



PALM SPRINGS UNIFIED SCHOOL DISTRICT

PARENT  
STUDENT  
INFORMATION  
BOOKLET

2019-2020



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### *PSUSD Mission*

*Students will graduate prepared and motivated to succeed in their choice of career and higher education and to contribute to the common good.*

**PALM SPRINGS UNIFIED SCHOOL DISTRICT**  
 150 District Center Drive, Palm Springs, California 92264  
 (760) 883-2700

**BOARD OF EDUCATION**

Richard Clapp, President  
 John Gerardi, Clerk  
 Karen Cornett, Member  
 Madonna Gerrell, Member  
 Timothy Wood, Member

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Sandra Lyon, Ed.D., Superintendent  
 Tony Signoret, Ed.D., Assistant Superintendent, Human Resources  
 Brian J. Murray, Ed.D., Assistant Superintendent, Business Services  
 Michael Swize, Ed.D., Assistant Superintendent, Educational Services

**DIRECTORY OF SCHOOLS**

<b>Early Childhood Programs</b>	<b>Principal</b>
State Preschool, Head Start Latchkey and Childcare	Myra Acosta

<b>Elementary Schools (K-5)</b>	<b>Principal</b>
Agua Caliente Elementary	Eric Antuna
Bella Vista Elementary	Lisa Arseo
Bubbling Wells Elementary	Omar Tinoco
Cabot Yerxa Elementary	Amber Gascoigne
Cahuilla Elementary	Ryan Saunders, Ed.D.
Cathedral City Elementary	Jessica Whiteman
Cielo Vista Charter	Devinn Clinton/Jennifer Geyer (K-8)
Della Lindley Elementary	Amy Zink
Julius Corsini Elementary	Jessica Simpson
Katherine Finchy Elementary	Matt Hammond
Landau Elementary	Wendy Meka
Rancho Mirage Elementary	Latrice Johnson, Ed.D.
Rio Vista Elementary	Aaron Tarzian
Sunny Sands Elementary	Pam Horton
Two Bunch Palms Elementary	Joseph Scudder
Vista Del Monte Elementary	Blanca Luna

<b>Middle Schools (6-8)</b>	<b>Principal</b>
Desert Springs Middle School	Kiela Snider, Ed.D.
James Workman Middle School	Brad Sauer
Nellie Coffman Middle School	Karen Dimick, Ed.D.
Painted Hills Middle School	Michael Grainger, Ed.D.
Raymond Cree Middle School	Bernie Marez

<b>High Schools (9-12)</b>	<b>Principal</b>
Cathedral City High School	Guillermo Chavez
Desert Hot Springs High School	Caroline Cota
Palm Springs High School	Brian Hendra
Rancho Mirage High School	Teresa Haga, Ed.D.

<b>Alternative Education</b>	<b>Principal</b>
Edward Wenzlaff Education Center	Brad Seiple
Mount San Jacinto Continuation	Brad Seiple
Desert Learning Academy	Todd Reed, Ed.D.



150 District Center Drive  
Palm Springs, CA 92264  
Phone 760-883-2700  
www.PSUSD.us

**Sandra Lyon, Ed.D.**, *Superintendent of Schools*  
**Board of Education** | Richard R. Clapp,  
*President* John Gerardi, *Clerk* | Karen Cornett,  
*Member* Madonna Gerrell, *Member* | Timothy S.  
Wood, *Member*

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August 2019

Dear Parents and Guardians:

The Palm Springs Unified School District's vision is Lifelong Learning Starts Here! Whether you are new to the district or returning, we are glad to have you with us as we launch another exciting school year intended to ignite the love of learning in all our students. Our Governing Board and PSUSD staff are deeply committed to the principles of excellence through equity, making sure our students have an outstanding educational experience. We are fortunate to have supportive communities and community members who partner with us to make that happen.

In our district, we are proud to have exceptional teachers, stellar programs, and committed staff members in every department and school who work tirelessly to ensure the very best for the students we serve.

We have a relentless focus on high-quality teaching, equity and learning in all settings: academics, visual and performing arts programs, academies to co- and extra-curricular activities. In our district, we want our students have opportunities to excel and grow in a variety of ways throughout their PreK-12 experience. We encourage our students to take advantage of not only the learning opportunities in the classroom, but also the additional opportunities on each campus and in their local communities. Students who are active and engaged thrive, and that is what each of us wants for our PSUSD students.

If you have not yet been involved with the process of developing our Local Control Accountability Plan (LCAP) we hope you will be this year, as we will be creating a new three-year plan. We provide various opportunities for you to give us input as we determine the programs and services that best meet the needs of our students. We analyze our data to determine when there is an opportunity to make a change and we work to ensure that there is equity throughout our district which involves thoughtful allocation of resources based on student needs. These discussions are ongoing, and I encourage you to read our LCAP and make sure you provide feedback through one of our school or community meetings or our annual online survey.

The state's accountability system has continued to evolve over the past year, and I encourage you to look at the California School Dashboard which can be found at <https://www.caschooldashboard.org/#/Home>. Although the dashboard may seem complex at first, it does allow schools and districts to show growth while still identifying areas of need. This tool allows you to not only see academic progress in math and English language arts, but also how we are doing in reducing chronic absenteeism and suspension rates and improving outcomes for English learners.

Finally, attendance matters! Research shows that school attendance is an important factor in student achievement. We need our students here every day, ready to learn, and that includes preschool and kindergarten. Poor attendance is related to lower reading and math achievement. We cannot say it enough: attendance matters! We need all our students in school, every day, ready to learn, at every grade level.

This booklet has an abundance of important District information. Please review the contents carefully and sign and return all requested documents. Should you have any questions or concerns, please do not hesitate to contact your school principal.

On behalf of our Governing Board, administrators and staff, we are so happy to have you in our PSUSD family and look forward to an excellent and successful 2019-20 school year!

Sincerely,

A handwritten signature in blue ink that reads "Sandra Lyon".

Sandra Lyon, Ed.D.  
Superintendent of Schools

## MEDIA RELEASE REFUSAL FORM

Dear Parents/Guardians:

Palm Springs Unified School District is proud of the many accomplishments of our students and staff. Often, such accomplishments draw the attention of newspapers, television and radio stations or media websites whose representatives visit our schools to photograph, film and/or interview students and staff during various activities. In addition, we often use photos of our students in Palm Springs Unified School District's publications or on our District website. For our protection and that of your child's privacy, we must know if you **do not** want your child to be photographed, filmed or interviewed by the news media or for District publication.

**If you DO NOT want your child's image or words used by the news media or by Palm Springs Unified School District, please complete and return this form to your child's school by Friday, August 23, 2019.**

If you do not return this completed form by **August 23**, we will assume that you have given your permission for your child to be photographed, filmed or interviewed during school and classroom activities by members of the news media and for your child's photograph and/or words to be used in District publications or on our website. When we feature student photos on our Internet site, we do not include names. Please note, this form does not include classroom displays or yearbook photos. If you do not want your child in a yearbook, contact the school principal.

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### Media Release Refusal 2019-20 School Year

**I DO NOT GIVE MY PERMISSION** for my child to be photographed, filmed or interviewed by the news media for any reason, nor do I give permission for Palm Springs Unified School District to use my child's photograph or words in District publications or on the District website.

**Return this form to your child's school.**

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **STUDENT BUS TRANSPORTATION**

Transportation is provided for students in the Kindergarten through 8th grade who live within the established service areas for their school of residence. Students living within a service area will be assigned a designated bus stop by the Transportation Department. Notification of bus stop assignment and times will be sent to parents approximately one week prior to the beginning of the school year. Students will only be allowed to use their assigned bus stop. All requests to use a temporary alternative bus stop must be approved by the site administrator before the effective date.

If the student lives outside the designated service areas, transportation will not be provided. No school bus transportation will be provided to students in the 9th through 12th grade.

Service areas are posted at each school and on the District's Website at [www.psusd.us](http://www.psusd.us). Questions should be directed to the Transportation Office at 760-322-3699 or First Student Transportation at 760-320-8822.

### **Service for Elementary Students and Middle School Students**

Parents must submit a "Request for Transportation Form" to the school administrator for students who are enrolled after the first day of school. The student will be assigned a bus stop if determined eligible to receive service. Parents will be notified of the effective date and bus stop information by the school staff.

It is not a requirement for a parent or guardian to be present to receive their child at a bus stop for a student in grades levels 1-8 at their designated bus stop. If a student is not sure how to return home, or tells the driver that they are afraid or fearful to exit the bus, the driver will keep the student on the bus and return them to the school of attendance. It is strongly recommended that parents instruct their children what to do in cases when there is not an adult to receive them at the bus stop or when they are not comfortable exiting the bus at their designated stop. All Kindergarten students must be received by a designated parent/guardian or person authorized by the parent/guardian and on the students emergency information card. Kindergarten students may be released from the bus without an adult present only if they are accompanied on the bus by a sibling that is in grades 1-5 and assigned to the same designated stop.

If a student that is not eligible to ride the bus and/or has not been assigned a bus stop by the transportation department and is discovered using the bus, the student will not be allowed to continue using the service effective the day of the discovery. Parents will be responsible for making other arrangements for their child to attend school or get home from school.

### **Safety Precautions**

Prior to their first day on the school bus, parents should instruct their children on the following safety items:

- Be able to state their full name, school they attend and grade level.
- Be able to communicate either verbally or by documentation their address and phone number.
- When exiting the school bus, always use the handrail and follow the bus driver's instructions. If a child lives on the opposite side of the street, always cross in front of the school bus only after the driver instructs them to do so.
- Understand and be aware of the "Danger Zones" surrounding the school bus. These zones include twelve (12) feet around the school bus with the most dangerous zones being directly in front of the bus and by the passenger side rear tires.
- Go directly home after getting off the bus. Do not talk to strangers and do not accept rides from strangers.

### **Student Conduct and School Bus Safety Rules**

Proper behavior on the bus and at bus stops is expected of each student. Disorderly conduct will result in disciplinary action according to Board Policy. Section 14263, Title 5, California Administrative Education Code, reads as follows: "Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly

conduct of the pupils while they are on the bus or being escorted across the street, highway, or road. ***“Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.”***

### **Appropriate Conduct**

The following are rules and appropriate conduct for students to follow at the bus stop and while on the bus.

1. Arrive at the bus stop at least five, but not more than ten minutes, before the school bus is due.
2. As the school bus arrives, form a line and stand at least six feet back from the curb. Do not move toward the school bus until it has come to a complete stop and the door is open.
3. All electronic signaling devices, including cell phones shall be set to silent or vibrate upon entering the school bus. Use while on the bus is limited to purposes related to the health and safety of the pupil.
4. Follow the instructions of the bus driver. Bus drivers are authorized to assign seats, assign three pupils to a seat, and assign seat mates and other actions needed for the safe passage of pupils.
5. Find your assigned seat quickly, secure yourself in restraint system, face forward and remain secured in restraint system until bus comes to a complete stop at your designated bus stop or school.

### **Inappropriate/Disorderly Conduct**

The following are some examples of inappropriate and disorderly conduct at the bus stop and while on the bus:

- Fighting while waiting for, entering or exiting the bus
- Aggressive behavior towards other students or the public such as (slapping, hitting, pushing or shoving, pulling hair)
- Using profane language or degrading gestures
- Throwing any objects at persons, cars or property
- Playing in streets or on neighboring property
- Trespassing or damaging property at or around bus stops
- Littering of any kind at or around bus stops
- Throwing objects at, inside or out of school bus window
- Spitting on other persons
- Continuous boisterous conduct, fighting, shouting, using profanity, obscene gestures, other boisterous conduct
- Refusing to remain seated and in passenger restraint system at all times
- Lighting matches or cigarettes, smoking
- Consuming food or beverages while on bus
- Any other unauthorized or unsafe behavior

### **On the Bus**

Students shall be seated prior to any school bus being put into motion and shall remain seated until after the bus has come to a complete stop. Students shall refrain from any action that could distract the driver while the bus is in motion.

The following are examples of disorderly conduct:

- Opening emergency doors
- Manipulating or disturbing any of the instruments in driver's compartment
- Operating door mechanism or interfering in any way with its operation
- Exposing arms or body outside bus window
- Refusing to cross street as directed by bus driver
- Throwing objects at, inside or out of school bus window
- Spitting on other persons
- Continuous boisterous conduct, fighting, shouting, using profanity, obscene gestures, other boisterous conduct
- Refusing to remain seated and in passenger restraint system at all times
- Lighting matches or cigarettes, smoking
- Consuming food or beverages while on bus



### **Items Not Allowed on the Bus**

- Glass jars are not permitted on bus unless in a lunch box or comparable container
- Live animals of any kind, except for licensed guide dog for the blind, fitted with a muzzle
- Skateboards, roller skates, inline skates and any other item designed to transport a person on a rolling mechanism
- Any noise maker or loud music that could distract the bus driver
- Baseball bats, balls
- Plants

### **Passenger Restraint Systems on School Buses**

It is the law in California that all passengers in a school bus equipped with passenger restraint systems shall properly use the passenger restraint system. It is also the law in California that the PSUSD or the bus company providing the service or the bus driver cannot be held responsible for any passenger that fails to use or improperly uses the restraint system. Any passenger found not using or improperly using the restraint system will face disciplinary action which may include the suspension of bus service for a designated period of time as deemed appropriate by the site administrator or the district transportation administrator. Continued violations of this type may result in a child being suspended from using the school bus service for the remainder of the school year.

### **Penalties for Violations of District Bus Conduct Rules**

“Bus Conduct Reports” shall be used for disciplinary action after the bus driver has used reasonable efforts to control student conduct. The number of reports does not determine the denial of transportation. When the principal/designee receives the “Bus Conduct Report” some action shall be taken. Denial of transportation and notification to parent or guardian will be the responsibility of the school administrator.

Incidents which require the student to be returned to the school will be reviewed by the site administrator and transportation services administrator. Continued incidents may lead to the suspension of transportation service for a designated period of time or the remainder of the school year.

### **Types of disciplinary action may include one or more of the following:**

- Verbal reprimand of the student
- Elimination of specific campus privileges
- Written or oral communication with the student’s parents
- Denial of bus riding privileges

Any damage to seats and/or any other parts of the school bus caused by malicious mischief or misbehavior of students shall be investigated by school authorities to determine responsibility.

**The parent or guardian will be held liable for all damages caused.**

**Remember: *Bus transportation is a privilege – not a right.***

### **Unauthorized Entry of a School Bus**

Any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the driver or other school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than six months, be charged a fine of not more than one thousand dollars (\$1,000) or both. (Education Code 39842)

## NUTRITION SERVICES

### **School Meal Programs**

**Breakfast and lunch are served free to all students enrolled in the District due to a new option the district has implemented called Community Eligibility Provision. The District will continue to offer this option as long as the District meets the requirements to do so.**

**Students wishing to purchase a la carte items can do so by paying cash at time of service, or parents can set up an account that the parents can manage via our online accounts.**

### **Online Accounts**

Online accounts can be set up and managed by parents. A fee of up to \$2.95 per deposit transaction is charged for online payments. A check or cash may be sent with your child to the cafeteria. Accounts will not be charged until your child purchases an a la carte item. The link to the online meal system can be found on the district website by clicking "Nutrition Services" under the "Parents" tab. Click on eFunds for Schools.

### **Transfer of Pre-Paid Money**

The student's account balance is transferred when the student transfers from one school site to another school site within the District.

### **Refund of Pre-Paid Money**

Refund forms are available in each school cafeteria. Submit completed forms to the site kitchen manager to be processed and fulfilled at the District Office. Refunds are provided by check from the District Nutrition Office. Balances left after a student has transferred out of the district or graduated will become district property after a period of 1 year from date of transfer or graduation.

**No charging of any kind will be allowed—Payment must be received at time of service for all a la carte items.**

### **Meal Service**

Student ID numbers are used to identify students at time of service.

Elementary Schools: A classroom roster is used to record student participation. Students need to say their first and last name to the cashier when going through the meal service line.

Secondary Schools: Student ID cards are used to record student participation. Students scan their card through a card reader. If a student does not have a student ID card, they may manually enter their 10-digit student ID number.

Student meal account records can be viewed at no cost through the online prepayment system. The link is located on the District website—click "Nutrition Services" under the "Parents" tab. Click on Transaction History & Balance Look-up. Enter the 10-digit student ID number and click "View Transaction History."

### **Medical Statement to Request Special Meals and/or Accommodations**

A form is available on our department website, from the kitchen manager or the school nurse for children with special dietary needs. This form must be signed by a licensed medical professional. This completed form must be delivered to the site kitchen manager.

### **Educational Benefit Forms**

Educational Benefit Forms are mailed to all enrolled students prior to the school year. These forms are used to ensure the maximum funding possible to your student's classroom. An on-line version can be located on the Nutrition Services webpage. They are also available throughout the school year in the school office, the school kitchen, and at the Nutrition Services Office at 150 District Center Drive in Palm Springs. These forms are important to ensure that your student's classroom has the maximum funding possible.

### **Completing the Educational Benefit Form**

This form replaces the meal application form. It will be used to ensure the maximum amount of funding is received for your student's classroom, ensuring the best educational experience possible.

- ┆ Only one form per household is needed.
- ┆ If you receive CalFresh (Food Stamps), CalWORKs, Kin-GAP or FDPIR, please write the *Case number* in section 2 of the application.
- ┆ Please list all students who live in the household in section 1.
- ┆ Please check the box with the total number of people living in the household.
- ┆ Check the box that best represents the range of household monthly income.

Any questions please contact Nutrition Services at (760) 322-4117.

## Earned Income Tax Credit Information Act Communication

Parents who qualify for the National School Lunch Program may qualify for Earned Income Tax Credit.

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance for Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its Web site at [www.irs.gov](http://www.irs.gov).

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its Web site at [www.ftb.ca.gov](http://www.ftb.ca.gov).



## **ON-LINE/INTERNET SERVICES: USER OBLIGATIONS AND RESPONSIBILITIES**

1. The student, in whose name an on-line services account is issued, is responsible for its proper use at all times. An account will be issued only after the student has signed an Acceptable Use Agreement. Students shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. Students shall use the District's system responsibly for educational purposes.
3. Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
4. Students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
5. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
6. Copyrighted material shall not be placed on the system without the author's permission. Students may download copyrighted material for their own use only.
7. Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of any other user, including so-called "hacking."
8. Students shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
9. Students shall report any security problem or misuse of the services to the teacher or principal.

### **Equipment/Software: Student Obligations and Responsibilities**

1. Students shall not copy software owned by the District.
2. Students shall not download and/or install personal software on District equipment.
3. Students shall not connect personally owned peripheral devices to any District equipment without prior authorization by the Superintendent's designee.
4. Students shall not vandalize District equipment.

Students shall follow District procedures for checking out portable devices for educational purposes.

***The District reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by District officials to ensure proper use of the system.***

***Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Board policy.***



psusd • etis

## G Suite for Education Permission Form

To parents and guardians,

At Palm Springs Unified School District (PSUSD), we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world? At PSUSD, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. Students who cannot use Google services may need to use other or non-technology related tools or third party software to complete assignments or collaborate with peers.

**I give permission for PSUSD to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.**

Thank you,  
William Carr, Director  
Educational Technology and Information Services

\_\_\_\_\_

Full name of student

\_\_\_\_\_

Printed name of parent/guardian

\_\_\_\_\_

Signature of parent/guardian

\_\_\_\_\_

Date

## G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail (including Inbox by Gmail)
- Calendar
- Classroom
- Contacts
- Drive
- Docs
- Forms
- Groups
- Keep
- Sheets
- Sites
- Slides
- Talk/Hangouts
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html). You should review this information in its entirety, but below are answers to some common questions:

### What personal information does Google collect?

When creating a student account, Palm Springs Unified may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;



- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

### How does Google use this information?

In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

### Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

### Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly when approved by their teacher. When users share information publicly, it may be indexable by search engines, including Google.

### Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- **With [insert name of school/district].** G Suite for Education accounts, because they are school- managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.
- Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

### What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Palm Springs Unified. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

### What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Palm Springs Unified. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the Data Processing Amendment (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html))].

To view these documents online, please visit <https://www.psusd.us/Page/techform>

## PESTICIDE NOTIFICATION

Dear Parent or Guardian,

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of reportable pesticides they expect to apply during the year. We intend to use the following pesticides in your school this year. The following table will give the days that applications will be made depending on weather conditions. If it is extremely windy or raining, certain applications will not be performed, but canceled till the next scheduled time. Most applications are to be performed prior to or after school times.

Name of Pesticide/Herbicide	Active Ingredient	Applicators
Monsanto	Glyphosate,N-phosphonomethyl Glycine	School District
Amdro	Hydramethllnon	School District
Fusilade / Zeneca	Fluazifop-P-butyl, Butyl Phenoxy	School District
Tempo	Cyfluthrin	School District
Goffer Getter AG	Strychnine Alkaloid	School District
MPEDE	Potassium Salts and Fatty Acids	School District
Delta Dust	Delthamethrin	School District
Weed Ho	Monosodium Acid Methanearsonate	School District
Wasp & Hornet	Permethrin Piperonyl Butoxide	School District
Terro	Pyrethrins	School District
Ramik Oats	Diphacinone	School District
Ovocontrol	Nicarbazin	School District
Monument	Pyridinesulfonamide	School District
Aeroshell Smoke Oil	Distillates (petroleum), Hydrotreated Light Paraffinic	School District
Name of School	School District Schedule/Weekly	Dewey Pest Control Schedule/Monthly
Agua Caliente Elementary Bella Vista Elementary Bubbling Wells Elementary Cabot Yerxa Elementary Cahuilla Elementary Cathedral City Elementary Cathedral City High School	Wednesday, Thursday Thursday, Friday Monday, Tuesday Tuesday, Wednesday Friday, Monday Friday, Monday Friday, Monday	Fourth Monday First Friday First Thursday Second Monday Fourth Monday First Wednesday Second & Fourth Monday
Cielo Vista Charter School Della Lindley Elementary Desert Hot Springs High School Desert Springs Middle School Edward Wenzlaff Education Center	Wednesday, Thursday Thursday, Friday Wednesday, Thursday Monday, Tuesday Tuesday, Wednesday	Third Friday Third Tuesday First & Third Tuesday First & Third Monday First Friday
James Workman Middle School Julius Corsini Elementary Katherine Finchy Elementary Landau Elementary Mt .San Jacinto Continuation High	Tuesday, Wednesday Monday, Tuesday Monday, Tuesday Wednesday, Thursday Thursday, Friday	First Monday First Wednesday Third Thursday Second Thursday Second Thursday
Nellie Coffman Middle School Painted Hills Middle School Palm Springs High School/Adult Ed. Desert Learning Academy Rancho Mirage Elementary Rancho Mirage High School Raymond Cree Middle School	Thursday, Friday Wednesday, Thursday Wednesday, Thursday Wednesday, Thursday Thursday, Friday Friday, Monday Monday, Tuesday	Third Wednesday Second Wednesday First Friday/First Tuesday First Thursday First Thursday Second Wednesday Third Wednesday
Rio Vista Elementary Sunny Sands Elementary Two Bunch Palms Elementary Vista Del Monte Elementary	Friday, Monday Tuesday, Wednesday Tuesday, Wednesday Friday, Monday	Third Tuesday Fourth Wednesday Second Wednesday Third Wednesday

If you require additional notifications beyond this yearly schedule, please mail to Risk Management in writing the following information:

- Title Document: Request for Additional Notifications
- Name (Parent/Guardian) and Name (Student)
- Mailing Address, City, State, Zip Code
- School Name and Grade

Notifications will be by mail only. Postings of all chemical applications will be placed at the school site office for public viewing when entering onto any campus. If this information meets your concerns, no further response is needed. You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at <http://www.cdpr.ca.gov>. If you have any questions, please send your written correspondence to Risk Management, 150 District Center Drive, Palm Springs, CA, 92264.

**HEALTH EDUCATION, PUPIL SERVICES AND  
PARENTS' OR STUDENTS' RIGHTS  
REQUIRING ANNUAL NOTIFICATION  
2019 - 2020 School Year**

Dear Parent/Guardian:

Beginning in 1972 with the enactment of Section 48980, the California Education Code has required governing boards of school districts to provide annual notification to parents and guardians of minor pupils regarding the rights and responsibilities which they have related to certain activities.

**E.C. 48980** requires the governing board of school districts to notify parents and guardians of minor pupils of their right to exclude the pupil from specified activities. This act requires the parents or guardians to sign a notification form and return it to school. The signature is an acknowledgment that the parents or guardians have been informed of their rights but does not indicate that consent to participate in any particular program has either been given or withheld. Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parent files with the principal of the school a statement in writing requesting that his/her child not participate.) Other legislation grants certain rights which are spelled out in this form. The following relate to the requirement that parent notification be made (when used in this notification "parent" includes a parent or legal guardian):

**INSTRUCTION**

**Minimum and Staff Development Days**

E.C. 48980(c) - Parents and guardians of all pupils attending a school within the Palm Springs Unified School District shall be advised of the schedule of minimum days and pupil-free staff development days.

<b>2019/20 Staff Development Minimum Days (2-1-2)</b>	<b>2019/20 Staff Development—Full Days</b>
<ul style="list-style-type: none"> <li>-Elementary and middle schools – 2-1-2 days are every Wednesday, early release*</li> <li>-High schools – 2-1-2 days are every Wednesday, late start*</li> <li>*See bell schedules for times</li> </ul>	<p>October 7</p>

**School Accountability Report Card**

E.C. 35256 - A copy of School Accountability Report Cards will be provided upon request from your child's school site or through accessing the District web site at [www.psusd.us](http://www.psusd.us).

**ELEMENTARY AND SECONDARY EDUCATION ACTION (ESEA)  
PARENTS RIGHT TO KNOW REQUIREMENT SECTION 1111(h)(6)(a)**



July, 2019

To Parents/Guardians:

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). This federal law requires that parents be notified of their right to know the professional qualifications of their child's classroom teacher(s) and if your child is provided services by a paraprofessional and, if so, their qualifications. The qualifications that must be provided include the following:

1. The type of state credential or license that the teacher holds. Some teachers will have a credential in a particular subject area, such as English or mathematics, and others will have a multiple-subject credential, which allows them to teach a variety of subjects, as done in elementary schools.
2. The education level and subject area of the teacher's college degree(s). All teachers have a bachelor's degree, and many teachers have graduate degrees such as a master's or doctoral degree.

In addition to requesting the qualifications of the teacher, if a paraprofessional (teacher's aide) provides services to your child, you may request information about his or her qualifications. Many paraprofessionals have two years of college, and others have passed a test that verifies their qualifications.

If you would like this information, please contact your child's school principal.

Sincerely,

A handwritten signature in black ink, appearing to read "Tonatiuh Signoret".

Tonatiuh Signoret, Ed.D.,  
Assistant Superintendent Human Resources

## **RIGHTS OF PARENTS AND GUARDIANS TO INFORMATION** **California Education Code 51101 (*in part*)**

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

- (1) Within a reasonable period of time after making the request, to observe their child's classroom(s).
- (2) Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
- (3) To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
- (4) To be notified on a timely basis if their child is absent from school without permission.
- (5) To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
- (6) To request a particular school for their child, and to receive a response from the school district.
- (7) To have a school environment for their child that is safe and supportive of learning.
- (8) To examine the curriculum materials of their child's class(es).
- (9) To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- (10) To have access to the school records of their child.
- (11) To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- (12) To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
- (13) To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- (14) To participate as a member of a parent advisory committee, school site council, or site-based management leadership team.
- (15) To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- (16) To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

### **Notices to Parents in Language Other Than English**

E.C. 48985 - If 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the Department of Education pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in

English, be written in such primary language, and may be responded to either in English or the primary language.

### **Homeless Youth Education**

42 US 11432, EC51225.1 and 51225.2

Requires school district homeless liaisons to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Unaccompanied youth, such as teen parents not living with their parents/guardian or students that have run away or have been pushed out of their homes, have access to these same rights. Contact Student Services at (760) 883-2703 Ext. 4805013 for more information.

### **Educational Liaison for Foster Children**

E.C. 48204, 48645.5, 48853 AND 48853.5, WIC 317 and 16010

Information on student rights for foster children, Agreement for Foster Youth Placement (AB490) and Foster Youth exempt from local Graduation Requirements (AB167) may be requested through the District Educational Liaison by calling the Student Services office at (760) 883-2703 Ext. 4805103. Additional information (Q&A) regarding Foster Youth Education Task Force is posted on the PSUSD Internet website. (psusd.us)

Students who are identified as homeless or foster children have a right to receive priority enrollment. To request priority enrollment in After School Enrichment and Support Program at (760) 883- 2703. No current participant in a before or after school program shall be dis-enrolled in order to allow enrollment of a student with priority enrollment.

### **School Counseling**

Pupils in grades TK-12 periodically receive counseling from school personnel regarding alternatives for careers, courses of study and social emotional issues. Parents of these pupils may participate in such counseling sessions and decisions. Contact your school counselor for details.

### **Achievement Tests**

E.C. 60604/60615/60640 – Standardized tests are administered to 3rd - 11th grade students annually as part of participation in the CAASPP assessment system. Test scores are sent to parents with a written explanation and teachers are available to review student performance upon request. A parent or guardian may annually submit to the school a written request to excuse his or her child from any or all parts of any test provided pursuant to Education Code section 60615 for the school year. If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent or guardian and included in the pupil's records. An LEA and its employees may discuss the CAASPP assessment system with parents and may inform parents of the availability of exemptions under Education Code section 60615. The school district and its employees shall not solicit or encourage any written exemption request on behalf of any child or group of children.

### **California Assessment of Student Progress**

E.C. 60640 – Commencing with the 2013-14 school year, the California Assessment of Student Performance and Progress will be composed of all of the following:

- (1) (A) A consortium summative assessment in English language arts and mathematics for grades 3 to 8, inclusive, and grade 11 that measures content standards adopted by the state board.
- (2) (A) Science grade level assessments in grades 5, 8, and 10 that measure content standards adopted pursuant to Section 60605, until a successor assessment is implemented pursuant to subparagraph (B).  
(B) For science assessments, the Superintendent shall make a recommendation to the state board as soon as is feasible after the adoption of science content standards pursuant to Section 60605.85 regarding the assessment of the newly adopted standards. Before making recommendations, the Superintendent shall consult with stakeholders, including, but not necessarily limited to, California science teachers, individuals with expertise in assessing English learners and pupils with disabilities, parents, and

measurement experts, regarding the grade level and type of assessment. The recommendations shall include cost estimates and a plan for implementation of at least one assessment in each of the following grade spans:

- (i) Grades 3 to 5, inclusive.
- (ii) Grades 6 to 9, inclusive.
- (iii) Grades 10 to 12, inclusive.

(3) The California Alternate Performance Assessment in grades 2 to 11, inclusive, in English language arts and mathematics and science in grades 5, 8, and 10, which measures content standards adopted pursuant to Section 60605 until a successor assessment is implemented. The successor assessment shall be limited to the grades and subject areas assessed pursuant to paragraph (1) and subparagraph (B) of paragraph (2).

### **Home Language Survey**

E.C. 52164.1 – Parents are requested to complete a home language survey upon enrolling students. This information is required so that schools may determine the language spoken in the home by each student in order to provide meaningful instruction for all students.

### **Animals. Harmful Use. Pupil Rights**

E.C. 32255.1 – Except as otherwise provided in Section 32255.6, any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection, upon notification by the school of his or her rights pursuant to Section 32255.4

### **Animals. Harmful Use. Teacher Role**

E.C. 32255.4 – Each teacher teaching a course that utilizes live or dead animals or animal parts shall also inform the pupils of their rights pursuant to this chapter. (Added Stats. 1988, Ch. 65)

### **Temporary Disability**

E.C. 48206.3 – (a) Except for those pupils receiving individual instruction provided pursuant to Section 48206.5, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside.

### **Residency: Hospital Stay**

E.C. 48207 – Notwithstanding Section 48200, a pupil with a temporary disability who is in a hospital or other residential health facility excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. (Added Stats. 1986, Ch. 97)

### **Hospital Stay: Notification**

E.C. 48208 – (a) It shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to Section 48207 of the pupil's presence in a qualifying hospital.

### **Parent Responsibility. Damage**

E.C. 48904 – (a) Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by or performing volunteer services for a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars (\$10,000). The parent or guardian shall also be liable for the amount of any reward not exceeding ten thousand dollars (\$10,000) paid pursuant to Section 53069.5 of the Government Code. The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the



minor and not returned upon demand of an employee of the district or private school authorized to make the demand. (b) Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a).

### **Records and Grades**

When a student who is transferring into the district has had his/her grades, diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (Education Code 48904.3)

Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904. The Superintendent or designee shall also notify the student's parents/guardians in writing that the decision to withhold the student's grades, diploma, and/or transcripts will be enforced by the new district. (Education Code 48904.3)

### **Grade Reduction/Loss of Credit**

E.C. 48980(k) – No pupil may have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205, when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

### **Notice of Danger of Failing**

E.C. 49067 – A written report shall be sent to, or a conference shall be held with, the student's parent/guardian in the event the student is in danger of failing the courses.

### **Promotion/Retention of Pupils**

E.C. 48070.5 – Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits. The student must also meet the minimum proficiency requirements set by the Board. When high academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student. As early as possible in the school year and in students' school careers, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, board policy, administrative regulation and the following criteria: Students shall be identified on the basis of grades and district- adopted measures of student proficiency in reading and/or language arts and mathematics. When a student is recommended for retention or is identified as being at risk for retention, the District shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies.

### **Notice of State Funds to Cover AP Test Fees**

E.C. 48980 (k) Palm Springs Unified School District must notify parents or guardians of the availability of state funds, in the form of student fee waivers, to pay most of the cost of the Advanced Placement (AP) examination fees pursuant to Education Code Section 52242, in order for students to qualify to receive fee waivers as provided in this *Code*, students must be identified as "economically disadvantaged high school pupils." An eligible "economically disadvantaged high school pupil" is defined as a student who is either from a family whose annual household income is below 200 percent of the federal poverty level or a pupil who is eligible for services through the Federal Free or Reduced-Price Meal Program. Should student(s) meet either of these criteria, and through providing appropriate supporting documentation to his/her school, the Palm Springs Unified

School District will provide waivers to offset most of the cost of any and all AP exams to these students.

### **Communication with Parents**

E.C. 51216 – The Governing Board believes that good communication between parents/ guardians and teacher is important in the educational process. Reporting contacts between parent/guardian and teacher should be varied and frequent, and all appropriate forms of communication should be utilized, including parent-teacher conferences, mail, telephone, and school visitation by parents.

### **Custody Issues**

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Under FERPA, a parent is defined as "a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian."

Regardless of a parent's marital status, schools are required to give full rights under FERPA to either parent, unless the school has been given evidence of a court order, statute or legally binding document that specifically revokes these rights. This means that if an individual meets FERPA's definition of a parent, another parent may not prevent school officials from providing education records to that individual without first providing a court order or other legal document to that effect.

An essential consideration whenever school staff work through a child custody dispute between parents is this: Ensure staff review and follow the most recent court order in the student's file. If one of the parents claims the order in the student's records is out of date, staff should politely ask the parent to provide the school with a copy of the most recent order.

Another common dispute relates to the involvement of stepparents or a parent's significant other. All too frequently, one parent will ask school officials to prevent a stepparent from reviewing education records or attending conferences. This request often goes beyond the parent's authority. For one, either parent may provide written permission (release of information) for a stepparent or any other party to review education records or attend a student conference. In other instances, stepparents have the same rights under FERPA as do natural parents, if the stepparent "is present on a day-to-day basis with the natural parent and child and the other parent is absent from that home."

The same standard would apply for other adults, such as a parent's significant other, or grandparents living in the student's home.

Source: [cde.ca.gov](http://cde.ca.gov) (data privacy)

### **Prospectus of Curriculum**

A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each Palm Springs Unified School District school, is available at the school site for parent review upon request.

### **Health Education**

Required Health Education is provided using age appropriate and medically accurate materials at the following grade levels:

- Grades 5 Puberty and maturation
- Grade 7 Healthy Relationships and Sexuality/Puberty/Preventing Unwanted Pregnancies/STD's
- Grade 9 STD's and HIV/AIDS

Parents have the right to opt their children out of these lessons by contacting the school office.

### **Information on Graduation Requirements**

E.C. 51225.3 – Requirements for graduation and alternative modes for completing the prescribed courses of study are available to pupils, parents, and the public through contact with local school sites.

### **Physical Education (PE) Notification**

E.C. 51210 – Requires students in grades 1-6 to be provided 200 minutes of physical education each ten days, exclusive of recesses and lunch period. In grades 7-8, all pupils, except pupils excused or exempted pursuant to Section 51241, shall be required to attend courses of physical education for a total period of time of not less than 400 minutes each 10 school days. Students in high school are required to have two years of physical education to graduate. If a parent feels there are concerns about physical education not being adequately addressed at the school site, contact Dr. Simone Kovats, Director of Elementary Curriculum and Instruction at 760-883-2703.

### **Religious Beliefs**

E.C. 51240 – Whenever any part of the instruction in “health”, family life, or sex education conflicts with religious training and beliefs or personal moral convictions of the parent or guardian, the student, on writ- ten request of the parent or guardian, shall be excused from that part of the instruction

### **Child Abuse Prevention Training Program**

WIC 18976.5 – Parents have a right to refuse to allow their children to participate in a child abuse primary prevention program. Parents are to notify school site principals.

### **English Learner**

E.C. 305/306/310/311 - Parents/Guardians will be notified by mail and/or in person of the results of the English Language Proficiency Assessment for California (ELPAC), their child's language designation and program placement as well as other ELL program options which include, Structured English Immersion, Alternative Course of Study and English Language Mainstream. Parents/Guardians have the right at any time to place their child in the English Language Mainstream program. Contact the site principal for additional information and/or questions regarding ELL program options.

### **Materials Containing Questions about Beliefs or Practices in Sex, Family Life, Morality, and Religion: Requirements**

E.C. 51513 – No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality and religion, or any questions about his parents', or guardians' beliefs and practices therein, shall be administered to any pupil in kindergarten or grades 1 through 12, inclusive, unless the parent or guardian of the pupil is notified, in writing, that such test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take such test, questionnaire, survey or examination (Stats.1976, Ch. 1010).

## **SPECIAL EDUCATION**

### **Title IX, Section 504, 1973 Rehabilitation Act**

The District has a policy of non-discrimination based upon sex, handicap, race, color, national origin, or lack of English skills. Reasonable accommodations for handicapped pupils are provided. Title IX Section 504 complaints may be made to Anne Kalisek (760) 883-2703.

### **(IDEA) Free and Appropriate Education – Special Education**

Pub. L. 101-76 – Ensures that all handicapped children have available to them a free appropriate public education which includes Special Education and related services provided in accordance with an individualized education program.

### **Special Programs**

E.C. 56031/56365 – California and federal law requires school districts to make special programs available to certain exceptional pupils. Priority in providing Special Education facilities and service shall be given to public schools, or state operated programs. State and school district support for an exceptional child's education at a private non-sectarian school, instruction, or agency shall be approved pursuant to this chapter only if no publicly operated programs are available to the pupil within a reasonable distance from his residence, or if such programs do not meet the specialized needs of the pupil, as determined under the procedures established by this chapter.

### **Special Education: Assessment, Due Process**

E.C. 56329 – As part of the assessment plan for Special Education evaluation, parents are notified that upon completion of the assessment, an individualized education program team meeting will be held. Parents are entitled to a copy of the assessment report and the documentation of determination of eligibility.

### **Search and Serve**

E.C. 56300-56301 – Each public education agency shall establish written policies and procedures for seeking out of all individuals with exceptional needs. For more information, contact the Director of Special Education.

### **Special Education: Age of Majority**

E.C. 56345(a) (8) – Beginning at least one year before Special Education pupils reach the age of 18, they are to be informed of their rights that will transfer to them upon reaching the age of 18. A statement of this nature shall be included in the individual education program.

## **HEALTH ISSUES**

E.C. 46010.5, 124100, 124105, Health & Safety Code 323.5, B.P. 5141.3, 5141.31, and 5141.32- The law requires that prior to enrollment a pupil must be immunized against Poliomyelitis, Diphtheria, Pertussis, Tetanus, Measles, Mumps and Rubella, for all entering kindergarten students and any student new to a Riverside County School. This must be verified as completed or in process. Students not in compliance will not be allowed to register. In addition, all entering kindergarten students must show documentation of a physical assessment (including vision and hearing screening, blood test for anemia, and urinalysis) completed within six (6) months of school entry. It is the responsibility of the parent or guardian to bring documentation of immunization and physical assessment documents to school before enrollment will be permitted. Pupils not fulfilling these requirements will not be allowed to register until all requirements are met. If exemption (medical) of these requirements is requested a medical exemption statement from an M.D. shall be delivered to the building principal. Parent cooperation in fulfilling this mandate will be appreciated.

### **Confidential Medical Services**

E.C. 46010.1 - Parents must be notified that pupils may be excused from school for the purpose of obtaining confidential medical services without the consent of the parent or guardian. The California State Attorney General has opined that school districts must excuse pupils to obtain

such confidential medical services without notifying or requiring permission from the parent or guardian.

### **7<sup>th</sup> grade Tdap**

AB 354 – All students entering 7<sup>th</sup> grade effective July 1, 2010, are required to have Tdap immunization.

### **Habits and Disease**

E.C. 48211 – The governing body of any school district may exclude children of filthy or vicious habits, or children suffering from contagious or infectious diseases.

### **Notice to Parents**

E.C. 48213 – Prior to excluding a child from attendance pursuant to Section 48211 or Section 48212, the governing board shall send a notice to the parent or guardian of the child. The notice shall contain each of the following:

- (a) A statement of the facts leading to a decision to propose exclusion of the child.
- (b) A statement that the parent or guardian of the child has a right to meet with the governing board to discuss the proposed exclusion.
- (c) A statement that at any meeting with the governing board held to discuss such proposed exclusion, the parent or guardian shall have an opportunity to inspect all documents which the governing board relied on in its decision to propose exclusion of the child; to challenge any evidence on the child's behalf, including witnesses. The statement shall also include notice that the parent or guardian may designate one or more representatives to be present with the parent or guardian at the meeting.

### **Entrance Health Screening**

HSC 124085, 124100, 124105, State law requires that the parent or legal guardian of each pupil provide the school documentary proof that the pupil has received a health screening examination by a doctor within 90 days after entrance to first grade. Pupils may be excluded up to 5 days from school for failing to comply or not provide a waiver. Free health screening is available through the local health department.

### **Pupil Health, Oral Health Assessment**

E.C. 49452.8—Requires a pupil, while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, to no later than May 31st of the school year present proof of having received an oral health assessment that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil.

### **Vision and Hearing Tests**

E.C. 49452 and 49455 – During the school year pupils in grades TK, K, 2, 5, and 8, will have screening tests for vision and hearing. 10<sup>th</sup> grade will have screening for hearing. In addition, any pupil new to the district or referred by a teacher in another grade level will be screened. If the parent or guardian prefers that this evaluation be waived, they may present to their school principal a certificate from a physician or surgeon or optometrist setting forth the results of the testing of the ears and eyes; they may write a statement to be filed with the school principal that they adhere to a healing-by-prayer religion or denomination.

### **Scoliosis**

E.C. 49452.5 – During the second semester of school, middle school students may receive education and awareness about Scoliosis.

### **Vision, Hearing and Information to Parents**

E.C. 49456 – For those pupils for whom neither of the two above waiver procedures are on file, required grade levels for state-mandated screening of vision and hearing and education about scoliosis will be completed with follow-up information given to the parents of students with any reportable vision, hearing concerns, and or concerns noted.

## **Diabetes Type 2**

E.C. 49452.7 (a) On and after July 1, 2010, the school district shall provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade pupils.

Description:

Type 2 diabetes is the most common form of diabetes in adults. Until a few years ago, type 2 diabetes was rare in children, but is becoming more common, especially for overweight teens.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.

The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.

In type 2 diabetes, the body's cells resist the effect of insulin, and blood glucose levels rise.

Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.

Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

### **Risk Factors Associated with Type 2 Diabetes:**

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease by their physician. Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- Family history of disease. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- Inactivity. Being inactive further reduces the body's ability to respond to insulin.
- Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

### **Warning Signs and Symptoms Associated with Type 2 Diabetes:**

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing or sores or cuts
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms

### **Type 2 Diabetes Prevention Methods and Treatments**

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a healthy weight and normal blood glucose levels.

- Eat healthy foods. Make wise choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.

- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request testing a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes). There are four tests that a physician may order:

- Glycated hemoglobin (A1C) test.
- Random (non-fasting) blood sugar test.
- Fasting blood sugar test.
- Oral glucose tolerance test.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse or health care provider for more information or if you have questions.

### **Immunizations**

#### **HSC 120325, 120335, 120338, 120365, 120370, and 120375**

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2016, parents of students in any school will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7<sup>th</sup> grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools.

The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

#### **Administration of Prescribed Medication for Pupils** – EC 49423 and 49423.1

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medication as set forth in the physician statement.

#### **Emergency Treatment for Anaphylaxis** – EC 49414

Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history. Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise.

**Administration of Epilepsy Medication** – EC 49414.7

If a pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency anti-seizure medication in the event that the pupil suffers a seizure when a nurse is not available.

**Physical Examination Exemption**

E.C. 49451, B.P. 5141.3(a) - A child may be exempt from physical examination whenever the parents file a written statement with the school principal stating that they will not consent to routine physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance.

**Medical Insurance**

E.C. 32221.5, 49470, 49473 – 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. Information about these programs may be obtained by calling 888-747-1222, Healthy Families Program or 760-770- 2300, Medi-Cal.

E.C. 49471, 49472 – The governing board does NOT provide medical or hospital services for pupil injuries. Parents interested in such coverage may obtain information on a voluntary insurance program from the building principal.

**Health Care Coverage**

EC 49452.9 – Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage and enrollment assistance, contact Borrego Health at [www.borregomedical.org](http://www.borregomedical.org) or go to [www.CoveredCA.com](http://www.CoveredCA.com).



## Notice Regarding the District's Participation in the LEA Medi-Cal Billing Program

The District, in cooperation with the California Departments of Health Care Services and Education, participates in a program that allows the district to be reimbursed with federal Medicaid dollars for select health services provided to enrolled Medi-Cal students at school. The money received through this program is directly reinvested into expanding and improving health and social services for all students.

In accordance with state and federal rules and guidelines, we are notifying you that some information may be released from your student's records to our reimbursement recovery vendor, Paradigm Healthcare Services, LLC and to the Department of Health Care Services (DHCS) for claiming purposes only (and your child's Medi-Cal benefits may be accessed). This information is only released if we have received your consent to do so. Your consent may have been provided to the district when you registered your student for school, as part of your back-to-school paperwork, or during the IEP/IFSP development and review process (if applicable).

**All information that is shared is encrypted and transmitted securely** to both our vendor and to DHCS. The education records that may be shared as a result of our participation in this program include:

Student name, date of birth, and health-related evaluation, intervention, and referral information

(for services received at school)

Practitioners' notes related to these health services and select data from child's IEP/IFSP (if applicable)

You have the right to withdraw your consent to disclose your student's information at any time—feel free to visit your school's front desk to discuss this program. **Please note that students will not be denied services they require to attend school, and parents will never be billed by the school district for services provided as a result of your consent, or non-consent.** Further, while Medi-Cal is reimbursing the district for select health services, your child's Medi-Cal benefits should not be impacted in any way. We participate in this program in an effort to obtain federal funding for the Medi-Cal reimbursable health services already being performed at school, and then use this funding to expand services that are available to all students.

Additional notes:

Confidentiality & Privacy. The district's reimbursement recovery vendor is bound by a contract that contains specific provisions to keep student records confidential, ensuring information is not used or disclosed inappropriately; further, our vendor is HIPAA compliant. In addition, the district and DHCS are bound by agreements that include specific provisions about the use of the information shared in this program, and governing security protocols.

Third Party Liability. If your student is enrolled in Medi-Cal and is also covered by a third party insurer, DHCS may attempt to recover third party liability if they pay a school-based claim submitted by us. This occurs due to the assignment of third-party liability rights that was provided when your application to Medi-Cal was approved.

### **Special Pupil Medication**

E.C. 49480 – The text of this section is to require parents to inform the school if a child is on a CONTINUING PROGRAM OF MEDICATION as follows: The parent or legal guardian of any public school pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdoses.

### **Tobacco Free District**

HSC 104495 - Provides that smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 feet of the playground is prohibited.

### **Mental Health Services**

Students enrolled in Palm Springs Unified School District who seek mental health services can receive help in one of the following ways: PSUSD Mental Health Services (phone number) or by filling out a referral form available on the PSUSD Student Services tab under forms and resources.

Jewish Family Services	<a href="mailto:info@jfsdesert.org">info@jfsdesert.org</a> or 760-325-4088
Riverside County Mental Health	(442) 268-7000
Peer Navigation Line	888-768-4968
National Suicide Prevention	800-273-8255
Safehouse of the Desert	What's Up Safehouse (free app)

## **SAFETY**

Title 40 (40 CFR) 763.93 Code of Fed. Regs. An updated Asbestos Management Plan is available for review at the Maintenance and Operations facility, 150 District Center Drive, Palm Springs.

### **Bicycle Helmets Law**

V.C. 21212 - No person under 18 years of age shall operate a bicycle, a non-motorized scooter, or a skateboard or ride as a passenger, unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

### **School Buses: Passenger Safety**

E.C. 39831.5 - Upon registration, parents or guardians of pupils not previously transported in a school bus, shall receive written information on school bus safety as specified. Applies to pre-kindergarten, kindergarten and grades 1 to 6.

### **Concussion and Head Injuries**

E.C. 49475 –A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.

Existing law requires a school district, charter school, or private school, if it offers an athletic program, to immediately remove an athlete from an athletic activity for the remainder of the day if the athlete is suspected of sustaining a concussion or head injury, and prohibits the athlete from returning to the athletic activity until the athlete is evaluated by a licensed health care provider, trained in the management of concussions and acting within the scope of his or her practice, and the athlete receives written clearance from the licensed health care provider to return to the athletic activity. Existing law also requires, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and athlete's parent or guardian before the athlete initiates practice or competition.

In accordance with AB 2127, Palm Springs Unified School District will prohibit an athlete suspected of sustaining a concussion or head injury from returning to the athletic activity until the athlete is evaluated by a licensed health care provider, as defined to mean a licensed health care provider trained in the management of concussions and acting within the scope of his or her practice, and the athlete receives written clearance from a licensed health care provider. If a licensed health care provider determines that the athlete sustained a concussion or a head injury, the athlete is required to complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. PSUSD will follow the guidelines set forth in AR 6145.21.

### **Use of Cannabis near Schools**

Health and Safety Code 11362.3 It is illegal to smoke cannabis within 1000 feet of a school, day care center, or youth center while children are present except upon grounds of a private residence ONLY IF such smoking is not detectable by others on the grounds of the school.

### **Random Wand Metal Detection**

BP (AR 5131.7 (c) - Random wand metal detection is conducted on unannounced days at the beginning of school at each of the middle and high school campuses throughout the year.

E.C. 48901.5 - Permits school board to regulate the possession or use of any electronic signaling device including all phones and pagers.

### **Comprehensive School Safety Plan: Annual Notice**

E.C. 45294.6, E.C. 32286/32288/32288(c) – Each school shall adopt its comprehensive school safety plan by March 1, 2000 and shall review and update its plan by March 1st, every year thereafter. Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Section 33126 and 35256. In addition, schools shall invite, in writing, specified persons and entities of their right to review Safe School Plans per this code. Each school district is required to annually notify the State Dept. of Education by October 5th of any school that has not complied with the development of a Comprehensive School Safety Plan.

## **PUPIL RECORDS**

### **Notification of Privacy Rights of Parents and students**

E.C. 49063/49069/49070/49073 – Federal and states laws grant certain rights of privacy and rights of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to:

- (1) Parents of students age 17 and younger,
- (2) Parents of students age 18 and older if the student is a dependent for tax purposes,
- (3) Students age 16 and older, or students who are enrolled in an institution of post-secondary instruction (called “eligible students”).

Parents, or an eligible student, may review individual records by making a request to the principal or designee. The principal will see that explanations and interpretations are provided if re- requested. Information which is alleged to be inaccurate, or inappropriate, may be removed upon request. In addition, parents or eligible students may receive a copy of any information retained, persons responsible for records, directory information, and access by other persons, review, and to the challenge of records are available through the principal in each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer the parent (or eligible student) may review, receive a copy (at a reasonable fee), and/or challenge the records. If you believe the District is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Secretary of Health, Education and Welfare. This district is participating with the California Longitudinal Pupil Achievement Data System (CALPADS) Program in the electronic transfer of student data for state reporting to the California Department of Education and to districts and/or public postsecondary institutions to which the student is transferring or applying for admission. All data maintained by the CALPADS program is in compliance with federal and state privacy and confidentiality requirements. Student information is encoded such that no personally identifiable information is retained by CALPADS. The benefits of participation to the student and parent are that student records can be transferred much more promptly, and that information about student assessment and academic placement will be available at the time of transfer. Schools and districts will benefit from the streamlining and reduction of required state reporting.

Parents have the right to inspect student information maintained by the CALPADS program. Contact Data Systems in Technology and Information Services to initiate this procedure (760-883-2703,

Option 1). The District also makes student directory information available in accordance with state and federal laws. This means that each student's name, birth date, address, email address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released to the specified agencies. In addition, height and weight of athletes will be made available. Appropriate directory information may be provided to any agency, including the military, except private, profit-making organizations other than employers, potential employers, or news media. Names and addresses of senior or terminating students may be given to public or private schools and colleges. In addition, student's voluntary response to district approved surveys of test data for educational research in which students will not be identified by name may be released. Upon written request from the parent of a student age 17 or younger the District will with- hold directory information about the student. If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the pupil's request to deny access to di- rectory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification. (See Parent Notification form).

### **Cal Grant Opt Out**

E.C. 69432.9 In order to be considered for a Cal Grant, California public high schools and charter schools are required to submit a high school Grade Point Average (GPA) to the California Student Aid Commission by September 1st each year for all graduating seniors, unless the student or parent has opted out. Parents (or students the age of 18) must sign the Opt Out form by March 1st of each year. The forms are available from their school counselor. Students who do not opt out will have their GPA submitted to the Commission to be considered for a Cal Grant award.

### **Social Security Numbers – EC 49076.7 and 56601**

E.C. 49076.7 and 56601– Prohibits a local educational agency from collecting or soliciting social security numbers or the last four digits of social security numbers from students or their parents.

### **Court Orders**

E.C. 49077 – Information concerning a student shall be furnished in compliance with a court order. The school district shall make a reasonable effort to notify the parent and the pupil in advance of such compliance if lawfully possible within the requirements of the judicial order. (Amended Stats. 1077, Ch. 36.)

## **DISCIPLINE AND ATTENDANCE**

### **Site Discipline Rules**

E.C. 35291 – Rules pertaining to student discipline are available upon request from the office of the building principal.

E.C. 44807– Every teacher in public school shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

(5CCR) 300 – Requires pupils to conform to school regulations: obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

### **Hazing**

E.C. 32051/48900(q) – No student, or other person in attendance at any public or private educational institution shall engage or attempt to engage in hazing.

### **Authority to Gather Information from Social Media**

E.C. 49073.6 The District has the authority to gather and maintain information from social media that relates directly to school safety or pupil safety.

### **Laser Pointers**

PC 417.27 - Prohibits possession of a laser pointer by any student on any elementary or secondary school premise, unless possession is for valid instruction. Further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide

dog.

### **Imitation Firearms**

PC 12550, 12556 - Adds to E.C. 12550 to include BB devices within definition of imitation firearms. Adds E.C. 12556 to make it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school. Changes effective September 2009. (Amended by AB 352)

### **Assaults on Employees. Reporting**

E.C. 44014 – (a) Whenever any employee of a school district or of the office of a county superintendent of schools is attacked, assaulted, or menaced by any pupil, it shall be the duty of such employee, and the duty of any person under whose direction or supervision such employee is employed in the public school system who has knowledge of such incident, to promptly report the same to the appropriate law enforcement authorities of the county or city in which the same occurred. Failure to make such report shall be a misdemeanor punishable by a fine of not more than two hundred dollars (\$200).

### **Notification of Parent or Guardian: Retention of Object by School Personnel: Release**

E.C. 49332 – The parent or guardian of a pupil from whom an injurious object has been taken pursuant to this section may be notified by school personnel of the taking. School personnel may retain protective possession of any injurious object taken pursuant to this section until the risk of its use as a weapon has dissipated, unless prior to dissipation of the risk, the parent or guardian requests that the school personnel retain the object in which case, the school personnel shall retain the object until the parent or guardian or another adult with the written consent of the parent or guardian appears personally to take possession of the injurious object from the school personnel.

### **Involuntary Transfer**

E.C. 48432.5 – The governing board of each high school or unified school district which assigns pupils to continuation schools shall adopt rules and regulations governing procedures for the involuntary transfer of pupils to continuation schools. Such rules and regulations shall provide that written notice be given to the pupil and the pupil's parent or guardian informing them of the opportunity to request a meeting with a designee of the district superintendent prior to the transfer. At the meeting, the pupil or the pupil's parent or guardian shall be informed of the specific facts and reasons for the proposed transfer and shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented and present evidence on the pupil's behalf. The pupil may designate one or more representatives and witnesses to be present with him or her at the meeting. A decision to transfer the pupil involuntarily shall be based on finding that the pupil (a) committed an act enumerated in Section 48900, or (b) has been habitually truant or irregular in attendance from instruction upon which he or she is lawfully required to attend or the pupil's parent or guardian shall be informed of the specific facts and reasons for the proposed transfer and shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented and present evidence on the pupil's behalf. The pupil may designate one or more representatives and witnesses to be present with him or her at the meeting. A decision to transfer the pupil involuntarily shall be based on finding that the pupil (a) committed an act enumerated in Section 48900, or (b) has been habitually truant or irregular in attendance from instruction upon which he or she is lawfully required to attend.

### **Notification to Teachers**

E.C. 49079 – The principal or designee is required to notify each teacher who has a student enrolled in their class who has caused or attempted to cause serious bodily injury to another person. The student's name and a brief summary of the applicable conduct is provided to the teacher. The information regarding the student is developed through district disciplinary records or a report from a local law enforcement agency. This information is for the teacher's exclusive use only and is confidential and may not be disseminated.

### **Notification of Law Enforcement**

E.C. 48902 – (a) The principal of a school or the principal’s designee shall, prior to the suspension or expulsion of any pupil notify the appropriate law enforcement authorities of the county or city in which the school is situated, of any acts of the student which may be violate of Section 245 of the Penal Code. (Deadly Weapon-Assault)

- (b) The principal of a school or the principal’s designee shall, within one school day after suspension or expulsion of any pupil notify the appropriate law enforcement authority of the county or the school district in which the school is situated of any acts of the students which may violate subdivision (c) or (d) of Section 48900 of the Education Code. (Possession, use or sale of alcohol or drugs)
- (c) The principal or designee shall notify the appropriate law enforcement authorities of the county or city in which the school is located of any acts of a student that may involve the possession or sale of narcotics or of a controlled substance or a violation of Penal Code Section 626.9 or 626.10.
- (d) A principal, the principal’s designee, or any other person reporting a known or suspected act described in subdivision (a) or (b) is not civilly or criminally liable as a result of any report authorized by this article unless it can be proven that a false report was made and that the person knew the report was false or the report was made with reckless disregard for the truth or falsity of the report. (Amend. Stats. 1988, Ch. 1254)

### **Questioning by Law Enforcement**

Occasionally, law enforcement will come to school sites to question students about incidences that have occurred on and off campus. If it is an off-campus incident, every effort will be made to interview the student at home. In the case this is not possible, school administrators must allow law enforcement to interview a student. If this happens, the site administrators will contact parents, unless it is a Child Protective Services investigation. However, administrators cannot ask the officers to wait until a parent arrives to begin to investigate. An adult on campus can sit in with the child during the investigation. Questions can be directed to Student Services at 760-883-2703, ext. 4805101.

### **Release of Pupil to Police**

E.C. 48906 – When a principal or other school official releases a minor pupil to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim or suspected child abuse, as defined in Section 11165 of the Penal Code, or pursuant to Section 305 of the Welfare and Institutions Code. In those cases, the school official shall provide the peace officer with the address and telephone number of the minor’s parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours. The officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at a subsequent detention hearing. (Amended Stats. 1984, Ch. 1712.)

### **Chronic Absenteeism**

E.C. 60901— A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – excessive absences negatively impact academic achievement and student engagement.

## **Absences**

E.C. 46010.1, B.P. 5113 (a) – Students should not be absent from school without the parent/guardian's knowledge or consent. The governing board requires that students who are absent present a satisfactory explanation from their parent/guardian upon the student's return to school.

## **Excused Absences**

E.C. 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.

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric or chiropractic services rendered.
- (4) 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.
- (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.
- (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 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.
- (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 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.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(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 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.

(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, 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."

### **Pregnant and Parenting Pupils**

The teen parents both male and female may not be excluded from any class or extracurricular activities, solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or post-partum recovery. Physical and emotional ability to continue may only be determined by physician or nurse practitioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, with the exception of personal choice.

Parental leave for eight weeks for preparation of birth of infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed. Any additional time due if deemed medically necessary, as prescribed by physician or nurse practitioner. The pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the district or charter school supervisor of attendance, as excused absence, with a unique code similar or independent study. However, no work is required during the leave. Upon return, the parenting teens are entitled to return to the school courses that were in enrolled before taking leave. Make up plans and re-enrollment will be worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities as before leave. If needed, parenting teen may enroll for a fifth year of instruction if on course for graduation requirements. If parenting teens were enrolled in an alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using these available accommodations.

An illness for sick child does not require a doctor note for the custodial parenting teens; the mother or father will be excused by the attendance supervisor.

### **Truancy Definitions**

E.C. 48260, 48262 and 48263.6 - A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within E.C.48205.

### **Arrest of Truants/School Attendance Review Boards**

E.C. 48263 and 48264 - The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance and Review Board (SARB).

### **Open Campus**

E.C. 44808.5 - The Governing Board of the Palm Springs Unified School District, pursuant to Education Code 44808.5, has decided to permit certain students enrolled at High Schools to leave the school grounds during the lunch period.

Neither the school district nor any officer or employee thereof shall be liable for the conduct nor has safety of any pupil during such time as the pupil left the school grounds pursuant to this section.



## ALTERNATIVE EDUCATION

E.C. 58500/58501- Notice of Alternative Schools. California State law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

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

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

# PALM SPRINGS UNIFIED SCHOOL DISTRICT

## RELEASE FORM FOR DIRECTORY INFORMATION

*(Applicable Only for the Current School Year)*

### PARENT NOTIFICATION

If you do **NOT** want your student's directory information released to any outside agency, including the military, please complete this form.

PARENTS: **PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN TO YOUR STUDENT'S SCHOOL OF ATTENDANCE**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

The primary purpose of directory information is to allow Palm Springs Unified School District to include this type of information from your child's education records in certain school publications. Directory information includes the pupil's name, address, telephone number, date of birth, e-mail address, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil, information that is generally not considered harmful or an invasion of privacy released.

The Family Education Rights and Privacy Act (FERPA) and Education Code 49073 permits School Districts to disclose appropriately designated "*directory information*" without written consent, unless you have advised the District that you do not want your student's directory information disclosed without your prior written consent. The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Student (if student is 18 or older)*

\_\_\_\_\_  
*Date*

**RELEASE FORM FOR DIRECTORY INFORMATION  
FOR  
HOMELESS CHILD OR YOUTH**  
*(Applicable Only for the Current School Year)*

**PARENTS:** *Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or student of 18 or older, has provided written consent that directory information may be released. (Education Code 49073)*

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Grade: \_\_\_\_\_  
 School: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent/Guardian (or Student if 18 or older)* \_\_\_\_\_  
*Date*

**Note:** *By signing this document you are giving school permission to release directory information.*

\*\*\*\*\*

**DIVULGACIÓN DE INFORMACIÓN DEL DIRECTORIO  
PARA  
UN NIÑO O JOVEN SIN UN HOGAR**  
*(Aplicable Sólo Para el Año Escolar Actual)*

**PADRES:** *El directorio de información con relación a un estudiante identificado como un niño o un joven sin un hogar no podrá ser divulgado a menos que el padre, o un estudiante de 18 años or mayor, haya proporcionado un consentimiento por escrito para que el directorio de información pueda ser divulgado. (Código Educativo 49073)*

Nombre del Estudiante: \_\_\_\_\_ Fecha de Nacimiento: \_\_\_\_\_  
 Dirección: \_\_\_\_\_  
 Ciudad: \_\_\_\_\_ Código Postal: \_\_\_\_\_  
 Número de Teléfono: \_\_\_\_\_ Grado \_\_\_\_\_  
 Escuela: \_\_\_\_\_

\_\_\_\_\_  
*Firma del Padre/Tutor (o, un Estudiante de 18 o mayor)* \_\_\_\_\_  
*Fecha*

**Nota:** *Al firmar este documento, usted está dando a la escuela permiso para divulgar información del directorio.*

## **SUSPENSION AND EXPULSION LAWS**

### **California Education Codes (EC) 48900 *et seq.***

The school principal/designee may suspend a student for a period of up to five days. In cases of this type, an informal administrative conference between the principal/designee, student and other appropriate persons will be conducted if possible. After the conference, the principal/designee will attempt to notify parents by telephone when an action to suspend is taken. A written notice will be sent to parents or guardians.

The school principal has the right to recommend to the district superintendent that a student should be expelled. In cases of this type, a hearing will be conducted.

When the school principal recommends to the district superintendent that a student should be expelled, the hearing will be conducted before the Board of Education, a hearing officer, or a hearing panel.

If a student has violated a school rule and is subject to a suspension or transfer to Continuation /Opportunity school or expulsion, the student and his/her parents/guardian will be notified in written form. The notification process shall include instructions regarding the due process procedure.

#### **EC 48900—Grounds for Suspension and Expulsion**

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

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person;
- (a)(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) Stolen 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 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) 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.

(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. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.

- (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 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the creation or 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, 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 the purpose of having one or more of the effects listed in paragraph (1).
      - (II) Creating a credible impersonation of another actual pupil for the purpose of 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.
  - (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 that act is related to 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 school activity or attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may 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 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.

**Teacher Authority to Suspend Student**

E.C. 48900.1 – A teacher may require parents or guardians of pupils suspended by the teacher to attend a portion of the school day in his or her child's classroom.

(d) A statement that the decision to exclude the child is subject to periodic review and a statement of the procedures set by the governing board for such periodic review.

**Records of Expulsions and Suspensions**

E.C. 48900.8 – All offenses set forth in E.C. 48900 (a-r), 48900.2, 48900.3, 48900.4 and 48900.7 shall be properly identified in all appropriate records of pupil.

**EC 48900.2—Sexual Harassment**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

**EC 48900.3—Hate Violence**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

**EC 48900.4—Harassment, Threats or Intimidation**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

**EC 48900.5 –Limitations on Imposing Suspension**

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

### **EC 48900.7—Terroristic Threats**

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

### **EC 48915—Circumstances for Recommending Expulsion**

(a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

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

(b) Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

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

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



(5) Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
- (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
- (3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an un-guarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

**Other Means of Correction** - A principal may not suspend for acts committed under E.C. 4800 F-T without attempting other means of correction. Other means of correction include but are not limited to:

**Transfer to Continuation/Opportunity School**

A proposed involuntary transfer notice may be sent to the parent/guardian to initiate the transfer for the student to receive special behavioral and educational services. Parents/students have an opportunity to appeal per Board Policy.

**Conference**

A school official will meet with the student and try to reach an agreement regarding how the student will behave.

**Meeting**

A meeting is held with the student and one or more school officials and may include/require parent participation.

**Detention**

Students may be detained in school for disciplinary or other reasons before and after the school day, not to exceed 1 hour per day. Transportation is not provided.

### **Saturday School**

Students may be assigned to school on Saturdays in lieu of more serious disciplinary action. Transportation is not provided.

### **Opportunity to Learn**

The student is removed from one or more classes, but remains at school during these class periods and receives instruction on correcting the behaviors and counseling.

### **School Alternative Program**

A student temporarily assigned to an alternative program by the principal or designee for violations of school rules (includes teacher suspension).

### **Community Service**

A student may be assigned to complete community services hours on or off campus as part of a disciplinary action or expulsion readmit requirement.

## **YOUR RIGHTS – DUE PROCESS**

When certain rule violations occur, all students are entitled to due process. This means that there are definite procedures designated to protect the rights of the individual that school officials must follow when disciplinary action becomes necessary. There are also procedures which students must follow when they do not agree with the actions of the school.

When a student becomes involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given a detailed description of the due process procedures. The following summary is only to acquaint students and parents that such procedures exist.

## **SUSPENSION AND EXPULSIONS**

### **Appeal**

The student or the student's parents/guardians have the right to appeal an expulsion. Expulsion appeals are heard by the Riverside County Board of Education. Information on appeal procedures is provided in a student's expulsion letter from the Palm Springs Unified School District.

## ATTENDANCE OPTIONS

**Legal Authority: Education Code (EC) Section 48980(h)**

### **Attendance Options Available in the Palm Springs Unified School District during the 2014/2015 School Year**

The Palm Springs Unified School District currently provides comprehensive educational programs for school-age children enrolled in kindergarten and grades one through twelve. These programs are available on a limited basis through statutory attendance options, to students who reside outside district boundaries.

Additional attendance options as described below are available on a limited basis to pupils whose parents or guardians currently reside within the district's attendance boundaries and to pupils who have established residency pursuant to provisions of E.C. 48204(f).

Current statutory attendance options, and local attendance options available are as follows:

E.C. 35160.5 (b) Intra-district Open Enrollment: Residents of the School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District website at [www.psusd.us](http://www.psusd.us), or contact Student Services at (760) 883-2703 for transfer information. Students residing within the boundaries of Palm Springs Unified School District (Intra District) or outside the district boundaries (Inter District) may apply for a transfer online by going to [www.psusd.us](http://www.psusd.us) and click on the PARENTS tab then Student Transfer Request Form. Parents of high school athletes should check on CIF sports eligibility rules before pursuing open enrollment. Transportation to any other school is the responsibility of the parent.

E.C. 46600 et seq. Inter-district Attendance: The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the inter-district transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an inter-district transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled. A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for inter-district attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an inter-district attendance agreement.

### **Interdistrict Attendance**

A student who has completed grade 10 by June 30, may enroll within the district of enrollment through grades 11 and 12 without any revocation from the desired district, and must be treated the same as any other resident student.

An appeal for a denial of an interdistrict transfer may be filed with the Riverside County office of Education. A student who is appealing a decision for an interdistrict permit approval through the County office of Education may be eligible for provisional admission to the desired district in grades TK through 12, while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months.

### **Parent Engagement**

To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact our Parent Engagement Center (760) 416-1374 ext. 0.

## **Residency**

E.C. 48200 and 48204 - A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district.

A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.

E.C. 48204 (b) Parent Employment Related Transfers: Provides that school districts may admit any pupil to its schools whose parent(s) or guardian is employed within the boundaries of the district. Information regarding application and procedures is available from the Student Services office at (760) 883-2703. Parent employment related transfers do not guarantee placement in a requested school.

# PALM SPRINGS UNIFIED SCHOOL DISTRICT



STUDENT SERVICES  
150 District Center Drive  
Palm Springs, CA 92264  
Phone: (760) 883-2703 / FAX: (760) 325-8723

## Intra-District Transfer Request Process

Palm Springs Unified School District is an “**Open Enrollment District.**” You may apply for an Intra-District Transfer permit for your child/children to a school other than his/her regular attendance area. Transfers are **not** guaranteed and are based upon space availability. Transfer window deadlines will be posted on the District webpage.

### **The process is as follows:**

- Parents must complete an **Intra-District Transfer** permit through our transfer website: [https://app.k12transfers.com/transfer\\_direction/new](https://app.k12transfers.com/transfer_direction/new) or through our “PSUSD Computer Kiosk Stations” at Student Services office between 7:30 a.m. – 4:30 p.m. (one transfer per child)
- **Students must have an active Student ID Number.** If you do not know your students ID number, please contact your school of attendance.
- If a student is new to PSUSD, student **must** be enrolled in *their* school of residence while pending a transfer approval. If you are unsure as to your “*school of residence*”, you may use our district website [www.psusd.us](http://www.psusd.us) “Find My School.”
- Only parent or legal guardian on record may apply for a Transfer permit.
- Please be aware of any ‘*deadlines*’ for submitting your application.
- Transfer requests are approved through a *lottery* system.
- If student is in **Special Ed**, the transfer request must be reviewed by the Special Ed Department prior to transfer approval. This is due to program availability concerns.

Once a transfer is approved:

*You must register your child within the first 5 days of school or your space will no longer be available. If you no longer are interested in the transfer you have been approved for, please contact Student Services immediately at 760-883-2703 ext. 4805103\*\**

*All permits are subject to review at any time should class overloads occur. Permits may be cancelled if continuance would lead to an enrollment overload as defined by District staffing level or California law. A continued approval for a transfer is dependent on good attendance. If your child’s attendance drops into the chronic absence range (10%) of the enrolled days, the transfer will be revoked and your child will be returned to your school of residence with no chance for a second transfer approval.*

**PLEASE NOTE:** Transfers are subject to California Interscholastic Federation (CIF) regulations. Please contact the athletic director at the school you are requesting to learn how this transfer will affect your child’s athletic eligibility.

*If a transfer is approved, it is agreed that the parent/guardian will provide transportation for the pupil, with the exception of students qualifying under NCLB.*

## STUDENTS

### **Safe Place to Learn Act**

E.C. 234 and 234.1—The Palm Springs Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, antiharassment, anti-intimidation, and antibullying policies, please contact Student Services at (760) 883-2703.

### **Sexual Harassment**

E.C. 48980(g) - The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation. The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. (cf. 5151.5 - Vandalism, Theft and Graffiti) (cf. 5137 - Positive School Climate)

Any student who engages in the sexual harassment of any district employee or student may be subject to disciplinary action. Any student enrolled in grades 4 – 12 may be suspended from school or recommended for expulsion if the district superintendent or the principal of the school in which the student is enrolled determines the student has committed sexual harassment as defined in Education Code Section 231.5. (cf. 4118 - Suspension/Disciplinary Action) (cf. 5144.1 Suspension and Expulsion/Due Process)

Complaints of sexual harassment shall be filed and processed in accordance with the complaint procedures set forth in AR 1312.3 – Uniform Complaint Procedures.

Any student who believes that he or she has been the victim of sexual harassment should report it to the principal or designee or to another district administrator and obtain a copy of AR 1312.3. (cf. 1312.3 – Uniform Complaint Procedures)

### **Dress Code**

E.C. 35183/35183.5 - All pupils have the responsibility to themselves and to other members of the student body to attend school appropriately dressed. Each student shall dress in accordance with the good standards of health and safety, and any students not meeting these standards may be sent home to prepare themselves before re-entering school. Students should come to school properly prepared for participation in the education process.

1. No student on or about school property shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items which are potentially disruptive to the learning environment and a positive school climate.
2. Shoes must be worn on campus at all times.
3. Clothing not acceptable at any time:
  - Short shorts, bathing suits, tube tops, bare midriffs or revealing top
  - Clothing with obscene or offensive logos, graphics, lettering or handwritten wording
  - Clothing advertising or promoting alcohol, drugs, violence or any illegal substances
  - Articles of clothing, jewelry, or accessories which, in the opinion of the school, pose a threat to the physical or psychological well-being and safety of the student or others (e.g., spiked collars or wristbands)

- Clothing or articles of clothing (including but not limited to gloves bandanas, shoestrings, wristbands, jewelry) related to a group which may provoke others to acts of violence or to be intimidated by fear of potential violence, shall not be worn on campus or at any school activity
4. Glasses must be appropriate for the classroom setting; only prescription sunglasses which are prescribed for indoor use may be worn in class. Other types of sunglasses may be worn on campus outside of class.
  5. For grades K-12, hats may be worn outside on campus only. However, they may not be altered in any manner to include: nicknames, buttons or slogans. Hats are to be removed prior to entering any buildings or classroom.
  6. Styles of clothing may vary from school to school, and may change from year to year. Consequently, prior to disallowing the wearing or displaying of the aforementioned clothing, the school reserves the right to make the determination those particular styles may, in fact, disrupt the educational environment.

All of these rules apply not only to school, but to school-related functions as well. Violation of the above dress code may warrant students being sent home and parents or guardians notified.

### **Gang Symbols/Street Gang Prevention**

1. Definition: A street gang is defined as a group having three or more members who socialize on a continuous basis, who have a name and claim a territory or neighborhood and whose members engage in criminal activities. (Source – Riverside County District Attorney’s Office)
2. Students shall be encouraged by staff to avoid affiliations or involvement in all street gangs.
3. Articles of attire, or the display of symbols, emblems, or signs related to gang affiliation are strictly prohibited on all campuses of the Palm Springs Unified School District.
4. Local school rules shall include a statement that gang symbols, signs, and attire which may cause rival gang members to be openly hostile to each other or create an atmosphere of intimidation, encourage the commission of illegal acts, or disrupt the educational process are prohibited.
5. School officials may take articles related to gang affiliations from students and retain the article to be given to the parent/guardian or to a police officer if the article is illegal for the student to possess or if the article is known to be evidence in a criminal act.
6. The principal/designee shall notify the parent/guardian of taking of the article from the student, the disposition of the article, and if the article is not illegal for the student to possess or evidence in a crime shall request the parent/guardian to retrieve the article and remove it from the school.
7. Students whose attire is inappropriate shall be sent home to change into appropriate clothing if necessary.
8. Parents/guardians may be requested to take the student home to be prepared for school if necessary by the school principal/designee.
9. Continued acts of defiance and disruption of the educational process may result in disciplinary action, including suspension and/or expulsion.

### **Nondiscrimination**

District programs and activities shall be free from discrimination based on gender, race, color, sex, religion, ancestry, national origin, ethnic groups, marital or parental status, physical or mental disability, gender identity, gender expression, sexual orientation or the perception of one or more of such characteristics. The District programs and activities shall also be free from discrimination against persons associated with persons or groups with one or more of these actual or perceived characteristics.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be

alert and immediately responsible to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal. No person shall on the basis of sex, race, national origin, or non-limiting handicapped conditions be excluded from participation in or be denied the benefits of or be subjected to discrimination under any educational program offered by the Palm Springs Unified School District. Programs offered by the District include a variety of Career and Technical Education (CTE) courses, pathways and academies. Courses are offered in the areas of Business, Health, Arts, Media, Entertainment, Hospitality, and Manufacturing. There are no special admission requirements for these programs except to progress sequentially from level to level. Lack of English language skills will not be a barrier to admission and participation in CTE programs.

Any student who feels that he/she is being harassed should immediately contact the principal or designee. If a situation involving harassment is not expeditiously resolved by the principal or designee, a complaint can be filed in accordance with Uniform Complaint Procedures (Board Policy 1312.3 and Administrative Regulations 1312.3 (a-b)).

No discrimination between the sexes shall be permitted in opportunities for admission, participation in curricular and co-curricular activities including intramural and interscholastic sports, privileges and other advantages. In certain special cases, as provided by law and District policy and regulation, separate provisions may be made for students according to sex with respect to such matters as protection of modesty in shower rooms and in sex instruction, grading standards in physical education and athletic competition, choral groups, drill teams, cheerleaders and the like.

The faculty must be especially sensitive in guarding against unconscious sex discrimination and stereotyping in all school operations.

Students and parents/guardians shall be notified at the beginning of each school year that district educational programs and activities do not discriminate on the basis of sex. (cf. 1312.3 Uniform Complaint Procedures)



**UNIFORM COMPLAINT PROCEDURES**  
*Palm Springs Unified School District*  
*2019-2020 School Year*

**NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)**

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties.

**The Palm Springs Unified School District annually notifies our its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.**

The Palm Springs Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in: Accommodations for Pregnant and Parenting Pupils, Adult Education, After School Education and Safety, Agricultural Career Technical Education, Career Technical and Technical Education; Career Technical; Technical Training (State), Career Technical Education (Federal), Child Care and Development, Compensatory Education, Course Periods without Educational Content, Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district, and Pupils of Military Families, Every Student Succeeds Act/No Child Left Behind (Titles I-VII), Local Control and Accountability Plans (LCAP), Migrant Education, Physical Education Instructional Minutes, Pupil Fees, Reasonable Accommodations to a Lactating Pupil, Regional Occupational Centers and Programs, School Plans for Student Achievement, School Safety Plans, School Site Councils, State Preschool, State Preschool Health and Safety Issues in PSUSD's Exempt from Licensing.

**Pupil Fees**

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

**A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.**

**A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.**

**Additional Information**

**We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in EC Sections 48853, 48853.5, 49069.5, 49701., 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.**

A notice of health and safety issues pursuant to HSC section 1596.7925 shall be posted in each state preschool classroom program. The notice shall (1) state the health and safety requirements under Title 5 of the California of regulations that apply to California state preschool programs pursuant to HSC section 1596.7925 and (2) state the location at which to obtain a form to file a state preschool health and safety issues complaint pursuant to HSC section 1596.7925.

## Contact Information

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

<b>NAME/TITLE:</b>	Dr. Michael Swize, Assistant Superintendent
<b>OFFICE:</b>	Educational Services Department
<b>ADDRESS:</b>	150 District Center Drive, Palm Springs, California 92264
<b>TELEPHONE:</b>	760-883-2703
<b>EMAIL ADDRESS:</b>	info@psusd.us

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

**We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.**

**Copies of our Uniform Complaint Procedures process shall be available free of charge.**

**Sex Equity: Title IX Notifications – EC 221.61**  
***Palm Springs Unified School District***  
*2019-2020 School Year*

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex, including sexual harassment, and transgender students or students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. Title IX coordinator for Palm Springs Unified School District is Dr. Michael Swize, Asst. Superintendent, Educational Services and may be reached at 760-883-2703 or [marnold@psusd.us](mailto:marnold@psusd.us)

## WILLIAMS UNIFORM COMPLAINT PROCEDURES

### NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS

#### COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school district's Web site at <https://www.psusd.us/Page/4522>. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

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