



STUDENT

S E R V I C E S

HANDBOOK



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Dr. Anne Kalisek
EXECUTIVE DIRECTOR OF
STUDENT SUPPORT SERVICES

Jacqueline Sifuentes
Administrative Secretary - Bilingual

Tanisha Taylor
INTERVENTION COORDINATOR

Tammy Heo
BEHAVIOR ANALYST

Sarah Martin
STUDENT SERVICES TOSA

Mark Bryant
THERAPIST

Angelita Fuentes
Yasmin Mixquitl
PARAPROFESSIONAL BEHAVIOR

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Lisa Todd
COORDINATOR OF STUDENT
ASSISTANCE PROGRAMS

District Community Liaisons

- Bretado-Chavez, Deanna
- Castaneda, Lorena
- Giron de Viazcan, Roberta
- Gomez, Claudia
- Robles, Mary
- Ramirez, Esmeralda
- Robles-Bernabe, Yuriana
- Torres, Lilian
- Romero, Fatima
- Zarco-Sale, Olivia

Carmen Rodrigues
Office Specialist-Bilingual
Enrollment/Placements/Transfers

Adria Ballesteros
Office Specialist-Bilingual
SARB/Attendance/Records

Whitney Knight
ACCOUNTING TECHNICIAN
MAA/ LEA Medi-Cal Billing

Sal Cavazos
Administrative Secretary - Bilingual
Expulsions/Discipline Data

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ATTENDANCE



School Attendance Review Board

Monitoring and supporting the attendance of students in the district.

Description of steps:

- **SART (School Attendance Review Team): SART Contract or other attendance strategies achieved at the site level. All interventions are to be documented in the current "Student Information System."**
- **Formal SARB (School Attendance Review Board): Meeting with individual families by one of three district SARB panels.**
- **DA Mediation: Individual Family DA Mediation meeting.**
- **Filing by DA: For prosecution Court.**

Education Code Section 48260

District is obligated, under statutory law to notify the parent/guardian when any combination of the following occur:

- Pupil absent from school without valid excuse on three (3) full days in one school year
- Tardy more than 30 minutes during school day without valid excuse on three (3) days in one school year.

Notification to parent that their student is '*truant*' must include the following elements: Compulsory law, penalties right to conference, appeals process.

- Parent is obligated to compel the student to attend school
- Parent may be guilty of infraction of the law if fails to meet obligation
- Parent can be offered alternative educational programs (if available)
- Parent has right to meet with appropriate school personnel to discuss solution
- Truancy can result in a referral to SARB

Prior to any referrals, school shall consider all available school and district resources, program adjustments, alternative education, community agency services to achieve regular student attendance.

Attendance Ed Code

E.C. 48205—(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, optometrical, 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 of California. (5) For the purpose of jury duty in the manner provided for by law. (6) Due to 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, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a non-profit 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.

(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 thereof. As the teacher of any class from which a pupil is absent shall determine, the 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 meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

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 – EC 46014 and 48205

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

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

(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, optometrical, 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.

(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."

Absences: Personal Reasons

E.C. 48205 - Justifiable personal reasons for absence may be arranged through the principal prior to the absence.

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 an habitual truant may be referred to a School Attendance and Review Board (SARB).

ALTERNATIVE EDUCATION

Alternative Education is designed for students to obtain an education by using their special interest, abilities and/or needs.

An array of educational options have been established within the Palm Springs Unified School District to serve those students whose potential can best be developed outside the regular program.

MT. SAN JACINTO HIGH SCHOOL

Grades 11th-12th (age 16 and older)
30-800 Landau Boulevard, Cathedral City
Phone: 760-770-8563
Fax: 760-770-8568

EDWARD WENZLAFF EDUCATION CENTER

Grades 11th-12th
11625 West Drive, Desert Hot Springs
Phone: 760-329-3330
Fax: 760-329-6677

DESERT LEARNING ACADEMY

Grades 3rd-12th
2248 E. Ramon Road, Palm Springs
Phone: 760-778-0487
Fax: 760-778-0497

For general questions regarding alternative education, please contact your child's school counselor or school principal.

Home and Hospital Program Screening for Grades K-12

Instructional delivery model:

This is an independent study program designed for students who are ill and are unable to attend school as determined by a doctor. A course of study is provided by the home school and teachers work with the student at their home for five hours a week.

Students who would benefit:

Students who need to be enrolled for compulsory education but are unable to attend school.

If regular education student, please contact School Nurse.

If special education student, please contact the School Nurse or Special Education Department.

For more information, please contact: Health Services Department

HOMELESS SHELTER INFORMATION

Please visit our [Forms & Resources page](#) online for recently updated information.

A student who lacks a fixed, regular and adequate nighttime residence is identified as “homeless” (living in streets, car/s, abandoned buildings or other inadequate accommodations, etc.)

Shelter Program Access:

Students who are enrolled in K-12 grade in the district and are by the above definition homeless may access the program through the following shelters:

If a student is or becomes homeless and is in need of assistance, please contact our Student Services department Foster/Homeless Liaison.

American Red Cross, Palm Desert Office:

Location: 39-665 Entrepreneur Lane, Suite A, Palm Desert, CA. 92211.

Phone: 888-831-0031

Coachella Valley Housing Coalition:

Location: 45701 Monroe Street, Suite G. Indio, CA. 92201.

Phone: 760- 347-3157

Coachella Valley Rescue Mission:

Location: P.O. Box 1539 Indio, CA 92202

Phone: 760-347-3512

Coachella Valley Services and Overnight Shelter (Desert SOS):

Address: 400 S. Farrell Dr., Ste. B205, Palm Springs, CA. 92262.

Phone: 760-327-4394

Housing Authority of the County of Riverside:

Location: 44-199 Monroe Suite B, Indio, CA. 92201.

Phone: 760-863-2828

Martha’s Village and Kitchen:

Location: 83791 Date Avenue, Indio, CA. 92201.

Phone: 760- 347- 4741

Safe House of the Desert:

Address: 72710 E. Lynn Street, Thousand Palms, CA. 99276.

Phone: 760-343-3211

Salvation Army (Provides many services in addition to housing):

Location: 30-400 Landau Boulevard, Cathedral City, CA. 92234.

Phone: 760-324-2275

Shelter from the Storm:

Phone: 760-328-7233 (Hotline)

Counseling Center: 760-674-0400

Dial 2-1-1 is an easy to remember telephone number that connects people with important community services.

List revised: 17/18 school year.

ENROLLMENT

Please visit our [Forms & Resources](#) page online for recently updated information.

Enrollment of Pupils

Critical Questions to ask at the time of enrollment.

- Is the student getting **Special Education** services?
- Does the student have a **504 Plan**?
- Is the student presently on **Expulsion** status from a school district? (*Contact Student Services office for assistance regarding expelled students*)
- **Kindergarten Admission** (See attached guidelines)

Proof of Age can be established by:

Birth certificate

Certified copy of birth record Baptism certificate

Passport

Immigration certificate Bible record

Without any of the above, an affidavit by parent or other 'reasonable' means to verify age.

Physical Exam Form All children must have received within 18 months prior to entering 1st grade.

- Certification of exam
or
- Waiver signed by parent/guardian

Immunization Records must be current:

T-dap - All students entering, advancing or transferring into 7th grade will need proof of an adolescent whooping cough booster immunization (called "Tdap") for school enrollment.

SB277: *Beginning January 1, 2016, California school children must be fully vaccinated, regardless of their parent's personal or religious beliefs. This bill applies to children enrolled in public or private day care, public school district and private schools.*

Caregiver Affidavits (online forms)

Please visit our [Forms & Resources](#) page online for recently updated information.

Students who do not live with parent/s or legal guardian/s but live with an adult 18 or over who resides within PSUSD boundaries, must complete a **"Caregiver Affidavit"** (Relatives, parents of friends, boyfriend or girlfriend, etc).

The Caregiver Affidavit:

- Does not create legal guardianship, only **'statement of fact'** that minor student is living within district boundaries.
- The **"Caregiver"** is required to sign affidavit under penalty of perjury.
- A **New form** is required each school year.
- The affidavit protects PSUSD from litigation by parents and gives it authority to enroll and educate minor.
- Use of *Caregiver Affidavit* establishes residency in Palm Springs Unified.

Refer to Student Services if grade level is impacted and school site placement is needed.

IMPORTANT: Caregiver Affidavit is not to be used for guardian signatures on *"Special Education"* documents. Caregiver Affidavit does not establish "Educational Rights."

Kindergarten Enrollment

Please visit our [Forms & Resources](#) page online for recently updated information.

TK - First time in CA public school	<i>Needs Physical</i>
TK - Not first time in CA public school	<i>No Physical</i> - Place child on a conditional and request a physical 18 months prior to entry into first grade or 6 months prior to Kinder (may get physical during this time frame, cannot be dated before this time).
KN - First time in CA public school	<i>Needs Physical</i> - May get 6 months prior to entering K (physical cannot be dated before the 6 month entry to Kindergarten)
KN - Had TK physical	<i>No Physical</i> - Place child on a conditional and request a physical 6 month mark—need physical prior to 1st grade.
Grade 1 - First time in CA public school	<i>Needs Physical</i>
Grade 1 - Not first time in CA public school	<i>No physical</i> - Student should have a physical required within the 18 month prior to entry to first grade.

Grade Physical Requirements:

California law requires a *Physical* for any student entering school for first time at **ALL** grade levels.

Resources available:

Physicals, immunizations, transfer applications, transportation information, school lunch application, community resources, ECE program information.

Enrolling Students from Placement

Students who are coming directly from a placement situation *must* contact the Student Service office to schedule an *appointment* for a placement interview.

Examples of placements include, but are not limited to:

- Long-term placement in a Juvenile Detention Facility
- Foster Care
- Drug/Alcohol Treatment Center

NOTE: Please *do not* send parent/guardian or student directly to the district office without calling. Administrator/s may not be available to assist this parent. *Instead*, please have parent call for an appointment.

Intra/Inter District Transfers

Please visit our [Student Transfer page](#) online for recently updated information.

Palm Springs Unified School District is an 'Open Enrollment' district (*as of July 1, 1994*). This means that a parent/guardian can *request* to transfer their children to a school in the district other their school of residence. Transfers are granted upon space availability at the school of choice.

Process to apply for an INTRA-District Transfer is as follows:

- Parents must complete an **Intra-District Transfer** request online via www.psusd.us or through our **PSUSD KIOSK Computer Stations** in Student Services office (regular office hours) **except holidays**.
- Student/s should be enrolled in *their* school of residence while pending transfer approval. If unsure as to their "*school of residence*", they can go to our district website www.psusd.us and use "**Find My School**".
- **Deadlines** for submitting applications are listed on our PSUSD Website.
- A **lottery system** will be utilized if the number of requests exceeds the spaces available.
- Placement in **Alternative Education** Schools/Programs is completed through Alternative Education Screening Panel, NOT through the transfer process.
- **Special Education** transfers are determined through the Special Education Department.
- District retains authority to revoke transfers should 'overload' occur.
- If student has excess absences, tardiness, etc., they may be referred to SARB process and transfer may be **revoked**.
- If transfer is **approved**, parent/guardian agrees to provide transportation to approved school.

Note: If student is currently on an *approved INTRA-District Transfer*, he/she does not have to apply again as long as student remains in same school.

Process to apply for an INTER-District Transfer is as follows: (Agreement between districts)

If student moves outside PSUSD boundary, and wishes to attend PSUSD, student must secure an Inter-District Transfer.

If student moves in to PSUSD boundary and wishes to attend another school district, student must secure an Inter-District Transfer.

- District of *residence* originates agreement.
- Parent must complete the INTER-District Transfer form and submit to Student Services.
- Failure to adhere to terms/conditions may result in revocation of transfer.
- District policy requires annual renewal.
- Student cannot be enrolled until agreement has been approved.

Shared Residence Affidavit

Please visit our [Forms & Resources page](#) online for recently updated information.

This document is for compliance with the McKinney-Vento Homeless Assistance Act. The information provided will help expedite the enrollment process for the student. The District shall admit only those students who provide proof of district residency. Such proof shall be required prior to enrollment. A "*Residence Affidavit*" may be completed if a parent/guardian is sharing a residence as a 'temporary address. *That the District reserves the right to verify the accuracy of the information on this form and a home visit may be initiated which proves that the parent/guardian is residing at the address stated (EdCode 48204).*

This document is for the purpose of enrolling in Palm Springs Unified School District, it does NOT guarantee enrollment at a specific school site.

McKinney-Vento Homeless Assistance Act

Dispute Resolution Rights: Residence Affidavit

You may provide written or oral documentation to dispute issues regarding your child's school selection or enrollment.

You have rights to transportation to your school of origin (the school your child was attending at the point that you became homeless), within reason.

If you are being denied enrollment at your resident school due to overcrowding or over enrollment in a grade level, you have rights to transportation to another school within Palm Springs Unified School District as determined by Student Services.

If your dispute of school enrollment is not resolved through the Palm Springs Unified School District, you may appeal the decision of the district by contacting: Riverside County Office of Education.

While your appeal is being reviewed, you have a right to enroll your child at your resident school while your appeal is under review.

If you have further questions, please contact Student Services.

Release of Information

Please visit our [Forms & Resources](#) page online for recently updated information.

This form is to be used whenever a non-parent or non-legal guardian is present in a meeting, hearing, or conference being held to discuss specific student information.

Examples of non-parent or non-legal guardians are as follows:

- Grandparents
- Aunt/Uncle
- Friends of the family
- Step-parents who have not legally adopted the student
- Cousins
- Adult Brother/Sister

Examples of meetings, hearings or conferences where you may need to use this form are:

- Student Study Team (SST)
- Expulsion hearings
- 504 Plan
- Suspension meetings
- Individual Educational Plan (IEP)
- Parent-teacher conferences
- Student Attendance Review Board (SARB)
- Counselor conferences
- Psychologist conferences
- Referrals to Youth Accountability Team (YAT)

For more information, please contact Student Services.

DISCIPLINE

Please visit our [Forms & Resources](#) page online for recently updated information.

EXPULSION PROCESS:

For any student expulsion referral, school sites must submit a 'Principal signed Suspension Notice' to Student Services (using the 'Confidential' cover sheet).

If requesting an "Extension of Suspension" meeting, a copy must also be sent to Educational Services.

Note: Extension of suspension meetings must be held before suspension date ends.

IMPORTANT: Special Education/504 expulsion referrals require a "Manifestation of Determination" meeting within 10 days of first day of suspension, to proceed with the expulsion process.

(See *Expulsion flow chart*)

Please visit our [Forms & Resources](#) page online for downloadable Expulsion Packet.

Expulsion Packet must include:

- Expulsion Packet Cover Page
- Due Process Statement
- Checklist of Interventions
- Recommendation Page
- Counselor's Report
- Exit Interview/Parent Conference
- Student Summary/Incident Description
- Teacher Inquiries/Student Incident Statement
- Suspension Notice [Synergy: U-IDS101]
- Photos of any Evidence (i.e.: Weapon, Drugs, Etc.)
- Discipline History [Synergy: IDS201] (Show: Full History, Incident Description)
- Enrollment History
- Transcript/Grades
- Test Scores
- Current Attendance [ATP201] (Show: All Absence Reasons, Attendance Details)

To be added by Student Services

- Statement of Charges
- Extension of Suspension Notice
- Date of Hearing Notice
- Receipt of Hearing Notice

To be presented at expulsion hearing (if applicable)

- Additional Administrative Exhibits
- Witness Statement(s)

Please visit our [Forms & Resources](#) page online for downloadable Expulsion Procedures.

Waiver of Expulsion Hearing must include:

- A copy of the Suspension Notice.
- The signed Request for Waiver of Administrative Hearing form.
- The Principal's Checklist: Waiver of Administrative Hearing Option form.

Please visit our [Forms & Resources](#) page online for downloadable Expulsion Procedures.

Revocation of Suspended Expulsion:

Please visit our [Forms & Resources](#) page online for Revocation Instructions.

Law Enforcement-Access to Students

Law Enforcement Officers have a right to access students on a campus in carrying out their duties in relation to an investigation of a juvenile crime.

It is standard operating procedure that a law enforcement officer check in with the principal before contacting a student.

It is good practice for school site to contact parents of students interviewed once the investigation has been cleared with the police officer.

Notification of Law Enforcement

Per Education Code 48902 and 44014 the following incidents are required to be reported to Law Enforcement at the time of discipline or suspension from school.

- 48900(a)(2) Willfully used force or violence upon the person of another, except in self- defense.
- 48900(b) Possessed, sold or otherwise furnished any firearms, knife (over 2-1/2 in.), explosive, or other dangerous object.
- 48900(c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- 48900(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance alcoholic beverage or intoxicant.
- 48900(j) Had unlawful possession of, unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- 48900.7 Made terrorist threats against school officials or property, or both.

For more information, please contact Student Services

Suspension Notification

BP 5144.1(a)

The Governing Board recognizes that maintaining an environment which promotes learning and protects the health, safety and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify District behavior standards.

Suspension:

Except in cases where suspension for a *first* offense is warranted in accordance with law, Education Code 48900(a-e) violations, suspension shall be imposed *only* when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Each principal shall annually inform all students and parents/guardians of the school's discipline rules and procedures and of the availability of all District policies and regulations dealing with student discipline, suspension and expulsion. (Education Code 35291, 35291.5)

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

Student Due Process:

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices and appeals as specified in regulation. Procedures governing student due process shall conform in all aspects to provisions in law. (Education Codes 48911, 48915 and 48915.5)

Teacher Notification of Suspended Students

EC 49079 (a)

A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h) of Section 48900.

The district shall provide the information to the teacher based upon records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

This information shall be identified from the previous three school years and is provided through alerts in the Synergy which is accessed by teachers.

INTERVENTIONS

Mental Health Resources

PSUSD Mental Health Department: 760-416-1360

Baristo Center: 333 S Farrell Dr, Palm Springs, CA 92264
11625 West Dr, Desert Hot Springs, CA 92240

Barbara Sinatra Children's Center:

Description: Individual and group counseling for children who are victims of abuse or domestic violence. Psychological, sexual abuse and psychiatric assessments are available. Works with children diagnosed with a psychological disorder and runs a teen girls self-esteem program.

Ages: Clients are children (up to 17), but they do family therapy as well.

Eligibility Requirements: No child is turned away for a family's inability to pay.

Payment: Accepts Medi-Cal & Sliding scale.

Location: 39000 Bob Hope Dr. Rancho Mirage, CA 92270

Phone: 760-340-2336

CHARLEE Family Care:

Description: Individual and family counseling for youth, teens and their adult caregivers.

Ages: All ages, with consent.

Eligibility Requirements: Demonstrate a need for services.

Payment: Accepts Medi-Cal.

Location: 45691 Monroe St. Indio, CA 92201

Phone: 760-342-5727

Jewish Family Services of the Desert:

Description: JFS offers mental health and grief counseling services, as well as support groups for teens to seniors. They also have a KidsFirst counseling program and the KidsFirst Healthy Life program (which are school based).

Ages: Elementary School to Senior

Eligibility Requirements: Age of consent (12) for services and does not only serve the Jewish community.

Payment: Accepts Medi-Cal, Sliding scale available and accepts most insurance carriers.

Location: 801 E Tahquitz Canyon Way #202 Palm Springs, CA 92262

Phone: 760-325-4088

Second Location: 73750 Catalina Suite A Palm Desert, CA 92260

Phone: 760-779-9400

Riverside County Department of Mental Health (Indio clinic):

Description: Adult clinics provide services to adults suffering from severe and persistent mental health problems. These services include crisis intervention, psychiatric assessments, recovery management, medication services, case management and dual-diagnosis treatment. There is also an urgent care program, peer-to-peer recovery services and outreach to mentally ill homeless. They also help with housing assistance; children's mental health clinics provide services to children with severe emotional and behavioral problems. Services include psychiatric evaluations, medication services, individual and family therapy and case management services.

Ages: 12- Senior.

Eligibility Requirements: None specified. Usually serves low-income populations.

Payment: Low cost- sliding scale or free.

Location: 47825 Oasis Street Indio, CA 92201

Phone: 760-863-8455

Note: *Counseling cost may vary, please call agency for information.*

INSIGHT: INTERVENTION SUPPORT PROCEDURE FOR FIRST DRUG-RELATED VIOLATION

Please visit our [Forms & Resources](#) page online for recently updated information.

- Students receive 5 consecutive days of INSIGHT group immediately upon return from suspension days for alcohol, drug or paraphernalia offenses only.
- Missing one session is allowed (No excused absence will be considered.) Student continues the 5-day cycle.
- Second missed session = Start a new 5-day cycle. Additional outside activity is assigned
- Third missed session = Incomplete INSIGHT contract. Parent conference with school personnel is necessary. This action will constitute as an intervention. A behavior contract may be considered.

Referral Process

- At your suspension meeting give the student the letter to parents: NOTIFICATION OF A DRUG-RELATED OFFENSE. Explain to the student his/her obligation to participate in the INSIGHT program for the five days noted in the letter. Explained that there may be consequences for not completing the program.
- Email the notification letter to Student Services.

Please visit our [Forms & Resources](#) page online for recently updated information.

BRIDGES: INTERVENTION SUPPORT PROCEDURE FOR SECOND DRUG-RELATED VIOLATION

Referral Process

At your suspension meeting give the student the letter to parents: NOTIFICATION OF SECOND DRUG-RELATED OFFENSE. Explain to the student his/her obligation to participate in the BRIDGES drug counseling intervention program, that consists of 8 counseling sessions. Explain that there may be consequences for not completing the program.

- School site will confirm that it is a Second Offense
- School site will enter Bridges Referral as a Disposition in Suspension Notice
- School site will submit a referral on to a Google form (Bridges Referral Form). Must use PSUSD log in to submit form. Form is also available on Student Services web-page.(Forms - Must use PSUSD log in to view hidden forms)
- MH office will enter Student Conference (Bridges Referral)
- MH office will contact parent and student and will enter into Google drive when the student started sessions and when they have completed.
- MH should enter completion of Bridges in Student Conference in Synergy
- If student does not complete the 8 Counseling Sessions, they will receive an Incomplete and a parent conference is recommended. This action will constitute as an Intervention. A behavior contract may be considered.

Please visit our [Forms & Resources](#) page online for recently updated information.

Intervention Coordinator

Under the supervision of the Executive Director of Student Support Services, the Intervention Coordinator will provide training to facilitate the development of school site intervention teams whose purpose is to implement a multi-tiered system of support to address academic and behavior needs of students.

Assigned Responsibilities:

- Training school site staff positive behavior support, classroom management and alternatives to suspension.
- Facilitate multi-tiered system of support teams.
- Identifying issues that pose barriers to students learning.
- Collaborate with site staff, Student Services and Educational Services in problem solving, data collection and analysis.
- Collaborate with parent advisories to get impute for multi-tiered systems to support.
- Develop tools and resources focused on using proactive approaches to student behavior and discipline.

Section 504

Students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973, must be identified, evaluated, and provided with the required appropriate education.

A student who is qualified for accommodations under Section 504 is a student who:

Has a physical or mental impairment that substantially limits one or more major life activities, including learning

Has a record of such impairment or

Is regarded as having such an impairment

Students may be handicapped under Section 504 of this policy even though they do not require services pursuant to the California Special Education Programs Act.

A copy of the current 504 Plan can be found in the BeyonSST Online database.

Student Assistance Programs

Centralized programs are available in the Palm Springs Unified School District that support the welfare of students and families.

Parent Support Meetings – Individual families may meet with a district team member to develop a positive plan for their children's success.

INSIGHT Program – A 5-day afterschool student support group for substance abuse issues at each secondary school site.

- Topics: Substance Abuse Awareness
- Self Esteem
- Choices
- Handling Peer-pressure

Student Attendance Review Team (SART) – Monitoring & supporting the attendance of students in the district at each school site.

Student Attendance Review Board (SARB) – Monitoring & supporting the attendance of students in the district.

The Community Liaison Team – Members of this team work directly with parents to address school attendance and provide resources to families that could aid in the success of students.

In-District Training (Support by request) – Peer Conflict Mediation, Tolerance and Diversity, Support Group Facilitation, PLUS Program (peer leadership).

Prevention Specialists – Support given to middle schools and high schools on the work with struggling students.

Principals notify:
Student Services, Coordinator of Student Assistance Programs

Cumulative Records

PSUSD Schools:

Student's cumulative file shall be forwarded to requesting PSUSD school site. Records shall be purged of non pertinent documents prior to sending. A notification shall be written in the student's cumulative file and in 'Student Information System' as to the leave date and where records were sent.

RECORD REQUEST– Archived Records:

The "*Record*" department is not set up for record request from non-district personnel. School Sites, switchboard and other departments that receive a request for archived records shall direct student to correct school or take the requested information then forward the request to Records Department. Once records are located the records shall be sent back to the school site/department to contact requestor. (see attached form)

RECORD REQUEST BY– Parent/Guardian (student under 18):

A "**Record Request Form**" shall be completed with a copy of the photo I.D. of the person making request.

RECORD REQUEST BY– Adult Student: (same as above-see note below)

Note: If a pupil has attained the age of 18 years or is attending an institution of postsecondary education, the permission or consent required of, and the rights according to, the parents or guardian of the pupil shall therefore only be required of, and according to the pupil (Ed Code 49061)

MANDATORY Permanent Pupil Records: Each school district shall maintain indefinitely all mandatory permanent pupil records or an exact copy thereof for every pupil who was enrolled in a school program within said district. The mandatory permanent pupil record or a copy thereof shall be forwarded by the sending district upon request of the public or private school in which the student has enrolled or intends to enroll.

MANDATORY Interim Pupil Records: Records which schools are required to compile and maintain for stipulated periods of time and are then destroyed as per California statute or regulation.

Subpoenas

A "**Subpoena**" for **student records** is to be forwarded to the Director of Student Services for review and response.

A "**Subpoena**" for **employee records** should be forwarded to the Assistant Superintendent of Human Resources.

SAFE SCHOOLS

Child Abuse Reporting

You and your staff are mandated reporters:

You shall report the known or suspected instances of child abuse to a child protective agency immediately or as soon as practicably possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Report Suspected Child Abuse or Neglect

If you suspect that a child's health or safety is jeopardized due to abuse or neglect by parents or other caretaker who has custody of the child, contact the child protective services agency in your county. These 24-hour Hotlines are staffed by trained social workers.

If you are reporting suspected child abuse or neglect regarding children in another county please contact that county's child protective services agency.

California County Emergency Response Child Abuse Reporting Telephone Numbers

LOCAL REPORTING

Child Protective Services	773-6700 / 863-7210 (General #)
Desert Hot Springs Police Dept	329-2904
Palm Springs Police Department	323-8116
Cathedral City Police Department	770-3000
Riverside County Sheriff Dept	1 (800) 950-2444
Riverside County CPS (mandated)	1 (877) 922-4453
Child Abuse Reporting	1-800 442-4918

CPS forms and information can be accessed through this website:

dpss.co.riverside.ca.us/childprotectiveservices.aspx

or through the Riverside County CPS Website:

www.countyofriverside.us

Mandated reports to be sent:

Child Protective Services 23119 Cottonwood Avenue Building 'B', 2nd Floor Moreno Valley, CA 92553

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY																														
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS				Street	City	Zip																												
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO																														
TODAY'S DATE																																			
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT		<input type="checkbox"/> COUNTY PROBATION		AGENCY																														
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)																																		
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL																													
OFFICIAL CONTACTED - TITLE				TELEPHONE ()																															
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY																												
	ADDRESS		Street	City	Zip	TELEPHONE ()																													
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS	GRADE																												
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME																												
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME				TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)																												
	RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK																												
	<table style="width: 100%; border: none;"> <tr> <td style="width: 5%; text-align: center;">VICTIM'S SIBLINGS</td> <td style="width: 15%; text-align: center;">NAME</td> <td style="width: 15%; text-align: center;">BIRTHDATE</td> <td style="width: 15%; text-align: center;">SEX</td> <td style="width: 15%; text-align: center;">ETHNICITY</td> <td style="width: 15%; text-align: center;">NAME</td> <td style="width: 15%; text-align: center;">BIRTHDATE</td> <td style="width: 15%; text-align: center;">SEX</td> <td style="width: 15%; text-align: center;">ETHNICITY</td> </tr> <tr> <td>1.</td> <td colspan="4">_____</td> <td>3.</td> <td colspan="4">_____</td> </tr> <tr> <td>2.</td> <td colspan="4">_____</td> <td>4.</td> <td colspan="4">_____</td> </tr> </table>							VICTIM'S SIBLINGS	NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY	1.	_____				3.	_____				2.	_____				4.	_____		
VICTIM'S SIBLINGS	NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY																											
1.	_____				3.	_____																													
2.	_____				4.	_____																													
D. INVOLVED PARTIES	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY																												
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()																												
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY																												
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()																												
	SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY																												
SUSPECT	ADDRESS		Street	City	Zip	TELEPHONE ()																													
	OTHER RELEVANT INFORMATION																																		
	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____																																		
E. INCIDENT INFORMATION	DATE / TIME OF INCIDENT		PLACE OF INCIDENT																																
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)																																		

DO NOT FORWARD TO STUDENT SERVICES
 MANDATED REPORTER MUST KEEP A COPY IN A CONFIDENTIAL FILE

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.
 WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party

Child Protective Services (CPS) Procedural Protocol and Guidelines for Accessing Children and Records at School Sites

RIVERSIDE COUNTY
EDUCATION SERVICES

Introduction

Whenever a representative of a government agency investigating suspected child abuse or neglect (Law Enforcement) or the State Department of Social Services (Riverside County Department of Public Social Services (DPSS)/ Child Protective Services) deems it necessary, a suspected victim of child abuse or neglect may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. (Penal Code 11174.3)

A CPS representative may also need to access educational records of a court dependent child for the purpose of obtaining educational information necessary to complete the child's Health and Education Passport.

This protocol describes the basic procedural guidelines by which a law enforcement officer or DPSS/CPS representative may access a child at a school site and/or how a CPS representative may retrieve a court dependent child's school record.

Parties

This procedural protocol and operational agreement is between the following parties:

- The Riverside County Office of Education
- The Riverside County Department of Public Social Services
- The School Districts of Riverside County
- Law Enforcement agencies within Riverside County

Interviewing Children on School Premises

Penal codes 11174.3 and 11167.5 specify procedures and policy for interviewing children who are suspected victims of child abuse, on school premises, concerning a report of suspected child abuse, which occurred in the child's home or in an out-of-home care facility. The child shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer aide, to be present at the interview. The law enforcement officer or CPS representative shall inform the child of that right prior to the interview.

The purpose of the staff person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible during the interview process. The staff member selected by the child may choose to decline to participate. The staff member shall not participate in the interview or discuss any facts or circumstances of the case with the child and is subject to all confidentiality requirements.

A representative of the school shall inform a member of the staff so selected by a child of the requirements of this section prior to the interview.

Release of a Student into Custody

If a child is released from school as a victim of suspected child abuse into the custody of a peace officer or CPS representative, the school shall provide the peace officer/CPS representative with the address and telephone number of the minor's parent or guardian. The agency will notify the parent or guardian that the minor is in custody. If the parent/guardian inquires at the school before being notified about the student's location, the school shall refer the parent/guardian to the agency that took the child into protective custody. (Education Code 48906) No additional information should be given.

School Identification of DPSS Worker

School officials must verify and document the identity of a Child Protective Service's representative who is requesting to see a child at the school site and/or before releasing a child from the school site to the representative.

DPSS representatives will have an identification badge. There are two different badges that are acceptable forms of identification in Riverside County. One is a white badge with the DPSS logo in blue in the upper left corner, the badge number is in red on the right side, and the representative's color picture is on the lower left side. On the back of this badge will be "Mandatory Responder Information". Most CPS workers have an orange laminated badge with their color photograph and signature. Either of these badges is acceptable. Most representatives will carry business cards, but all will have badges.

School Site Procedures

The CPS representative will state the reason for the visit/release from school, and/or the reason to view the child's school records to the school official, while maintaining appropriate confidentiality. The reason does not need to be so specific as to divulge confidential information; for example, the representative may state that they are there to follow-up or as part of an investigation.

The school official shall ensure the child's confidentiality by having the representative sign their name on a "CONFIDENTIAL LOG" provided by the school official. This log is to be maintained in a secure area of the school office. The CPS representative shall not sign the normal school sign in/sign out sheet as this is accessible to the public and would violate confidentiality.

Upon signing the CONFIDENTIAL LOG, the CPS representative shall wait for specific instructions from the school official as to:

- Whether or not the child is in school, and/or
- Where to meet with the child at the school site

When a CPS representative needs to review or obtain copies of recent report cards, progress reports or attendance records these should be copied and provided in a timely manner. If records are needed, prior notification by the CPS representative will expedite the process.

When a CPS representative is given permission to view a student's Cumulative File, the CPS representative will be required to sign a log indicating they have reviewed the cumulative file.

Specific instructions will be given regarding viewing and copying these records. (Education Code 49064)

The CPS representative may need to know that obtaining/accessing records at the school site could take up to five (5) business days from the initial request date. Schools will make every attempt to deliver records in a timely manner. (Education Code 49069)

Confidentiality for Mandated Reporters

The identity of mandated reporters is protected under Penal Code 11167 and shall be confidential and disclosed only among agencies receiving or investigating mandated reports. The parent, guardian or out-of-home care provider shall not be informed as to who made a report.

Response to Mandated Reporters

At the conclusion of an investigation, the mandated school reporter should receive, in writing, the disposition of the case. No specific details will be provided to ensure the child's confidentiality .

Unacceptable Practices by School Site Personnel

The following is a list of practices, which is strongly discouraged; School staff shall NOT:

- Request to see a CPS representative's driver's license. (Their employee badge is sufficient for identification purposes.)
- Photocopy the CPS representative's identification badge. (They will sign a confidential log indicating their name, agency and the student they are working with.)
- Place the CPS worker's identification (business card) in the students file.
- (This is confidential information and should not be placed in the student's cumulative file.)
- Use a student to retrieve a child for the purposes of a visit with a CPS worker. (Confidentiality must be maintained.)
- Notify parent/guardians of a CPS representative's visit at the school site.
- Do not accept an initial request for records by fax or other electronic means. (Initial requests should be made in person so identification can be checked.)

Custody Issues

Please visit our [Forms & Resources](#) page online for recently updated information.

When you have a question about **legal documents** relating to child custody or a restraining order, please call the Student Service office at (760) 883-2703 for clarification as to the correct process.

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.

Dangerous Student Notification

Student Services office receives information from the **Juvenile Court** regarding students adjudicated for certain dangerous crimes.

Principals receive notification regarding these students and are required to inform teachers who have these students in their classes.

These forms are to be kept in a separate "confidential" file.

SAFE SCHOOLS

Emergency Management Plan includes:

Mitigation: Reducing exposure and risks to hazards

Preparedness: Planning, training, drills

Response: Specific incident guidance

Recovery: Psychological Recovery Guidance

Site Management Recovery Guidance

Refer to Palm Springs Unified School District "**Emergency Management Plan Manual**"

For more information, please contact: PSUSD Security & Disaster Preparedness Office