



ANNUAL NOTIFICATION TO PARENTS/GUARDIANS 2014-2015

A MESSAGE FROM OUR SUPERINTENDENT

WELCOME to the 2014-2015 school year.

Your family is joining Pajaro Valley Unified School District at an exciting time. With the passage of the facilities bond, Measure L, in 2012, the district has been able to begin moving forward to update classrooms and school sites with much needed improvements. Providing a safe and encouraging learning environment is important to every parent and student.

Our new technology upgrades and facility renovations play an important role in creating the right learning environment for our students, but more importantly, as your child's first teacher you play a critical role in a partnership with PVUSD in your child's success. This success starts with our students attending school every day. Attending school and being committed to learning is your child's part of the partnership. You can support this commitment by being sure your child has a place to complete homework and encouraging them to show you the work they have completed. Please talk with your child to be sure they understand the importance of attending school and being an active participant in their own learning.

It is our commitment to play an equally important role in supporting and enhancing your child's education. With the approval of a new funding model for schools, our district is looking forward to increased funding for critical programs and support for PVUSD students. Our district offers a variety of activities and services after school, ranging from sports to academic programs. Participating in these after school programs supports academic achievement and overall growth. We encourage you to read through the pamphlet provided to better understand how the district can help you and your family get involve in these opportunities.

At PVUSD, we believe in an educational experience for your child that will allow them to reach their goals and dreams. We want to hear from you in order to learn more about your child's learning needs. I encourage you to volunteer and participate in your child's classroom and communicate regularly with school staff. In return, we too are committed to providing ongoing communication and updates about your child's education.

We welcome you as a member of the PVUSD community and educational team. Have a great year!

A handwritten signature in cursive that reads "Dorma Baker".

Dorma Baker

Superintendent

Please review the material in this booklet. Then SIGN and RETURN to the school the acknowledgments in the center of this booklet.

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ANNUAL NOTICE TO PARENTS 2014-2015

DEAR PARENT/GUARDIAN:

Section 48980 of the Education Code of California requires that notice be given at the beginning of the first semester or quarter of the regular school term to the parent or guardian of the minor pupils in the school district regarding the rights of the parent or guardian under sections 32255, 32390, 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, Article 3 (commencing with section 56030) of Chapter 1 of Part 30, and notice of the availability of the program prescribed by Article 9 (commencing with section 49510) of Chapter 9 and of the availability of individualized instruction under section 48206.3. Section 48982 requires that this Notice be signed and returned by the parent or guardian to the school. Signature and return of the attached form is acknowledgement by the parent or guardian that he or she has been informed of his or her 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 parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form.

Accordingly, you are hereby notified as follows (when used in this notification “parent” includes a parent or legal guardian):

STUDENT ATTENDANCE EXPECTATIONS

One of our priorities in the Pajaro Valley Unified School District is for all children in our community be in school ON TIME, ALL DAY, EVERY DAY that school is in session. The California Education Code Section 48200 also requires daily school attendance with compulsory attendance for students 6 to 18 years of age. Educators know that daily school attendance improves student achievement to which we are all dedicated for our students. Assist


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

Teachers build your child’s education one day at a time, so every day is essential.

In elementary, middle, junior, and high school, moving ahead, or even graduation, can be put in jeopardy if too many days are missed. Work with the teacher when a child must miss school.

Get homework assignments and review work. There is only one chance to get a great education.

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Communications

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us by talking with your child and making daily, “on time” school attendance an important family value for your child.

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

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

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

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

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

1. Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - E. For the purpose of jury duty in the manner provided for by law.
 - F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - G. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization. When the pupil’s absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative

pursuant to uniform standards established by the governing board.

- H. For any student 16 years old or older, with a GPA of 2.5 or higher, for the purposes of serving as a member of a precinct board for an election pursuant to Sec. 12302 of the Elections Code.
 - I. For the purpose of spending time with a member of the pupil’s immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - J. Participation in religious instruction or exercises in accordance with district policy.
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
 3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
 5. “Immediate family,” as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to “employee” shall be deemed to be references to “pupil.” [EC 46014, 48205]

☛ Truancy

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

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

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

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

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

Student Penalties: First truancy may result in a one-day weekend class. Second may be a written warning from a peace officer that stays in the student’s records. Third may result in assignment to an after-school or weekend program, or a SARB or district attorney program. Fourth truancy places student within the jurisdiction of the juvenile court; the student could become a ward of the court and be required to do community service, pay a fine of \$100, attend truancy prevention program, and lose driving privileges.

Parent Penalties: In Education Code; first conviction -- \$100 fine; second conviction -- \$200 fine; third – up to \$500 fine. In Penal Code; parents of elementary students who are chronic truants face a \$2,000 fine or imprisonment up to a year or both. They may also be scheduled to meet regularly with district staff and/or referred for help. [EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; Penal Code 270.1, 830.1; Welfare and Institutions Code 601.3; Vehicle Code 13202.7]

DISCIPLINE

● School Rules

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980]

● Release of Student to Peace Officer

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

● Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents’ or guardians’ liability may be as much as \$18,300 in damages and another maximum of \$10,000 as adjusted annually by the California Department of Education for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child’s classroom. [EC 48900.1, 48904; Civil Code 1714.1; Government Code 53069.5]

As a parent, you are the best person to set rules and consequences for your children.

Unfortunately, society has been forced to set some rules as well. This section talks about those rules.

● Student Search

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

● Cellphones, Pagers, Electronic Signaling Devices

Districts may regulate the possession or use of any cellphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. [EC 48901.5]

● Impersonation on the Internet

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

● Social Networking

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

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

we have had the opportunity to read many of our students’ postings on Facebook and their text messages. We have found that these postings and messages contain:

- Inappropriate Language
- Language of a sexual nature
- Slanderous comments regarding fellow students or staff (innuendo, rumors)

- Threatening language (harassment, intimidation, cyber-bullying)

Even though this activity may be initiated outside of school hours, the impact is felt all day and every day, which includes the students' time at school. We need your help to keep the focus on education and community building during school hours. Enclosed is a sample Media Agreement for parents and students. Please take a moment to review and discuss it with your child(ren).

Additional resources and talking points may be found at www.commonssensemedia.org.

We urge you to be aware of how your child(ren) use the internet and cell phones. With your help, we can continue to provide our students with the excellent education and strong sense of community and care for others that makes PVUSD the strong community that it is today!

● Leaving School at Lunch Time

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

● Student and Adult use of Tobacco

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

● Grounds for Suspension or Expulsion

A pupil may not be suspended from school or recommended for expulsion unless the superintendent of the school or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more subdivisions:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
 2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such 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, any 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 any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code and Penal Code 257 an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any 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 any 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.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. An “imitation firearm” means a replica of a firearm so similar in physical properties to a firearm as to lead a reasonable person to conclude that the replica is a firearm. Displaying an imitation weapon at a school can result in a misdemeanor or fines.
- (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 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 and transmission originated on or off the schoolsite, 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 may not be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which 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 suffer suspension, but not expulsion, pursuant to the provisions of this section.

Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. [EC 35921, 48900]

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

● **Mandatory Suspension / Expulsion**

Education Code Section 48915(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 the 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, explosive, 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 sale 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.

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

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 or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
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.

SCHOOL ATTENDANCE OPTIONS

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intradistrict). This district has non-arbitrary rules explaining how students may apply, be accepted or denied transfer to district schools. Many districts, by agreement, also allow the transfer of students from or to other districts (interdistrict). Victims of bullying or violence are given preference in interdistrict transfers. In some cases the district must provide transportation. Students attending “persistently dangerous” schools can transfer and enroll in a safe school. [EC 35160.5, 46600, 48204, 48206.3, 48301, 48306, 48980; No Child Left Behind Act (NCLB)]

California law [EC 48980(i)] requires all school boards to inform each student’s parent at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students who attend schools other than those assigned by the districts are referred to as “transfer students” throughout this notification. There is

one process for choosing a school within the district which the parent lives (Intra-District Transfer), and two separate processes for selecting schools in other districts (Inter-District Transfer). The general requirements and limitations of each process are described as follows:

● Choosing a School Within District in Which Parent Lives (INTRA-DISTRICT TRANSFER):

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

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

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

● **Choosing a School Outside District in Which Parent Lives (INTER-DISTRICT TRANSFER):**

Parents have two different options for choosing a school outside the district in which they live. The two options are:

Option 1: Other Interdistrict Transfers [EC 46601.5 through 46611]: The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on Inter-District Transfers also provides for the following:

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

Option 2: Parental Employment in Lieu of Residency Transfers [EC 48204(f)]: The law provides that if one or both parents of an elementary school student are employed for at least 10 hours per week in the boundaries of a school district other than the one in which they live, the student may be considered a resident of the school district in which his/her parents work. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of EC 48204(f) include:

- Either the district in which the parent lives or the district in which the parent works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district.
- The district in which the parent works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student.
- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.

- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent the specific reasons for denying the transfer.

This summary provides an overview of the laws applicable to school attendance for each alternative. Additional information is available upon request.

● **Open Enrollment**

A student enrolled in one of the state identified 1,000 low-achieving schools qualifies to attend any school in the current district or state that has a higher API. An application for transfer must be submitted to the current district or the new district prior to January 1 for the next school year.

The application may request enrollment in a specific school or program within the new school district. Districts may create procedures for admission, rejection, lottery of available room, and providing for students who live within the district. The application will be answered within 60 days. [EC 48350-48361]

● **Notice of Alternative Schools**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

Alternative Education Schools

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

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

Attendance Where Caregiver Resides

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

Minimum Age of Admission to Kindergarten and Transitional Kindergarten

Children who will have their 5th birthday on or before the dates listed below of the associated school year shall be admitted either to kindergarten or transitional kindergarten at the beginning of that school year. In 2010, California passed the Kindergarten Readiness Act, which gradually shifts the birthday cut-off for kindergarten enrollment.

School Year	Kindergarten <u>Child must turn 5 by</u>	Transitional Kindergarten <u>Child must turn 5 between</u>
2013-14 . . .	October 1, 2013.	October 2 - December 2
2014-15 . . .	September 1, 2014.	September 2 - December 2

If your child turns 5 between October 2nd and December 2nd, they are eligible to attend a new grade level in CA public schools, "Transitional Kindergarten."

Transitional Kinder (TK) provides children with a year of school readiness skills based on kindergarten standards in a program modified to meet the academic, social and emotional needs of younger students. Not all sites will have TK classrooms, but all PVUSD students in this age group are entitled to attend. Parents should go to their school of residence to register. Parents will complete an application

indicating TK site of choice. PVUSD does not provide transportation for transitional kindergarten. Please visit the PVUSD website for more information. If you have additional questions please call your local school, the Child Development Office at (831) 786-8270 or e-mail transition_kindergarten@pvusd.net. [EC 48000]

Special Education [IDEA]

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

Special Education Qualification

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

Special Education Complaints

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

STUDENT SERVICES

Advanced Placement Exam Fees

State funding is available to qualified low-income students to cover the costs of advanced placement exam fees; however, the state budget crisis has given districts flexibility in providing these services. [EC 48980, 52240, 52244]

Services to Disabled Pupils

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

The district wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools in order to provide a free and appropriate education. [EC 56020 et seq., 56040, 56301; 20 USC 1412, (10)(A)(ii); 34 CFR 300.121]

● Individualized Instruction

If your child has a temporary disability preventing him/her from attending regular classes, the district will provide individual instruction when possible. Please contact the school nurse for more information. [EC 48206.3, 48980(b)]

● Pupils in Hospitals Outside of School District

If, due to a temporary disability, your child is in a hospital or other residential health facility, which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [EC 48207] If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [EC 48208]

● Student Lunch Program

Your child may be eligible for free or reduced cost lunch. An application will be available to students at all times during each regular school day. [EC 49510 – 49520]

A Guide to the Free and Reduced-price Meal Application

For the 2014-2015 school year we will not be sending home free and reduced meal applications with your students. Starting July 2013 we will be accepting applications at the Food and Nutrition Services Department, 294 Green Valley Road, Watsonville, CA 95076.

If you received free or reduced meals last school year, your benefits will continue for first 30 days of the new school year. At the end of the 30 day period, any students that have failed to submit a new application will be dropped from the program. Incoming siblings and students that were not enrolled in the District last year must pay full price for meals until an application has been submitted and approved. Parents will be responsible for the cost of these meals until the application has been approved. Kindergartners need to have an application filled out before the first day of school in order to qualify for free or reduced meals.

For more information contact the Food and Nutrition Services Department at 831-786-2325.

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

State and federal policies require academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities be available to all students without regard to their gender or gender identity, and irrespective of the gender listed in their records. Beginning in 7th grade staff will not counsel students into programs, courses, or careers based on their gender or gender identity. [EC 221.5; Government Code 11135, 11138; Title IV, Title IX of the Civil Rights

Act of 1964; Section 504 of the Rehabilitation Act of 1973; California Interscholastic Federation (CIF) 300D]

● School Accountability Report Card

The School Accountability Report Card is available on request, and is available on the Internet at www.pajarovalley.schoolwisepress.com/home/. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 52056]

● Pupil Fees

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

Pupil Fees: There can be no fees or deposits collected for items including, but not limited to, materials, supplies, equipment, uniforms (i.e. band, cheerleading, basketball), lockers, locks, books, class apparatus, musical instruments.

Educational Activity Fees: No fees can be collected for student participation in event or activity that is an essential part of a student's education including, but not limited to, curricular and extracurricular activities, transportation to extracurricular events. There can be no fees for registering or participating in regular or extra classes.

Voluntary Donations: While voluntary donations may be suggested for activities, no student may be denied participation based on the family's ability to make a donation.

Fees may be required (exceptions): By law, there are exceptions when a parent may be required to pay a fee. These include, but are not limited to, transportation, events where attendance is optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, material used in a career class like as woodshop or sewing. The Uniform Complaint Procedure can be used regarding pupil fee compliance. [EC 17551, 17552, 19911, 32030-32033, 32220-32224, 32390, 35330, 35331, 35335, 38082, 38084, 38118, 38120, 39801.5, 39807.5, 42605, 48052, 48053, 48904, 49010, 49011, 49063, 49065, 49066, 51810, 51811, 51815, 52373, 52612, 52615, 52920-52922, 60070, 60410; 5 CCR 430, 4610, 4630; 8 USC 1184; Government Code 6253]

● Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction, if you request an excuse in writing. [EC 51240]

● Tests/Surveys on Personal Beliefs

Unless you and your children over 18 give written permission, your child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The district has developed policies relating to the surveys and personal information. [EC 60650, 51513, 60614, 60615; PPR, 20 U.S.C.; No Child Left Behind Act (NCLB)]

STUDENT HEALTH SERVICES

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

● Kindergarten and First Grade Physical Examination

State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file with the school district a waiver stating the reasons you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. [EC 49450; Health and Safety Code 124085, 124100, 124105]

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

Healthy Start Children's	Salud Para
Resource Center	La Gente Clinic
440 Arthur Road	204 East Beach Street
Watsonville, CA 95076	Watsonville, CA 95076
(831) 761-6125	(831) 728-0222

● Kindergarten and/or First Grade Oral Health Assessment

Many things impact a child's school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth

to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school.

Parents or guardians must have their child's oral health assessed by May 31st of the student's first school year (Kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional. However, the state budget crisis has given districts flexibility in collecting this data. [EC 49452.8]

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

● Immunizations

A pupil may not be admitted to school unless he/she has been fully immunized against hepatitis B, diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella. Students must be immunized for varicella or provide proof from a doctor stating child has had the disease. **All advancing students, new students, or transferring students in grades 7 through 12 must be fully immunized, including a required booster against pertussis (Tdap). They shall not be admitted without the Tdap booster.**

It is this district's policy that there be no "conditional" admittance to schools. Documented proof that immunizations are up-to-date is required before admission to school is granted. This requirement does not apply in at least the following two instances:

- If the parent or guardian files a letter or affidavit with the district stating which required immunizations have or have not been given due to personal beliefs. A State Department of Public Health form with the signature of a health practitioner who provided immunization information and signature of parent or guardian on the form saying they received the immunization information.
- If a homeless student is enrolling.

The required immunizations are available through a usual source of medical care, County Health Department, a school nurse, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school.

If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration.

Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization

For your child's safety, we need to know if your child is taking medication on a regular basis.

records by notifying the County Health Department listed in this section. [Health and Safety Code 120325, 120335, 120365, 120440, 120370; EC 48216, 49403; 17 CCR 6000-6075; 42 USC 11432(C)(i)]

● Medication

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

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian or caregiver annually submits a written statement indicating his/ her desire that the school district assist his/her child in taking the medication or allow the student self-administer medication. The letter gives permission to the district representative to communicate with the health care provider, pharmacist and acknowledge understanding of how the medication will be administered. [EC 49423, 49480]

Children may carry and self-administer a blood glucose level test, diabetes care, inhaled asthma medication, and auto-injectable epinephrine if the rules above are met. [EC 49414, 49414.5, 49423, 49423.1, 49480]

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

● Physical Examinations

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

● Fluoride Treatments

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program. This program is not meant to replace regular professional dental care. [Health and Safety Code 104855]

● Scoliosis (curvature of the spine) Screening

Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent. [EC 49451, 49452.5]

● Vision and Hearing Screening

Hearing tests shall be conducted when your child is enrolled. An authorized person will check your child's vision upon enrollment and at least every three years thereafter, between grades kindergarten through 8. Both of these tests will be administered unless you annually present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief. [EC 49451, 49452, 49455]

● Sun Protection

Students when outdoors can wear sun protective clothing, including, but not limited to hats. [EC 35183.5] Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 35291, 35294.6]

● Confidential Medical Services

According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. School districts are permitted to grant such excuses, but are not required to do so. The PVUSD does grant such excuses. [EC 46010.1]

● Student Accident & Health Insurance

The Pajaro Valley Unified School District, as all districts in California, is not responsible for medical bills if your child is hurt during school. The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. Each school will send home information on this low cost accident insurance at the beginning of the school year. This insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district, and while being transported by the district to and from school or another place of instruction, and while at any other place as an incident to school-sponsored activities and while being transported between such places. **Health insurance coverage for your child may be available from other community programs. For more information contact Healthy Start Children's Resource Center at (831) 761-6125 or the school nurse.**

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 Healthy Families/Medi-Cal for Families (888) 421-8080. [EC 32221.5, 49472]

Public, Charter, and Private school parents/guardians and athletes are annually required to complete a concussion awareness form if student participates in school-sponsored athletics other than physical education or athletic event during the school day. [EC 49475]

● **Drug, Alcohol, and Tobacco Use Prevention**

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco or nicotine product on District premises or as a part of any of its activities is strictly prohibited. [EC 48900]

● **Steroid Prevention Program**

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

INSTRUCTION, CURRICULUM AND PERSONAL BELIEFS

● **District Courses**

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. [EC 49063, 49091.14]

● **Common Core State Standards**

California along with most other States developed and adopted common academic standards in core curriculum areas, know as Common Core State Standards. They are rigorous, internationally benchmarked, and research and evidence based.

Each state, and each district in California decides how they will teach and what resources they will use. More information can be found at www.cde.ca.gov/re/cc/ or www.corestandards.org. California launched a new computer-based student testing system that ties to the CCSS for English language arts and mathematics called the California Assessment of Student Performance and Progress (CAASPP). This new system replaces the Standardized Testing and Reporting (STAR) Program that was based on 1997 standards. More information about the CAASPP can be found at www.cde.ca.gov/ta/tg/ca/.

● **LCFF and LCAP**

The LCFF (Local Control Funding Formula) changes the way the State provides money to school districts. Under this new system, school districts receive a uniform

base grant for every student, adjusted by grade level. Plus they receive adjustments for the number of students living in poverty, English learners, and foster youth. Then there are further adjustments for concentration of these groups if they are above 55% of the district's enrollment. More information about the LCFF is available at www.cde.ca.gov/fg/aa/lc/.

The LCAP (Local Control Accountability Plan) is a critical part of the LCFF. Each school district is required to engage parents, educators, employees, and the community to establish their plan. The plan must describe the overall vision for students, annual goals, and specific action to achieve these goals. The LCAP must focus on eight areas identified as State priorities. The plan will demonstrate how the district's budget will help achieve the goals, and annually assess how well the strategies improved outcomes.

● **Comprehensive Sexual Health and HIV/AIDS Prevention**

In the California Comprehensive Sexual Health and HIV/AIDS Prevention classes written and audio-visual educational material will be used and are available for inspection prior to the start of classes. You have a right to request, in writing, that your child not attend these classes. You may withdraw this request at any time. School districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. In this district, staff give such instruction. If taught by a consultant or in an assembly, parents will be given the dates, name of organizations and affiliation of speakers in this booklet or receive notice at least 14 days prior to the dates of the class or assembly. Consultant's material will be accurate and age appropriate. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use as the most effective means for AIDS prevention and avoiding sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision-making skills to avoid high-risk activities. During this class, students in grades 7 - 12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, questionnaires measuring student attitudes toward health, sex, and risk behaviors. Parents will be notified in writing and be given the opportunity to review the material and can request in writing that their child not participate in any or all of the above activities. Copies of Education Code Sections 51938 and 51934 can be requested from your district or can be obtained online at www.leginfo.ca.gov. [EC 51933, 51934, 51937-51939; Health and Safety Code 151000]

SCHOOL RECORDS

● Student Records

You and your children over 18 have the right to review, get copies, and inspect their school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained, except in some instances such as when your child transfers to another school. In some instances information about your child may be released to District staff, lawyers, after school program operators, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. These records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at the school site by the Registrar. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or Administrative Regulation sets forth the criteria by which school officials and employees can review and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for twenty-five cents (25¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the Superintendent challenging the records. You may challenge how your request was handled, either with the district or with United States Department of Education, if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You will get to meet with the Superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [EC 8484.1, 49063, 49060, 49069, 49070-49079.7, 56043, 56504; Family Code 3027; Civil Code 1798.24(t); Family Educational Rights and Privacy Act (FERPA); 34 CFR Part 99]

For a smoother transition, through a relationship established with the Department of Defense and the California Department of Education, the district has established guidelines for transferring credits and meeting

graduation requirements of students from military families. [EC 51250]

● Release of Student Records/Compliance with Subpoena or Court Order

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

STUDENT ACHIEVEMENT

● Under the No Child Left Behind Act of 2001 (NCLB), parents have the following rights:

- **Information Regarding Individual Student Report on Statewide Assessments:** Title I schools must provide parents information and/or report card on their student academic achievement.
- **School Accountability Report Card:** Title I Schools are required to annually to make the School Accountability Report card available to parents on the school website or request a copy from their child's school.
- **Information Regarding Professional Qualifications of Teachers:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers.
- **School Choice Option and/or Supplemental Services:** Parents shall be notified when their child's school is identified a "program improvement" school and the opportunities for school choice and supplemental services.
- **Parental Involvement Policies:** The District and Title I schools must develop a written parental involvement policy in consultation with parents. Both the district and the school Parental Involvement policy must be distributed to parents.
- **Limited English Proficient Students:** The Act requires schools to notify the parents of English Learned designated students, in English and the language they understand, and their child's English proficiency level, that their child has been identified as an EL and of their child's placement in an instructional program.

● High School Exit Exam

In addition to other graduation requirements, each student is required to pass the California High School Exit Exam (CAHSEE) to receive a high school diploma. Students must have completed all other graduation requirements. Students must pass both the English and Mathematics sections. Each pupil shall take the CAHSEE beginning in 10th grade and may retake the examination as follows – two opportunities in 11th grade and three in 12th grade. If they do not pass while in high school, students may take the CAHSEE up to three times a year until they pass it, no matter how many times that takes. There is help for

students for up to two consecutive years after completion of grade 12; however, the state budget crisis has given districts flexibility in providing these services. [EC 48980, 60850] CAHSEE testing dates for 2014-2015:

<u>English Language Arts:</u>	<u>Mathematics:</u>	<u>Grades:</u>
July 22, 2014	July 23, 2014	12
October 7, 2014	October 8, 2014	12
November 4, 2014	November 5, 2014	11 & 12
December 6, 2014 (Saturday)	December 13, 2014 (Saturday)	12
February 3, 2015	February 4, 2015	10 & 12
March 17, 2015	March 18, 2015	10, 11, & 12
May 12, 2015	May 13, 2015	11 & 12

● Release of Directory Information

The district also makes student directory information available in accordance with state and federal laws. This means that each student’s name, birth date, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released in accordance with Board Policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). Names and addresses of Seniors or terminating students may be given to public or private schools and colleges. Parents and eligible students will be notified prior to the destruction of any special education records.

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

UNIVERSITY ADMISSIONS

● University of California/California State University Admissions

Admission to the California State Universities requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A grade of “C” or higher is required for each

course the student uses to meet any subject requirement. Transfer students are accepted.

Admission to the University of California requires completion of the 15 yearlong high school course list. These courses are also known as the “a-g” subjects. At least seven of the 15 yearlong courses must be taken in the students last two years of high school. [EC 48980, 51229]

Links to University of California/California State University requirements:

- www.universityofcalifornia.edu/admissions/undergraduate.html
- www.calstate.edu/admission/admission.shtml
- www.csumentor.edu/planning/high_school/subjects.asp
- www.csumentor.edu/planning/high_school/
- www.ucop.edu/doorways/

● Definition of Career Technical Education

A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. More information is available about Career Technical Education at California Department of Education, <http://www.cde.ca.gov/ci/ct>. [EC 48980, 51229]

● Talking with a Counselor

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

DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES

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

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

● Non-discrimination in District Programs and Activities

The Pajaro Valley Unified School District is committed to providing programs and activities that are free from discrimination based upon sex, sexual orientation, ethnic group identification, race, national origin, age, marital status, religion, color, or mental or physical disability, physical size or characteristics. Members of the school community are expected to treat each other with dignity and mutual respect and to accept the rich diversity which makes up the community. The board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. Complaints may be filed with the Assistant Superintendent, Human Resources under the District's Uniform Complaint Procedure (see below). The lack of English language skills will not be a barrier to admission and participation in career/technical education and training programs or any other district-sponsored programs. [EC 220, 260; Labor Code 1102]

STATEMENT OF NONDISCRIMINATION : Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of race, color, national origin, sex, or disability. This policy requires notification in native language if the district's service area contains a community of minority persons with limited English language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the Superintendent. A copy of the district's nondiscrimination policy is available upon request. Any questions or concerns regarding noncompliance can be directed to your school principal. The Pajaro Valley Unified School District is dedicated to ensuring an equal opportunity for both male and female students. The Title IX Coordinator is Ian MacGregor, Human Resources Director, (831) 786-2145. [34 C.F.R. 100.6, 100.9]

● Safe Place to Learn

District policies prohibit discrimination, harassment, intimidation, and bullying at all school sites and school activities based on actual or perceived characteristics: mental or physical 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. When safe to do so District employees must intervene when they see discrimination, harassment, intimidation or bullying.

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer below for assistance. [EC 220, 234; Penal Code 422; BP 5131]

● Student Harassment

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

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

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

● Sexual Harassment

The Pajaro Valley Unified School District, in compliance with the law, prohibits unlawful sexual harassment of or by any student of or by anyone in or from the district. All students are entitled to an academic environment free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of personal misconduct that undermines the integrity of academic relationships. No individual, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion.

The school board expects students or staff to immediately report incidents or sexual harassment to the principal or designee or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact a teacher, or the principal or designee or another district administrator. The administrator, with the student, shall comply with all procedures in the district Uniform Complaint Policy and Procedures.

The district prohibits retaliatory behavior against any complaint or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Confidentiality

Efforts will be made to protect the privacy of parties involved in a complaint. Files pertaining to complaints handled under this process are confidential, and therefore, will only be discussed on a need-to-know basis as a means of investigating and resolving the matter(s).

Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

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

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Cornering or blocking of normal movements.
- Displaying sexually suggestive objects in the education environment.

Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Communication of Policy

It is the district's intent that this policy will be known and understood by all employees, students, and district and school advisory committees. This will be accomplished by:

- Inserting this policy in all district policy manuals.
- Including this policy in the notifications that are sent to parents/guardians at the beginning of the school year.
- Displaying this policy in a prominent location near each school principal's office.

- Providing this policy as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session.
- Inserting this policy in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct.

Enforcement

The principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:

- Removing vulgar or offending graffiti.
- Providing staff inservice and student instruction or counseling.
- Taking appropriate disciplinary action as needed.

Epilogue

If you perceive yourself to be a victim of sexual harassment, DO NOT BLAME YOURSELF! This policy is meant to educate, clarify, mediate, and resolve any situation in which sexual harassment may be a component. Sexual harassment can be complicated as well as painful to the parties involved.

If after reading this policy, you are still not sure whether or not you have been or are a victim of sexual harassment, you are strongly urged to contact your teacher or principal, or if applicable, your union representative or employee organization. [BP 2540 - 2549; EC 200-240, 212.5, 212.6, 230, 48904, 48980; Civil Code 1714.1; 42 USC 2000d & 2000e et seq, 2000h-2 et seq.]

● Complaints Regarding Discrimination, Harassment, Violence, Intimidation, Bullying, Exceptional Need Students, Categorical Programs, Federally Funded Programs

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

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

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

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, No Child Left Behind (NCLB), State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth-Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety Plan, School Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination, Harassment, Intimidation, Bullying, Pupil Fees, Civil Rights Guarantees that receive state or federal financial assistance, Williams Settlement issues, School Safety Plan, Safe Place to Learn, and other areas designated by the District. [EC 200, 201, 220, 234, 260 et seq., 262.3, 49010-49013, 56500.2, 56501; Penal Code 422.55; 5 CCR 4600- 4687; Civil Code 51-53; Government Code 11135, 12900; Equal Opportunities Act (20 USC 1701); Title VI of the Civil Rights Act (42 USC 1981), Title IX of the Civil Rights Act (20 USC 1681-1688); Section 504 of the Rehabilitation Act (29 USC 794(a)); Individuals with Disabilities Education Act (IDEA); (42 USC 2000d, 2000e, 2000h); 34 CFR 106.9]

● District's Uniform Complaint Process

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

The District shall follow uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55 or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

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

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

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

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

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

Dissemination of Notice

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

Step 1: Filing of Complaint

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

Step 2: Mediation

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

Step 3: Investigation of Complaint

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

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation may result in dismissal of the complaint because of a lack of evidence to support the allegation.

The District's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has

occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

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

Step 5: Final Written Decision

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

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

Appeals to The California Department of Education

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

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

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

Civil Law Remedies

A complainant may pursue available civil law remedies under state and federal discrimination, harassment, intimidation and bullying laws, if applicable, outside of

the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

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

Basis for California Department of Education Intervention

The CDE may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists, including cases in which the District has not taken action within 60 days of the date the complaint was filed. [20 USC 7114(D)(7) (No Child left Behind), 20 USC 11138; 34 CFR 300.510-511, 300.513; EC 235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600; 5 CCR 4620-4633]

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

American Civil Liberties Act 504 – Office of Civil Rights.

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

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

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

General Education – this school district.

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

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

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

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

Parents should use the District Uniform Complaint Procedure with modifications as necessary, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. Complaints may also be filed regarding intensive instruction and services

provided to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12, however, the state budget crisis has given districts flexibility in providing exam services. [EC 35186, 37254, 52378]

Williams Settlement complaint procedure

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

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the Human Resources Department within 10 days.
3. Complaints may be filed anonymously. A response may be requested if Complainant is identified and will be sent to the mailing address on complaint
4. If the district is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to Complainant when a response was requested. A principal will also inform the superintendent of resolution in the same time frame.
8. If unsatisfied with resolution a Complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The district will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [EC 35186, 48985]

MISCELLANEOUS

● Minimum and Pupil-Free Staff Development Days

Each school is allowed to schedule three non-student days (Aug 15, and Jan 9 and 10) for staff to plan curriculum and instruction and to ensure that all is being done to provide a safe campus for students. In addition, elementary, middle and high schools have "Early Release Days" on the following dates: Aug 21, 28; Sept 4, 11, 18, 25; Oct 2, 9, 16, 23, 30; Nov 6, 13, 20; Dec 4, 11, 18; Jan 15, 22, 29;

Your children may decide, or you may decide for them,
not to participate in some parts of certain classroom
activities for various reasons.

Feb 5, 12, 19, 26; Mar 5, 12, 19, 26; Apr 2, 9, 23, 30; May 7, 14, 21, 28. These early release days are scheduled to provide teachers time to plan lessons and to develop skills to improve student achievement. [EC 48980(c)]

● School Safety Plan

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall report its school safety plan to numerous community leaders, school site personnel and parent groups. Plans should, among other things, provide guidance for the prevention of bullying, and key elements are to be described in the School Accountability Report Card. Planned responses to criminal incidents need not be disclosed. The Uniform Complaint Procedure can be used regarding School Safety Plan compliance. [EC 32281, 32282.1, 32286, 32288, 32289]

● Dissection of Animals

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

● Management Plan for Asbestos-Containing Material

The District has developed a management plan for Asbestos Containing Materials for all facilities operated by the district. District facilities undergo a comprehensive inspection for Asbestos Containing Materials (ACM) every three years. Surveys of the ACM identified materials are completed every six months. [40 C.F.R. 763.93]

● Pest Control

Habitat Management Program

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

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

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

Pesticide Usage

The district is providing parents the name of all pesticide products expected to be applied at school facilities this school year. That identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds.

Parents and guardians may register with the district if they wish to receive notification of pesticide applications at a particular school or facility. Please request a REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION from the school. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [EC 17610.1, 17612, 48980]

<u>Product</u>	<u>Active Ingredient</u>
ContraC All-Weather BloxBromadiolone
Fumitoxin Tablets	Aluminum Phosphide
Goal 2XOxyfluorfen
Goal HerbicideOxyfluorfen
Gopher Getter BaitChlorophacinone-Liphadione
MaxForce Bait GelHydramethylnon
MaxForce GranulesHydramethylnon
OnslaughtBenzeneacetate
P.I.Pyrethrins, Piperonyl Butoxide (Technical)
PrecorMethoprene
Precor 2000Methoprene, Permethrin
Round-upGlyphosate
TempoB-Cyfluthrin, cyano,methyl-3
Termidor SCFipronil
TurflonTriclopyr Butoxyethyl Ester

● Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [EC 48209.13, FERPA, 34 CFR Section 99.7(b)]

Pajaro Valley Unified School District



Student Calendar 2014-2015 Calendario Estudiantil

July 2014 Julio						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014 Agosto						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014 Septiembre						
S	M	T	W	T	F	S
	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014 Octubre						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2014 Noviembre						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014 Diciembre						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August

SBC Day 14
 Teacher Work Day 15
 First Day of School 18

September

Labor Day 1

November

Veterans Day 11
 Thanksgiving Break 26-28

December

Winter Break 22-31

January

Winter Break 1-9
 Martin Luther King Jr. Day 19

February

Lincoln's Birthday 13
 Presidents Day 16

April

Spring Break 3-10

May

Memorial Day 25

June

Last Day of School
 Minimum Day 5

Restructured Days

Elementary Schools

Collaboration/Modified Days

Middle & High Schools

Wednesday

Aug/Ago: 20, 27
 Sept: 3, 10, 17, 24
 Oct: 1, 8, 15, 22, 19
 Nov: 5, 12, 19
 Dec/Dic: 3, 10, 17

Agosto

Día de SBC
 Maestros Trabajan
 Primer Día de Clases

Septiembre

Día del Trabajo

Noviembre

Día de los Veteranos
 Acción de Gracias

Diciembre

Receso de Invierno

Enero

Receso de Invierno
 Día de Martin Luther King Jr.

Febrero

Día de Lincoln
 Día de los Presidentes

Abril

Receso de Primavera

Mayo

Día de Conmemoración

Junio

Último Día de Clases
 Día Mínimo

Días Reestructurados

Escuelas Primarias

Días de Colaboración/Modificado

Escuelas Secundarias

Miércoles

Jan/Ene: 14, 21, 28
 Feb/Febrero: 4, 11, 18, 25
 Mar: 4, 11, 18, 25
 Apr/Abril: 1, 15, 22, 29
 May/Mayo: 6, 13, 20, 27

January 2015 Enero						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015 Febrero						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015 Marzo						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015 Abril						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015 Mayo						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015 Junio						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



Legal Holiday
Festiva Legal



Teacher Work Day
Maestros Trabajan



Trimesters
Trimestres



Student/Teacher Recess
Receso para Estudiantes/Maestros



Begin/End Quarter/Semester
Comienzo/Fin Cuarto/Semestre



SBC Days
Días de SBC

Pajaro Valley Unified School District Parent Information Regarding Student Internet Use

PVUSD is dedicated to the use of technology as a tool to enhance learning, increase productivity and promote creativity. The internet and use of technology communication tools are extremely valuable for collaboration, publishing, and interacting with peers, experts, and other audiences.

Specifically the use of the internet provides opportunities to access a wide variety of information, reference materials, and educational resources previously inaccessible. However by its very nature, the free-flowing, uncensored exchange of information and communication that characterizes the internet has forced the issue of how and by whom the network should be used. As a result, the District has created these guidelines to ensure safe and legitimate uses of the internet and the District's network and computers. Students that bring personal mobile devices to school will be expected to follow policy outlined here. This policy is to be regularly reviewed by the Superintendent or designee to ensure its effectiveness.

Internet Safety Guidelines

All staff, students and parents should be aware of the potential dangers that the use of the internet may bring. These are some example guidelines to ensure student safety when using the internet:

- All students should have adult supervision when using the internet.
- Users should not reveal personal information about themselves or others on the internet.
- Students should not place photos of themselves or others on the internet.
- Users should never meet with a person or persons they have met only on the internet.

The purpose of these guidelines are to comply with the Children's Internet Protection Act (CIPA) by preventing unlawful and malicious activities by users on the PVUSD network, and securing confidential information from unauthorized access. The use of the PVUSD network is a privilege, not a right. All users must comply with every aspect of this policy. Any violation may result in disciplinary and/or criminal action. Users are expected to report any security problems or misuse of district technology.

The District utilizes an internet filter to block access to content that is obscene, pornographic, or detrimental in general. The District reserves the right to monitor users' network activities. Therefore, users should have no expectation of privacy concerning the use of the PVUSD network. This includes, but is not limited to, all electronic communication such as e-mail, chatting, blogging, etc.

Acceptable Uses of the PVUSD Network

The PVUSD network is to be used for educational purposes and District business, such as: class assignments, career development activities, educational research, extra-curricular activities, social media communication activities and access to network resources.

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

Unacceptable Uses of the PVUSD Network

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

- Accessing, posting, submitting, publishing, displaying or transmitting any of the following:
 - Pornographic or sexually explicit material
 - Material that could be construed as harassment or disparagement of others based on race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs
 - Obscene depictions
 - Materials that are threatening or encourage illegal activities
- Selling or purchasing illegal items or substances
- Selling anything using the district network
- Accessing and/or spreading malicious files, such as viruses, worms, spam, etc.
- Attempting to bypass the content filter to access blocked sites such as, but not limited to proxy sites.
- Violation of copyright laws or plagiarism of any kind.
- Causing harm to others or damage to property, such as, but not limited to:
 - The use or distribution of profane, abusive, or offensive language; threatening, harassing, or making damaging or false statements about others.
 - Using, deleting, copying, modifying or forging other users' names, emails, files, or data.
 - Using another person's network account name, information or credentials.
 - Disclosing information that could potentially lead to unauthorized access of network account name, information or credentials.
- Accessing the PVUSD network, either internally or externally, to pursue "hacking."
- Using the network to encourage the use of drugs, alcohol, or tobacco.
- Using the network for commercial, political, religious or gambling purposes.

Penalties for Violation of the Guidelines:

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

Disclaimer and Waiver

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

Permission to Publish

Dear Parent/Guardian:

As part of the educational program, your son or daughter may have the opportunity to publish documents and projects on the Internet. These documents might include a personal home page, a story or poem, an image, a science or a research project, a group photograph from an activity or club, or a collaborative project with other students locally or internationally. Individuals around the world with Internet access may be able to view and possibly respond to your child's work. We think this is an exciting and enriching opportunity for all students.

We will publish these documents and identify the author only with your written permission. Please consider the following options and initial next to the option you would permit. To view examples of work that has already been published on the Internet, ask your child's teacher.

Pajaro Valley Unified School District Guidelines

- It is not permitted to publish documents with your child's telephone number or home address;
- It is not permitted that any document include any information that indicates the location of a pupil at an exact hour, other than their attendance in a school or participation in a school activity;
- Documents containing objectionable material are not allowed nor may web pages point directly or indirectly at such material;
- Documents must conform to the policies and procedure of the PVUSD School Board of Trustees.
- Documents must be reviewed and approved by a sponsoring teacher before its publication.

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Parent/Guardian Permission to Publish

I grant my child permission to publish documents on the Internet as described above, including the following (initial all that apply):

_____ Last Name (For Secondary Schools Only)

_____ First name

_____ Identifiable photograph of student

_____ Return email address

STUDENT'S NAME: _____ DATE OF BIRTH: _____

SCHOOL: _____ GRADE: _____

PARENT/LEGAL GUARDIAN'S NAME: _____

PARENT/LEGAL GUARDIAN'S SIGNATURE: _____

This permission form will be in effect for the duration of your child's attendance in the Pajaro Valley Unified School District. If, at any time, you wish to change the permissions on this form, contact your child's principal to complete a new form.

Social Media Information for Parents and Child

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

I will keep myself safe and protect my reputation:

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

I will think first:

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

I will keep a healthy balance:

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

In exchange, my parents agree to:

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

ACKNOWLEDGEMENT OF RECEIPT OF ANNUAL NOTIFICATION OF PARENTS' / STUDENTS' RIGHTS FOR 2014-15 SCHOOL YEAR

It is the law that we provide you with this information on parent/guardian and student rights. Please sign this slip and return it to the school to show that you have received this information. We seek your cooperation in making sure this form is returned to your child's teacher as soon as possible. [EC 48982]

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

TEACHER: _____ ROOM #: _____

RECEIVED BY: _____
(Parent or Guardian Signature) *Date*

PARENT ACKNOWLEDGEMENT THAT DISTRICT CARRIES NO STUDENT INSURANCE

I/we understand that PVUSD does not carry medical or dental insurance for individual students, and is not responsible for medical, dental, ambulance, emergency room, hospital, or physician expenses, etc. I understand that I, as parent/guardian, am responsible to carry insurance and/or to pay for these things.

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

TEACHER: _____ ROOM #: _____

RECEIVED BY: _____
(Parent or Guardian Signature) *Date*

MEDICAL INSURANCE INFORMATION

STUDENT'S NAME: _____ BIRTHDATE: _____

-----MEDI-CAL/INSURANCE INFORMATION-----

Is the student covered by Medi-Cal? Yes No

MEDI-CAL #: _____

Is the student covered by other medical insurance? Yes No

IF YES, WHAT IS THE NAME OF THE INSURANCE CARRIER: _____

POLICY NUMBER: _____ GROUP NUMBER: _____

I give permission to PVUSD to share my contact information (name, address and phone number) and the names and dates of birth of my children with publicly funded health agencies or cooperating health agencies. The purpose of sharing this information is so that I can get information about and help with enrolling my child(ren) in free or low cost health insurance.

By signing, I certify that I have read the statement above and am the parent or legal guardian of the child(ren) named above.

PARENT/LEGAL GUARDIAN'S NAME: _____ PHONE: _____

PARENT/LEGAL GUARDIAN'S SIGNATURE: _____ DATE: _____

The forms on this page are optional, and are not required to be returned

DO NOT RELEASE DIRECTORY INFORMATION 2014-15 SCHOOL YEAR

If you **do not** wish directory information released, please sign below and return within the next 30 days. This will prohibit the district from providing the pupil's name and other information to the news media, parent-teacher associations, employers, **the military**, and similar parties. Your signature will also prohibit the video recording or release of your child's voice and likeness for such activities as video yearbooks, video club, television station public service announcements, and possible instructional television programs. Unless parents (or guardian) request that their child not be recorded in these activities, all rights will be maintained by the school district.

I **DO NOT** wish for my child's directory information to be released.

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

REQUESTED BY: _____

(Parent or Guardian Signature)

Date

**PHOTOGRAPHS, FILMS, SLIDES, INTERNET, VIDEO and AUDIO TAPE RECORDINGS
RELEASE 2014-15 SCHOOL YEAR**

PVUSD requests permission to reproduce, through audio or visual means, activities related to this student's educational program. Note that signing this will prohibit the district from including your student in any video project that may be produced throughout the school year (*yearbook excluded*). Please mark the box below, fill out the information, and sign the appropriate line.

I **DO NOT** wish for my child's image to be reproduced through audio or visual means.

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

SIGNATURE: _____

(Parent or Guardian Signature)

Date