school/subjects.asp

www.csumentor.edu/planning/high_school/ www.ucop.edu/doorways/

College or Career Counseling

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

Career Technical Education

The California Department of Education defines “career technical education” as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Career technical education may include agricultural education, apprenticeship opportunities, business and marketing coursework, health careers education, industrial and technology education, regional occupational programs, student organizations, technical preparation coursework, and work experience. More information related to the state’s career technical education program can be found at www.cde.gov/ci/ct. Detailed information related to each high school’s career technical education programs and course offerings can be located in the counseling office/department.

Student Information Records

Student Records

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, get copies, and inspect school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. These records include transcripts, discipline letters, commendations, attendance, and health information. The Registrar maintains the records at the school site. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the District will provide a list of types and locations where materials are held. A log of who has viewed the records is kept at the same location as the records. District policy or Administrative Regulation sets forth the criteria by which school officials and employees can review and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for twenty-five cents (25¢) per page. If you cannot afford the cost of copies, they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer’s expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You can file a complaint about how your request was handled with the District or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student’s record. [EC 8484.1, 49063, 49060, 49068, 49069, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99]

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

Release of Student Records/Compliance with Subpoena or Court Order

Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order. [EC 49076, 49077]

Release of Directory Information

The district also makes student directory information available in accordance with state and federal laws. This means that each student’s name, address, and telephone number. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). Names and addresses of Seniors or terminating students may be given to public or private schools and colleges. Parents and eligible students will be notified prior to the destruction of any special education records.

Upon written request from the parent of a student age 17 or younger, the District will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes a written request, the student’s request to deny access to directory information will be honored. Request must be submitted within 30 calendar days of the receipt of this notification. Written notification received after that will be honored, but the student’s information may have been released in the interim. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent [Ar 5125.1 August 2008; EC 49061(c), 49070, 49073(c), 56515; FERPA; ESEA; ne]

A student’s citizenship status, immigration status, place of birth, or any other information indicating origins will not be released without parental consent or a court order.

Tests/Surveys on Personal Beliefs

You and/or your child(ren) over 18 will be notified before administration of any confidential test, questionnaire, or survey containing questions about your child’s, or your personal beliefs, political practices, mental health, anti-social, illegal, self-incriminating, demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility for receiving financial assistance), sex, family life, morality, or religion. You will be asked for written permission except for exempt

surveys (in grades 7-12) that are part of sexual health programs or State surveys. Parents may opt their child(ren) out of all surveys, without penalty, including those seeking information to be used in marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to surveys and personal information. Notice will be sent to parents prior to such test or survey. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC 51513, 51938, 60614; 60615; PPRA; 34 CFR 98; ESEA]

Student Data from Social Media Websites

School Districts may adopt a plan to gather student information from social media websites. The Governing PVUSD Board has not adopted such a plan, but may consider it in the future. The information would pertain only to student or school safety, and must be destroyed within one year of the student leaving the District or turning 18. [EC 49073.6]

Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [EC 49067]

Teacher Qualifications

Title I – Professional Qualifications of Classroom Teacher

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are. [ESEA; 20 USC 6311; 34 CFR 200.61]

Student Services

Student Meal Program

The Food & Nutrition Services Department provides meals for students at all PVUSD schools. Students may receive breakfast, lunch, and afterschool snacks throughout the year. This may also include meals during field trips, Saturday Academy, and summer school at selected sites. Meals are also provided at PVUSD childcare sites and migrant and seasonal head start sites.

Breakfast and lunch are automatically free this school year for all PVUSD students. No meal applications needed.

Important note:

The District requests that you fill out an alternate form for household income, which will help support getting other services for your school.

Please visit our website at www.pvusdschoolfood.net for the following information:

- School menus
- PVUSD Meal Charge Policy PVUSD Wellness Policy
- PVUSD District Wellness Committee information
- Meal accommodations for food allergies and disabilities

STOPit

STOPit is an app-based tool that allows students or families to make an anonymous report to school administrators at any time. Made through either a phone app or web-browser, STOPit is used to report: bullying, cyber bullying, violence, threats, substance abuse, suicide ideation, or asking for help. STOPit allows administration to communicate in real-time with the person making the report through a text-message interface. Students can upload photos, videos, and any other information that will allow administrators to address issues as they arrive.

Information about STOPit can be found on the PVUSD website by going to www.pvUSD.net and clicking on “Students” and then “STOPit anti-bullying.” This will direct students to site specific access codes and instructions on downloading the app and clicking on “Students” and then “STOPit anti-bullying.”

School Accountability Report Card

The School Accountability Report Card (SARC) is available on request, and is available annually by February 1st. SARCs are available on each school’s website, and may be accessed through the District’s website, www.pvUSD.net by links to the individual schools. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 51101; ne]

Service to Students with Disabilities

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, tell or write the school. Your child will be evaluated to determine whether he/ she is eligible for free special or modified instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. The District has policies guiding procedures for identification and referral. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. [EC 48853, 56020 et seq., 56040, 56301; 5 CCR 4622; 20 USC 1412, (10)(A)(ii), 1412(a)(6)(A); 34 CFR 300.121]

Individualized Instruction

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. If your temporarily disabled child is located outside your school district, notify both the district where your child resides and where the child is located. Within five (5) days of notice, the district(s) will determine if the student qualifies, and within five (5) days of the determination commence instruction in the home or in a hospital or other residential health facility. The district(s) will notify you if your child qualifies, when instruction will begin and for how long it will continue. Each hour of instruction at home or in a facility will count as a full day but cannot exceed 5 days per week nor the number of days in the school year. [EC 48206.3, 48207, 48207.5, 48208, 48980]

Pregnant or Parenting Students

Pregnant or parenting students who are 18 years old or who have permission from their parent/guardian may have an excused leave for up to 8 weeks or more without having to complete schoolwork, other requirements, or penalties. They may return to the same school and courses where they are provided time to make up work. They can attend an alternative program with access to comparable courses, programs and activities. They may have a fifth year to complete high school graduation requirements; or, if administration determines it is possible, they can complete requirements in four years. Complaints about these rights can be made using the Uniform Complaint Procedure. [EC 4600, 46015, 48200, 48980]

Advanced Placement Exam Fees

State funding is available to qualified low-income students to assist in paying all or part of Advanced Placement exams. [EC 48980, 52240]

Fees

Families and students should not have to pay fees for most items related to public education. However, there are some exceptions. In fact, there are four types of fees identified in Education Code:

1. **Pupil Fees:** There can be no fees or deposits collected for items including, but not limited to, materials, supplies, equipment, uniforms (i.e. band, cheerleading, basketball), lockers, locks, books, class apparatus, musical instruments.
2. **Educational Activity Fees:** No fees can be collected for student participation in event or activity that is an essential part of a student’s education including, but not limited to, curricular and extracurricular activities, transportation to extracurricular events. There can be no fees for registering or participating in regular or extra classes.
3. **Voluntary Donations:** While voluntary donations may be suggested for activities, no student may be denied participation based on the family’s ability to make a donation.
4. **Fees may be required (exceptions):** By law, there are exceptions to the prohibition against charging of fees or deposits. These exceptions include, but are not limited to, transportation to non-essential activities, non-essential events where attendance is optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, cost of community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be

taking home, such as, material used in a career classes.

The Uniform Complaint Procedure can be used regarding pupil fee compliance. A complaint may be filed with the school principal and may be filed anonymously. [EC 17551, 17552, 19911, 32030-32033, 32220-32224, 32390, 35330, 35331, 35335, 38084, 38118, 38120, 39807.5, 48052, 48053, 48904, 49010-49013, 49063, 49065, 49066, 51815, 52373, 52612, 52615, 52920-52922, 60070; 5 CCR 4610, 4630]

Health Services

The governing board of the school district shall give diligent care to the health and physical development of pupils. [EC 49400]

Immunizations

Students may not be admitted to a classroom setting in school unless he/she has been fully immunized against diphtheria, hepatitis b, haemophilus influenza type b, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, tetanus, and varicella (chickenpox). Students must be immunized for varicella or provide proof from a doctor stating child has had the disease.

All students enrolling in kinder or transitional kinder, advancing from 6th to 7th grade, or enrolling from out of California must be fully immunized according to standards set by the California Department of Health.

- It is this district's policy that students are allowed "conditional" admission with incomplete vaccination only if they meet guidelines provided by the California State Department of Health. Students may qualify if they have begun a course of vaccines and the time interval for the next dose has not yet passed. The medical provider should specify when the next dose is due. Students who qualify as homeless may enroll conditionally if vaccine records are not available.
- As of January 2016, new Personal Belief Exemptions will no longer be allowed. Students with currently valid personal or religious belief exemptions may retain them until they reach a specific transition point: entry into transitional kinder or kinder from preschool or moving from 6th to 7th grade. At these transition points, all vaccines not yet documented will be due. Students entering from out of state will not be granted personal belief exemptions.
- Medical exemptions may be requested from a licensed medical or osteopathic physician (MD or DO). They must be signed by the physician and specify vaccine(s) exempted, reason for the exemption, and time period. Current medical exemptions will be reviewed and may need to be updated before a child reaches the next transition point (TK/Kinder or 7th grade).
- If an outbreak of a specific communicable disease occurs at a school, a student not immunized against that disease may be excluded for his/her safety and for the safety of other students. Students may be excluded if they have a current exemption, even if valid, and/or if vaccines are incomplete. Determination of when and how long to exclude will be made by public health officials.

Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department listed in this section. [HSC 120325, 120335, 120338, 120370, 120375, 120400, 120405, 120410, 120415, 120480; EC 48216, 49403, 48852.7; 17 CCR 6000-6075; 42 USC 11432(C)(i); ne]

Physical Examinations

For each child enrolling in the District for the first time, including for kindergarten or first grade, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file a waiver with the school district stating the reasons you are unable to obtain such services. You may have your child immunized at the same time that the physical examination is conducted. [EC 49450; HSC 124085, 124100, 124105]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact:

NAME	PHONE NUMBER	ADDRESS
Santa Cruz County Health Clinic	(831) 763-8100	12 West Beach Street, Suite 271 Watsonville, CA 95076
Healthy Start Children's Resource Center	(831) 761-6125	440 Arthur Road Watsonville, CA 95076
Salud Para La Gente Clinic	(831) 728-0222	204 East Beach Street Watsonville, CA 95076

If you want your child to be exempt from physical examinations at school, file a written statement annually with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451; PPRA]

Kindergarten and/or First Grade Oral Health Assessment

Many things impact a child's school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school.

Parents or guardians must have their child's oral health assessed and have proof of the assessment by May 31 of the student's first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. A licensed dentist or licensed or registered dental health professional must do the assessment. *[EC 49452.8]*

Dental exams are often provided free at Kinder Roundups. The school nurse assigned to your child's school can serve as a resource to help you complete this requirement. Please contact the school or the Special Services Office at (831) 786-2130, for the name of your school nurse.

Vision, Hearing, and Scoliosis Screening

An authorized person will check your child's vision upon enrollment and in grades 2, 5, and 8 unless the student entered the District in grade 4 or 7. Hearing tests will be conducted when your child is enrolled or first enters a District school. Females in grade 7 and males in grade 8 may be screened for scoliosis (curvature of the spine). These tests may be administered unless you annually give the school a certificate from a physician or optometrist verifying prior testing, or submit a letter denying consent. *[EC 44878, 49451, 49452, 49452.5, 49455]*

Medication

All medication given by school staff or carried by a student requires a prescription from a medical provider. If your child requires medication, including over-the-counter medication, and you do not have a prescription, you must designate someone who is not a school staff person to come to school and administer the medication. Medications carried by the student also require a prescription. Medications prescribed for use at times outside of school hours should be given at home.

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

- The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
- Parent, guardian, or caregiver annually completes a written statement signed by the physician asking the school district to assist their child in taking the medication or allow the student to self-administer certain medications. This includes allowing a school staff member to volunteer to identify the need for, and administer glucagon and epinephrine to a student. The medication consent form gives permission for the district representative to communicate with the medical provider or pharmacist, and acknowledges understanding of how the medication will be administered, including whether it may be given by unlicensed school staff. Medications carried by the student require provider verification that the student is capable of self-administration. Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine. The District will have a supply of epi-pens at each school site. *[EC 49414(d), 49414.7, 49423, 49480; ne]*

Children may carry and self-administer a blood glucose monitor, diabetes care, asthma inhaler, and auto-injectable epinephrine if the rules above are met and if a physician confirms in writing that the student is able to self-administer. *[EC 49414, 49414.5, 49423, 49423.1, 49480; ne]*

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken the current dosage, and the name of the supervising physician. *[EC 49480]*

Sun Protection

Students when outdoors can wear sun protective clothing, including, but not limited to hats. *[EC 35183.5]* Students may also apply sunscreen during the day without a doctor's note or prescription. *[EC 35291, 35294 .6]*

Student Accident and Health Insurance

The Pajaro Valley Unified School District, as all districts in California, is not responsible for medical bills if your child is hurt during school. The district DOES NOT provide insurance on individual students. However, you may purchase accident and sickness insurance for medical and hospital services covering your child through Myers, Stevens & Toohey & Co, Inc., (800) 827- 4695, www.myers-stevens.com. The information is also available on the District's website at www.pvUSD.net, under Departments > Business Services > Risk & Safety as a document entitled Student Insurance Coverage form. This insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district, and while being transported by the district to and from school or another place of instruction, and while at any other place as an incident to school-sponsored activities and while being transported between such places.

- a. Health insurance coverage for your child may be available from other community programs. For more information, contact Healthy Start Children's Resource Center at (831) 761-6125 or the school nurse.
- b. Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. *[EC 49471]*

Enrollment in a Health Care Plan

All children enrolling in kindergarten, first grade, or transferring into the district and their families must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California at (800) 300-1506 or online at www.coveredca.com. [EC 49452.9; PPACA]

School-Sponsored Athletics

If a student participates in school-sponsored athletics other than physical education or athletic event during the school day, parents/guardians and the student athlete are required to annually; (1) complete a concussion awareness form, (2) complete a sudden cardiac arrest awareness form, and (3) sign a document acknowledging receipt of an Opioid Factsheet received either in print or electronic format. [EC 33479, 49475, 49476]

Access to Mental Health Services

School-based mental health services help address barriers to learning and provide appropriate student and family support in a safe and supportive environment. Reaching out for mental health services is simple; contact your school counselor, nurse, health aide, principal, or the district office. In the community, a good place to start may be to dial 211 for referrals in your area or call Santa Cruz Co. Mental Health Services at (831) 454-4170. If you are in crisis, contact this number or dial 911. [EC 49428]

Confidential Medical Services

School authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. [EC 46010.1]

School Environment and Safety

Drug, Alcohol, and Tobacco use Prevention

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any District activity is strictly prohibited. "Tobacco product" is defined as (i) any product made or derived from tobacco or nicotine that is intended for human consumption, regardless of how consumed; an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device (commonly known as "e-cigarettes"); or (iii) any component, part or accessory of a tobacco product. Except for members of the military, possession of tobacco by those under 21 is illegal and can lead to a \$75 fine or 30 hours of community service. It is illegal to possess synthetic marijuana. The District has adopted no smoking policies that are not part of the TUPE program. [EC 48900, 48901; HSC 11357.5, 11375.5; BPC 22950.5(c); PC 308; BP 3513.3 May 2008]

This district may seek funding to support student programs. The district qualifies for Tobacco Use Prevention Education (TUPE) grant money. Money for the grant comes from Proposition 99 (1988) that added a 25¢ tax on each pack of cigarettes. In grades 6-12, TUPE funds support health education efforts aimed at the prevention and reduction of tobacco use by students and provide intervention and cessation services to students currently using tobacco. All recipients will adopt tobacco free district policies as well as post "Tobacco Use Is Prohibited" signs at all property entrances. [HSC 104350, 104420, 104460]

Marijuana (Cannabis)

A student who unlawfully possessed, used, sold, otherwise furnished, or was under the influence of cannabis is subject to expulsion. Any person 18 or older who possesses, sells, dispenses, distributes, furnishes, administers, gives; or offers to sell, dispense, distribute, furnish, administer, or give; or possesses for sale any, concentrated cannabis, synthetic cannabinoid compound, or any synthetic cannabinoid derivative, to any person, can be imprisoned in a county jail not exceeding six (6) months, or by a fine not exceeding \$1,000, or by both. Any person 18 or older possessing marijuana on district property during the school day, depending on the amount and number of offenses, can face consequences including \$250 to \$500 fine and imprisonment for ten (10) days. Any person younger than 18 possessing marijuana, depending on amount and number of offenses, faces up to forty (40) hours of community service, ten (10) hours of drug education, sixty (60) hours of counseling. [EC 48900; HSC 11357, 11357.5]

Steroid Prevention Program

High school athletes must sign a pledge they are not using steroids illegally or they will not be allowed to participate. Parents must sign a form notifying them of the restriction. [EC 49033]

All pupils have the right to participate fully in the educational process, free from discrimination, harassment, violence, intimidation, and bullying.

Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity and ensure safe school sites.

School Rules

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office.

[EC 35291, 48980, 51101]

Leaving School at Lunch Time

"The governing board of the Pajaro Valley Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit pupils enrolled at Watsonville High School to leave the school grounds during the lunch period. Neither the school district nor any officer or employee thereof shall be liable for the conduct nor has safety of any pupil during such time as the pupil left the school grounds pursuant to this section." The district permits Watsonville High School students in grades 9-12 this privilege. The PVUSD School Board has established a closed campus policy at all other sites. [EC 44808.5]

Cellphones, Pagers, Electronic Signaling Devices

Districts may regulate the possession or use of any cellphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Use is allowed if essential to student's health as noted by medical doctor. [EC 48901 .5]

Social Networking

PVUSD would like to partner with you to ensure the safety and wellbeing of your child(ren) while using the internet and cell phones and that students are using them responsibly. Students should understand that the internet is an excellent tool in their education; however, if used irresponsibly, the internet and cell phones could also be damaging.

Over the past few years, we have had an increase of "social networking" and cell phone issues in schools. We are concerned for the educational implication, as well as, the emotional and social well-being of students. A significant amount of time is spent mediating, counseling and investigating individual and group cases that involve either social networking sites (such as Facebook or Instagram) or texting. In this process, many students and parents have shared with us many of our students' social media postings and text messages. We have found that these postings and messages contain:

- Inappropriate Language
- Language of a sexual nature
- Slanderous comments regarding fellow students or staff (innuendo, rumors)
- Threatening language (harassment, intimidation, cyber-bullying)

Even though this activity may be initiated outside of school hours, the impact is felt all day and every day, which includes the students' time at school. We need your help to keep the focus on education and community building during school hours. Enclosed is social media information for parents and students. Please take a moment to review and discuss it with your child(ren). Additional resources and talking points may be found at www.commonssensemedia.org. We urge you to be aware of how your child(ren) use the internet and cell phones. With your help, we can continue to provide our students with the excellent education and strong sense of community and care for others that makes PVUSD the strong community that it is today!

Student and Adult use of Tobacco

All California public schools are tobacco-free. This includes a prohibition against tobacco use by students and adults on all school district property and within school district vehicles. Students may be suspended and required to participate in "Stop Smoking Clinics," and/or other measures will result from a violation of this rule. [BP 5420]

Safe Place to Learn

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and bullying at all school sites and school activities based on actual or perceived characteristics: race, color, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, pregnancy, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics at any school sponsored activity. School site staff trained in anti-bias shall be made known. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Certificated staff, 7-12 grades get information about helping LBGTQ students. Resources about bullying, intimidation, and violence are found through the District and online at www.cde.ca.gov, www.cde.ca.gov/lr/ss/se/bullyres.asp, www.cde.ca.gov/lr/ss/se/bullyfaq.asp, www.cde.ca.gov/lr/ss/vp/ssresources.asp, www.californiahealthykids.org

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer(s) listed on page 26 for assistance. [EC 200, 220, 221.51, 234, 234.1, 234.5, 51101; PC 422.55; 5 CCR 4900; BP 5131]

Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents or guardians' liability may be as much as \$20,300 in damages and another maximum of \$11,200 as adjusted annually by the California Department of Education for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program

in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. Civil penalties may also be enforced with fines up to \$25,000. [EC 48900.1, 48904, 51101; CC 1714.1; GC 53069.5]

Impersonation on the Internet

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

Grounds for Suspension or Expulsion

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 1. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
2. Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, video or image
 - (ii) A post on a social network Internet Web site, including, but not limited to: (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for having one or more of the effects listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) An act of cyber sexual bullying. (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- While on school grounds.
 - While going to or coming from school.
 - During the lunch period whether on or off the campus.
 - During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. [EC 35291, 48900, 48910]

Additionally, sexual harassment, hate violence, harassment, intimidation (grades 4-12) and threats and terroristic threats against school officials or school property or both (all students) may be recommended for suspension or expulsion. [EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

Suspension/Expulsion

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be those specified in law and administrative regulation. District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, and in accordance with the district's nondiscrimination policies.

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due

process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (*Education Code 48911, 48915, 48915.5*)

48915(a)(1): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- Causing serious physical injury to another person, except in self-defense.
- Possession of any knife or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for (i) the
- first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis; and (ii) the possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- Robbery or extortion.
- Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- a. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- b. Brandishing a knife at another person.
- c. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- d. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- e. Possession of an explosive.

Student Search

The school principal or designee may search the person of a student, the student's locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: *New Jersey v. T.L.O. (1985) 469 U.S. 325*]

Release of Student to Peace Officer

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC 48906; PC 11165.6]

Discrimination, Protections, Complaints and Procedures

All pupils have the right to participate fully in the educational process, free from discrimination, harassment, violence, intimidation, and bullying. Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity and ensure safe school sites.

The district is primarily responsible for compliance with local, state and federal laws and regulations and has procedures to address allegations of unlawful discrimination, intimidation, harassment, bullying, and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire. Uniform Complaint Procedures are made available at the school sites and in the Human Resources Department.

Nondiscrimination/Harassment

The Governing Board 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 any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, 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 student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/ guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal. *[BP 5145.3 January 2015; EC 200-262.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044; CC 1714.1; PC 422.55, 422.6; 5 CCR 432, 4600-4687, 4900-4965; 20 USC 1681-1688, 12101- 12213, § 504; Title VI; Title VII; Title IX; 42 USC 6101- 6107; 28 CFR 35.107; 34 CFR 100.3, 104.7, 106.8, 106.9]*

Student Harassment

The district, in compliance with the law, prohibits harassment of any kind by any student, or by anyone in or from the district. This includes harassment based on:

- Racial/Color Harassment
- Religious/Creed Harassment
- National Origin Harassment
- Marital Status Harassment
- Gender Harassment
- Sexual Orientation Harassment
- Age Harassment
- Disability Harassment
- Size Harassment

All students are entitled to an academic environment free from all forms of discrimination, hate crimes, and sexual harassment.

Sexual Harassment

The Governing Board 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 reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages 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 by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures. The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

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

- What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender identity and could involve sexual violence
- A clear message that students do not have to endure sexual harassment under any circumstance
- Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
- A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
- Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
- Information about the rights of students and parents/ guardians to file a civil or criminal complaint, as applicable

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.

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

Record Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools. [BP 5145.7 November 2014; EC 200-262.4, 48900, 48900.2, 48904, 48980; CC 51.9, 1714.1; GC, 12950.1; 5 CCR 4600-4687, 4900-4965; 20 USC 1221; FERPA; 42 USC 1983; Title VI; Title VII; 34 CFR 99.1-99.67, 106.1-106.71]

Administrative Regulation

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at: Assistant Superintendent, Human Resources, 294 Green Valley Road, Watsonville, CA, (831) 786-2145

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
- Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
- The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
- Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding

benefits and services, honors, programs, or activities available at or through any district program or activity.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body or overly personal conversation
- Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
- Spreading sexual rumors
- Massaging, grabbing, fondling, stroking, or brushing the body
- Touching an individual's body or clothes in a sexual way
- Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
- Displaying sexually suggestive objects
- Sexual assault, sexual battery, or sexual coercion

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted the Superintendent or designee.

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant, investigate, and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

Confidentiality

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.

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of their options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to them. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities. [AR 5145.7 November 2014]

Uniform Complaint Procedures

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

The district shall promote programs that ensure non-discriminatory practices in all district activities. If you want further details in this regard, or wish to file a complaint, please contact the district's Uniform Complaint Officer. The Governing Board designates the following Complaint Officer(s) to receive and investigate all complaints and ensure district compliance with law:

Alison Niizawa
Assistant Superintendent, Human Resources
294 Green Valley Road
Watsonville, CA 95076
(831) 786-2145

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: adult education, career/ technical education and centers, child development, Consolidated Categorical Aid, LCAP, State Compensatory Education, State Program for Students of Limited English Proficiency, school improvement, tenth-grade counseling, tobacco-use prevention education, Peer Assistance and Review, school safety plan, School Safety and Violence Prevention Act, Migrant and Indian Education, nutrition services, special education, homeless or foster youth education options, course content, physical education, discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, Williams Settlement issues, school safety plan, safe place to learn, and other areas designated by the District. *[EC 200, 201, 220, 234, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI, Title IX; § 504; IDEA; 42 USC 2000d, 2000e, 2000h; 34 CFR 106 .9]*

You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student or pupil fees may be filed within 12 months of the occurrence. Complaints regarding Pupil Fees may be filed anonymously and with the principal. If a complaint regarding pupil fees is valid, then the parents are due full reimbursement. Staff has been trained to deal with these types of complaints.

The Board of Education recognizes that the District has primary responsibility for complying with applicable state and federal laws and regulations governing educational programs. The District shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination, harassment, intimidation, or bullying and shall seek to resolve those complaints in accordance with the District's Uniform Complaint Procedures (UCP).

The District shall follow uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital 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, Penal Code 422.55 or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform Complaint Procedures shall also be used when addressing complaints alleging the District's failure to comply with prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career and technical training programs, child care and development programs, child nutrition programs, and special education programs.

Complaints related to the sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments are investigated pursuant to the District's Williams Uniform Complaint Procedures (AR 1312.3). The Board encourages the early, informal resolution of complaints whenever possible. The Board prohibits retaliation for the filing of a complaint, the reporting of discrimination, harassment, intimidation, bullying, or for the participation in complaint procedures.

The Board acknowledges and respects every individual's right to privacy. Discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate, and except to the extent necessary to carry out the investigation, or proceedings, as determined by the Superintendent or designee, on a case basis.

The Superintendent shall ensure that the employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee. A Compliance Officer (C.O.) shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the California Code of Regulations, Title 5, Section 4632. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Copies of the District's complaint procedures shall be available free of charge.

Dissemination of Notice

This notice shall be distributed annually to students, employees, parents or guardians, District/school advisory committees, appropriate private school representatives and other interested parties in English or other languages as required by Education Code 4895.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District. Complaints alleging unlawful discrimination, harassment, intimidation or bullying may be filed by a person who alleges that he/she/they personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, and intimidation or bullying. The complaint must be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation or bullying occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Step 2: Mediation

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. Within 3 days of receiving the complaint, the C.O. may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the C.O. shall make all arrangements for this process. The C.O. shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of the law, the C.O. shall proceed with his/her investigation of the complaint. The use of mediation does not extend to the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

The C.O. shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and or his/her representative to repeat the complaint orally. All parties shall also have an opportunity to present evidence or information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her/they engagement in any other obstruction of the investigation may result in dismissal of the complaint because of a lack of evidence to support the allegation. The District's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

Within 60 days of receiving the complaint, the C.O. shall prepare and send to the complainant a written report of the District's investigation and decision.

Step 5: Final Written Decision

The District's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The report shall include: the findings of fact based on the evidence gathered; the conclusion(s) of law; the disposition of the complaint, including corrective actions if any; the rationale for the above disposition; and notice of the complainant's right to appeal the decision within 15 days to the California Department of Education (CDE) and procedures to be followed for initiating such an appeal. If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary actions.

Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension of filing appeals. The complainant must specify the basis for appeal of the decision and whether the facts are incorrect and/or the law has been misapplied, decision and must include a copy of the locally filed complaint and the District's decision.

Upon notification by the CDE that a complainant has appealed the District's decision, the Superintendent or designee shall forward the following documents to the CDE:

- a. A copy of the original complaint
- b. A copy of the decision

- c. A summary of the nature and extent of the investigation conducted by the District, if not covered by the decision
- d. 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
- e. A report of any action taken to resolve a complaint
- f. A copy of the District's complaint procedures
- g. Other relevant information requested by the CDE

Civil Law Remedies

A complainant may pursue available civil law remedies under state and federal discrimination, harassment, intimidation and bullying laws, if applicable, outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies provided the District has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law.

Basis for California Department of Education Intervention:

The CDE may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists, including cases in which the District has not taken action within 60 days of the date the complaint was filed. [20 USC

7114(D)(7), 20 USC 11138; 34 CFR 300.510-511, 300.513; EC 235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600; 5 CCR 4620-4633]

Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504 – Office of Civil Rights.

Child Abuse – Department of Social Services, Protective Services Division, or law enforcement.

Discrimination/Nutritional Services – U .S. Secretary of Agriculture.

Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

General Education – This school district.

Health and Safety/Child Development – Department of Social Services.

Student Records – Family Policy Compliance Office (FPCO), U.S. Department of Education.

[20 USC 11138; 34 CFR 300.510-511, 300.513; EC 232. 262.3,33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5CCR 4620-4632].

Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities

Parents should use the District Uniform Complaint Procedure with modifications as included, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 8235.5, 35186]

Williams Settlement Complaint Procedure

A complaint form may be obtained, free of charge, at the school office, the district office, or downloaded from the district's Web site at www.pvusd.net, but the form need not be used to make a complaint. You may also download a copy of the California Department of Education complaint form from this Web site, www.cde.ca.gov/re/cp/uc. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the Human Resources Department within 10 days.
3. Complaints may be filed anonymously. A response may be requested if Complainant is identified and will be sent to the mailing address on complaint.
4. If the district is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to Complainant when a response was requested. A principal will also inform the superintendent of resolution in the same time frame.

8. If unsatisfied with resolution a Complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The district will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [EC 35186, 48985]

Miscellaneous Information/Facilities

Management Plan for Asbestos-Containing Material

The district, Maintenance and Operations Department, has available upon request a complete and updated management plan for asbestos-containing material. [40 CFR 763.93]

Lead Poison

The district website has information about lead poisoning, including risks and effects of childhood lead exposure; blood lead screening tests for children enrolled in Medi-Cal; recommendations for children not enrolled in Medi-Cal who are at high risk of lead exposure and blood lead screening tests as required. The District will handout information to parents of district childcare or preschool programs. [HSC 105286]

Habitat Management Program

The district implements a Habitat Management Program through its Maintenance and Operations Department. This program reduces to the lowest possible levels the district's reliance on pesticides. Instead, the district attempts to resolve the problem with nontoxic solutions and to manage the factors to prevent pest situations from developing.

Parents, guardians and school employees may find further information on the district's Habitat Management Program on the district's website (www.pvUSD.net) under the Environmental, Health and Safety Department. Please contact Business Services at (831) 786-2140 if you have any questions on the district's program or use of pesticides.

For additional information regarding School Integrated Pest Management Programs (IPM) or the Healthy Schools Act of 2000, please visit the Department of Pesticide Regulation's website at www.cdpr.ca.gov and click on the School IPM Program. [EC 17612, 48980.3]

Pesticide Usage

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year (see list on next page). Only fully certified pesticides can be used on school grounds. The identification includes the name and active ingredients. The school's Integrated Pest Management Plan (IPM) is updated by June 30 each year. The IMP, pesticide names and active ingredients, and application dates are posted on the school and/or district website.

Parents and guardians may register with the school or District if they wish to receive notification of pesticide applications at a particular school or facility. Notice of an application and written notice of unlisted pesticide use will be given 72 hours in advance. During emergencies, 72 hours notice will be the goal. Each area of the school where pesticide is being used will be identified by a posted warning 24 hours before and 72 hours after use. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [EC 17610.1, 17612, 48980; FAC 13184]

CHEMICAL NAME & EPA NUMBER	ACTIVE INGREDIENT
73 Disinfectant Epa 1677-246	Citric Acid
Advion - Ant Gel Bait Epa 352-746	Indoxacarb
Advion - Cockroach Gel Bait Epa 352-652	Indoxacarb
Alpine Dust EPA 499-527	Dinotefuran
Alpine WSG Epa 499-561	Dinotefuran
Bio Gel No Epa Number	Bacterial Suspension
Contrac -Rodent Bait Epa 12455-79	Bromadiolone
Delta Dust Epa 432-772	Deltamethrin
Dragnet SFR Epa 279-3062	Permethrin
Essentria G No Epa Number	Eugenol/Thyme Oil
Essentria IC 3 No Epa Number	Rosemary/Peppermint
Gopher Getter Epa 36029-24	Diphacinone
Max Force - Ant Bait Station Epa 432-1256	Fipronil
Max Force - Roach Bait Station Epa 432-1251	Hydramethylnon
Mother Earth G Epa 499-515	Boric Acid
Niban-FG Epa 64405-2	Orthoboric Acid
Nyguard Epa 1021-1603	Pyridine
Oasis 146 Multi Quat Sanitizer Epa 1677-198	Alkyl
Peroxide Multi Surface Cleaner Epa 1677-238	Dodecylbenzene Sulfonic Acid
QC 77 Bio-Enzymatic Odor Eliminator No Epa Number	
Suspend SC Epa 432-736	Deltamethrin
Talstar PRO Epa 279-3206	Bifenthrin
Tempo Ultra WP Epa 432-1304	Cyfluthrin
Termidor Epa 7969-210	Fipronil
Ultracide Epa 499-404	Pyriproxyfen/Pyrethrins
Vital Oxide Epa 82972-1	Chlorine Dioxide
Wasp Freeze Epa 499-362	Allethrin/Phenothrin

Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office (831) 786-2100. [FRPA, 34 CFR 99.7(b)]