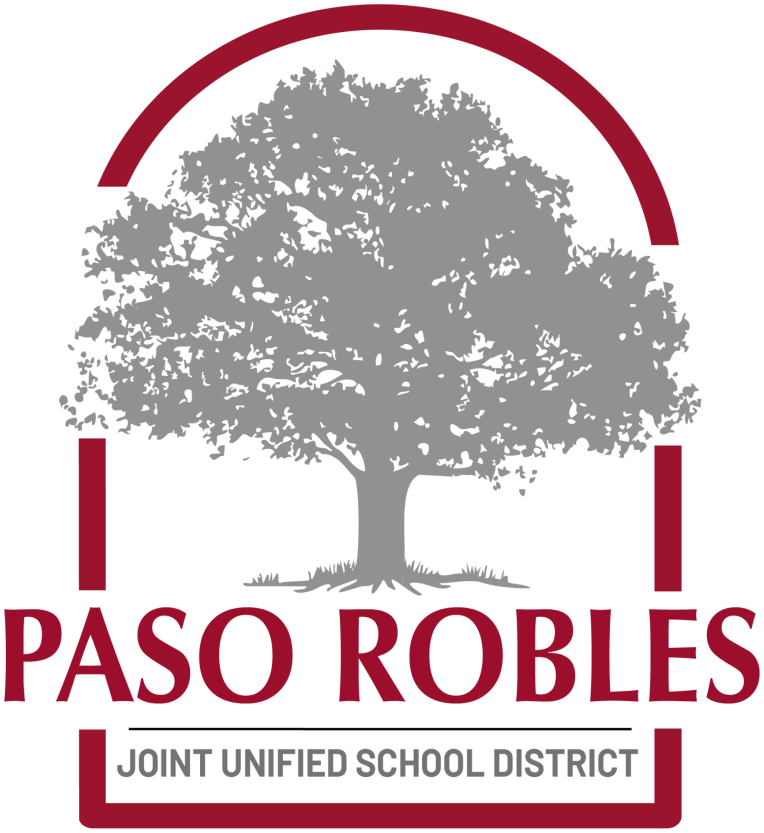
# 2026-2027

# Annual Parent and Guardian Rights Notification




800 Niblick Road, Paso Robles CA 93446
(805) 769-1000
www.pasoschools.org

pasoschools

Paso Robles Schools

Updated July 2026

## Annual Parent and Guardians Rights Notification
Acknowledgement of Receipt and Review

| STUDENT NAME (LAST NAME, FIRST NAME) | SCHOOL SITE | GRADE |
|---|---|---|
| | | |

As required by law all parents/guardians and students enrolled in the Paso Robles Joint Unified School District must be annually notified of their rights and responsibilities. In an effort to be environmentally conscientious, we have posted the Annual Parent and Guardian Rights Notification Handbook on our district website (https://www.pasoschools.org)

**After your review of the Annual Parent and Guardian Rights Notification Handbook online please sign and return the acknowledgement below indicating that you have reviewed the required materials.** If you wish to have a printed copy of the Annual Parent and Guardian Rights Notification, please check the box below and return the form to your child's school.

☐ I have read the Annual Parent and Guardian Rights Notification and acknowledge that I have been appropriately informed. My signature does not indicate that consent has been given to participate in any particular program, nor has it been withheld. (E.C. 48980, 48982)

☐ I would like a printed copy of the Annual Parent and Guardian Rights Notification Handbook.

**RELEASE OF DIRECTORY INFORMATION**

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information may include a student's name, address, telephone information, photograph, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. As a student or parent/guardian of a student, you have the right to request that your child's personal information not be released to military recruiters and others.

My student ☐ **MAY** ☐ **MAY NOT** be included in group and/or individual photos that may be released to the news media or placed on the school or district website.

My student's name, address, and telephone number ☐ **MAY** ☐ **MAY NOT** be released to Armed Forces and Military Recruiters or Military Schools. Federal public law 107-1100, § 9528 of the ESEA, Every Student Succeeds Act, requires school districts to release student names, addresses and telephone numbers to military recruiters upon their request. The law requires the school district to notify students and parents of their right to opt-out of having this information released. NOTE: Student names printed in a school directory are considered public information and must be released to military recruiters.

My student's name, address, and telephone number ☐ **MAY** ☐ **MAY NOT** be released to colleges, universities or companies seeking employees.

Paso Robles Joint Unified School District uses an automatic system to communicate with parents and guardians through EMAIL, PHONE and TEXT messages. The system is used for routine messages from the schools concerning events, activities, student absences and reminders as well as emergency broadcasts such as delayed openings, early dismissals, and school lock-downs. *NOTE: A text option may be available for emergency broadcasts in the future on a MAXIMUM of two phone numbers.*

| Email(s) | Sample Format: janedoe@gmail.com |
|---|---|
| | |
| | |

| Phone Number(s) | Indicate type of phone (circle one) |
|---|---|
| | Home telephone / work phone / cell phone |
| | Home telephone / work phone / cell phone |

_____ _____

Student Signature (if student is 18 years or older) Date

_____ _____

Parent/Guardian Signature (if student is not 18 years or older) Date

**A Parent Portal Account is created automatically if your student's school office has entered your email address into their records; or parents may create their own Portal Account manually by going to the Paso Robles Joint Unified School District website (www.pasoschools.org) and select the Aeries Parent Portal for Student Information link in the Parents menu. (To create the account, you will need your student's permanent ID, home phone, and VPC code which is available from your child's school.)**

PRJUSD is committed to equal opportunity for all individuals in its educational programs, activities and employment. PRJUSD prohibits, in any district programs, activities, and practices, unlawful discrimination, harassment, intimidation and bullying based on perceived or actual race, color, ancestry, national origin, ethnic group identification, age, religion, pregnancy, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. To file a complaint, please contact the Assistant Superintendent, Human Resources Officer at 805.769.1000 located at 800 Niblick Rd, Paso Robles CA 93446.

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# Welcome Letter from Superintendent Loftus

**Welcome to another exciting academic year in PRJUSD!** Whether you are returning or joining us for the first time, we are thrilled to have you as part of our community. The first day of school is a meaningful milestone for both students and families. For some, it marks the beginning of kindergarten; for others, the start of their senior year of high school. No matter where your child is on their educational journey, we are confident this will be a great year.

As Superintendent of the Paso Robles Joint Unified School District, I am honored to lead a dedicated team of educators and staff committed to providing a safe, supportive, and engaging learning environment for all students.

It is my commitment to ensure every student experiences a learning environment that is challenging, supportive, safe, and inspiring. Our school leaders are ready to partner with you to make this a successful and rewarding year for your child.

There are many ways students and families can contribute to a positive and productive school year:

- Help ensure academic, attendance, and behavior expectations are understood, supported, and reinforced.
- Communicate questions or concerns with school staff. The most effective communication starts with your child's teachers, counselors, or coaches. If concerns remain unresolved, please contact your school principal.
- Take time to review and discuss information sent home. Schools will share updates through both paper communication and our district platform, ParentSquare.
- Encourage your child to develop independence and resourcefulness. Skills such as self-advocacy, communication, and problem-solving are essential at every grade level. Support your child in learning how to appropriately approach school staff with questions or concerns about assignments, activities, or other school-related matters.
- Recognize that some challenges can be resolved by students independently, while others may require parent or caregiver support.
- Address concerns early by reaching out to school staff to prevent small issues from becoming larger ones.
- Attend school events whenever possible, including open house, family events, and parent/caregiver/teacher conferences.
- Consider serving on school or district advisory committees.

As we welcome nearly 6,300 students to the 2026–2027 school year, I encourage you to get involved. We are stronger when we work together. Thank you in advance for your partnership and active engagement in your child's education. We look forward to all we will accomplish together in support of our students.

Educationally,

*Jennifer Loftus*, Superintendent

# Guiding Principles

**Our Promise:** We promise to provide a safe, supportive environment where every student feels **valued** and **empowered** to discover their strengths, build resilience, and develop the knowledge, character, and confidence to **thrive** in their future.

**Core Values:**

- Integrity
- Accountability
- Collaboration
- Innovation
- Compassion
- Belonging

**Strategic Goal 1: Student Achievement**
Ensure high levels of academic achievement and equitable outcomes for all students by fostering instructional excellence, expanding career pathways, and enhancing inclusive practices across all grade levels.

**Strategic Goal 2: Student Safety**
Ensure every student feels safe, connected, supported, and respected, fostering an environment where all members of the school community can thrive.

**Strategic Goal 3: Parent and Student Engagement**
Cultivate a district culture where all students and families feel welcomed, valued, informed, and empowered to participate in their educational journey, fostering strong partnerships between home, school, and the community.

**Strategic Goal 4: High Quality Staff**
Recruit, develop, and retain a diverse, highly effective, and collaborative staff who demonstrate commitment to PRJUSD and promote excellence for all students.

**Strategic Goal 5: District Finance**
Ensure the District's long-term fiscal health and operational efficiency.

**Strategic Goal 6: District Facilities**
Provide safe, modern, flexible, and welcoming learning environments.

**A Portrait of a Graduate** includes skills, knowledge, and attributes a district believes its students should possess upon graduation. PRJUSD's Portrait of a Graduate includes the following traits:

**Cognitive Traits:**

- Academically Prepared
- Adaptable
- Innovative

**Personal Traits:**

- Empathy
- Resiliency
- Integrity

**Interpersonal Traits:**

- Strong communicators
- Collaborative
- Civically and globally responsible

# School Directory

## Elementary Schools

*Glen Speck Elementary*
2405 Spring Street
(805) 769-1350
Stephanie Walker, Principal, smwalker@pasoschools.org
Stormy Capalare,Student Engagement Specialist, slcapalare@pasoschools.org

*Pat Butler Elementary*
700 Nicklaus Street
(805) 769-1750
Christy Holman, Principal, cholman@pasoschools.org
Kelli Johnson, Student Engagement Specialist, kljohnson@pasoschools.org

*Kermit King Elementary*
700 Schoolhouse Circle
(805) 769-1700
Lisa Shipman, Principal, lashipman@pasoschools.org
Anna Williams, Student Engagement Specialist, ajwilliams@pasoschools.org

*Virginia Peterson Elementary*
2501 Beechwood
(805) 769-1250
Monica Pafumi, Principal mpafumi@pasoschools.org
Amy Brabenec, Student Engagement Specialist, ambrabenec@pasoschools.org

*Winifred Pifer Elementary*
1350 Creston Road
(805) 769-1300
Holly Moore, Principal hmoore@pasoschools.org
Jennifer Moore, Student Engagement Specialist, jlmoore@pasoschools.org

## Junior High School

*Lewis Flamson Junior High School*
2405 Spring Street
(805) 769-1400
Dr. Brandon Duncan, Principal bduncan@pasoschools.org
Kristin Wilson, Assistant Principal, kawilson2@pasoschools.org

## TK-8th

*Georgia Brown Dual Immersion Elementary*
900 Creston Road
(805) 769-1200
Cristina Velasco, Principal, cvelasco@pasoschools.org
Daniela Topjian, Guidance Specialist, datopjian@pasoschools.org

## High School

*Paso Robles High*
801 Niblick Road
(805) 769-1500
Michael Susank, Principal mesusank@pasoschools.org
Dr. Amie Macbeth, Deputy Principal amacbeth@pasoschools.org
Sarah Ramirez, Assistant Principal saramirez@pasoschools.org
Michael Godsey, Assistant Principal msgodsey@pasoschools.org
Stuart Hamill, Assistant Principal sshamill@pasoschools.org

## Alternative Education

*Paso Robles Homeschool (PRISC) (K-8)*
812 Niblick Road
(805) 769-1620
Vicente Gonzales, Principal vgonzales@pasoschools.org

*Independence High (9-12)*
812 Niblick Road
(805) 769-1620
Vicente Gonzales, Principal vgonzales@pasoschools.org

*Liberty High*
810 Niblick Road
(805) 769-1600
Vicente Gonzales, Principal vgonzales@pasoschools.org

## Preschool Programs

*Marie Bauer Early Education Center*
(805) 769-1800
Heather Wahlberg, Director hwwahlberg@pasoschools.org

*Little PEPers*
(805) 769-1824
Heather Wahlberg, Director hwwahlberg@pasoschools.org

*Bearkitten Preschool*
Brenda Matthysse, Teacher bmatthysse@pasoschools.org

## After-School Programs

*ELOP (Expanded Learning Opportunity Program)*
(805) 769-1360
Kim Gaspar, Director ksgaspar@pasoschools.org

# District Administration

## *Executive Cabinet*

Superintendent, Jennifer Loftus jloftus@pasoschools.org
Assistant Superintendent, Business Services, Brad Pawlowski bpawlowski@pasoschools.org
Assistant Superintendent, Educational Services, Erin Haley ehaley@pasoschools.org
Assistant Superintendent, Human Resources, Shauna Ames sames@pasoschools.org
Chief Technology Officer, Scott Buller scbuller@pasoschools.org
Executive Assistant to the Superintendent, Rebecca Justice rajustice@pasoschools.org

## *Directors/Cabinet Members*

Director of Curriculum & Instruction, Maggie Tatman mtatman@pasoschools.org
Director of Data, Assessment & Plan Alignment, Doreen Castillo dlcastillo@pasoschools.org
Director of Early Childhood Education, Heather Wahlberg hwwahlberg@pasoschools.org
Director of Expanded Learning Program, Kim Gaspar ksgaspar@pasoschools.org
Director of Fiscal Services, Sherrie Castellanos sscastellanos@pasoschools.org
Director of Food Services, Jessie Wesch jrwesch@pasoschools.org
Director of Maintenance, Operations, & Transportation, Kelly Stainbrook kstainbrook@pasoschools.org
Director of Special Education, Stephanie Schofield slschofield@pasoschools.org
Director of Student Services, Leonor Buza lbuza@pasoschools.org

## *Coordinators/Supervisors/Managers*

Athletic Director, Lewis Flamson Jr. High, Katelyn Knupper kknupper@pasoschools.org
Athletic Director, Georgia Brown Dual Immersion, Denise Meurer dameurer@pasoschools.org
Athletic Director, Elementary Schools, Saul Villanueva svillanueva@pasoschools.org
Coordinator, College and Career, Megan Cannon mecannon@pasoschools.org
Coordinator, English Language Development, Gabriela Clark gclark@pasoschools.org
Coordinator of Student Services, Rachel Gustafson rlgustafson@pasoschools.org
District Athletic Director, Paul Otto paotto@pasoschools.org
District Nurse/Health Coordinator, Ashley Aiello laaiello@pasoschools.org
Public Information Officer, Melissa Godsey mjgodsey@pasoschools.org
Special Education Program Coordinator, Jennifer Thomas jlthomas@pasoschools.org
Special Education Program Coordinator, Jessica Shaffer jshaffer@pasoschools.org
Special Education Program Coordinator, Michael Sauret mesauret@pasoschools.org
Manager of Information Technology, Christian Vanlandingham clvanlandingham@pasoschools.org
Manager of Student Information and Data Systems, Brittaney Miller bcmiller@pasoschools.org
Transportation & Operations Manager, Joseph "JP" Camsuzou jpcamsuzou@pasoschools.org

# 2026/2027 Academic Calendar

## PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

2026-2027 Academic Calendar

Board Approved: 05/27/2025

| July | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | T | W | Th | F | Sa |
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| September | | | | | | |
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| October | | | | | | |
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| November | | | | | | |
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| December | | | | | | |
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| January | | | | | | |
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| 31 | | | | | | 18 |

| February | | | | | | |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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| March | | | | | | |
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| April | | | | | | |
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| May | | | | | | |
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| June | | | | | | |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | 3 |

| IMPORTANT DATES |
|---|
| 7/3 - Independence Day Holiday Observed - No School |
| 8/5-8/7 - New Teachers PD |
| 8/10 - Staff PD |
| 8/11 - Staff PD |
| 8/12 - Teacher Work Day |
| 8/13 - **FIRST DAY OF SCHOOL** |
| 9/7 - Labor Day Holiday - No School |
| 10/12 - Staff PD - No School |
| 11/11 - Veteran's Day - No School |
| 11/23-11/27 - Thanksgiving Break - No School |
| 11/26 - Thanksgiving Holiday |
| 11/27 - Day after Thanksgiving Holiday |
| 12/18 - Minimum Day |
| 12/21-1/4 - Winter Break - No School |
| 12/24 - Christmas Eve Holiday |
| 12/25 - Christmas Holiday |
| 12/31 - New Year's Eve Holiday |
| 1/1 - New Year's Day Holiday |
| 1/18 - Martin Luther King Holiday Observed - No School |
| 2/12 - Lincoln's Birthday Observed - No School |
| 2/15 - President's Day Holiday Observed - No School |
| 3/26 - Teacher Work Day - No School |
| 3/28 - Easter |
| 3/29-4/5 - Spring Break - No School |
| 4/30 - PSPS: No School Unless Needed |
| 5/31 - Memorial Day - No School |
| **6/03 - LAST DAY OF SCHOOL - Minimum Day** |
| 6/04 - Teacher Work Day - No School |
| 6/18 - Juneteenth Observed - No School |

**PSPS:** Public Safety Power Shutoff: A scheduled day off that will only become a school day if another instructional day is canceled due to weather, power outages, or similar emergencies.

**PD:** Professional Development

= School in Session

= Non School Day

## IMPORTANT DATES

**Elementary Trimester:**

| | |
|---|---|
| 1st | 8/13/26 - 11/6/26 |
| 2nd | 11/09/26 - 2/26/27 |
| 3rd | 3/1/27 - 6/3/27 |

**Junior High & High School Quarters**

| | |
|---|---|
| 1st | 8/13/26 - 10/09/26 |
| 2nd | 10/13/26 - 12/18/26 |
| 3rd | 1/5/27 - 3/12/27 |
| 4th | 3/15/27 - 6/03/27 |

**Elementary School Conferences**

Fall 2026: October 5 - 9, 2026

Spring 2027: March 15 - 19, 2027

**Junior High School Conferences**

Fall 2026: Thursday, October 8, 2026

Spring 2027: Thursday, March 18, 2027

| | |
|---|---|
| 1st Semester | 84 |
| 2nd Semester | 96 |
| | 180 |

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

**Paso Robles**
**Joint Unified School District**
800 Niblick Road
Paso Robles, CA 93446
805-769-1000
www.pasoschools.org

Last Updated: 05/12/26

# Attendance

**Notification of Absence**
*BP 5113*
State Law requires the parent or guardian to notify the school of the specific reason for absence. **All school absences must be verified in person, by phone, or by written note within three (3) school days.** When a student has had absences due to illness or other excused reasons surpassing 10 percent (18 days) of the school year, or 6 consecutive days, the student must obtain verification from a physician for additional absences to be excused.

Failure to provide verification within 3 school days will result in those additional absences being recorded as unexcused. Unverified absences will be entered as "unexcused" absences. In the event of an absence of more than two days, the school should be notified of the expected date the child will return to school.

**Excused Absences**
No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. A reasonable period of time will be no less than two days for each excused day of absence.

**Section 48205, a pupil shall be excused from school when the absence is:**
(1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.

(2) Due to quarantine under the direction of a county or city health officer.

(3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.

(4) For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.

(5) For the purpose of jury duty in the manner provided for by law.

(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.

(7) For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(11) For the purpose of participating in a cultural ceremony or event.

(12) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph, provided that the pupil notifies the school ahead of the absence. Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence each school year (EC 48205).

(13) For any of the purposes described in clauses (a) to (c), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.

(a) To access services from a victim services organization or agency.

(b) To access grief support services.

(c) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.

Such absence shall be excused for not more than three days for each incident (EC 48260).

(14) Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place from school property as designated by the religious group, church, or denomination (EC 46014).

Absence for student participation in religious exercise or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in Administrative Regulation 6112 - School Day, and is not excused from school for this purpose on more than four days each school month (ED 46014).

(15) For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days, work in such industry (Education Code 48225.5)

For this purpose, student absence shall be excused for a maximum of up to five absences each school year. (Education Code 48225.5)"

(16) Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences each school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

(17) Due to the pupil's participation in military entrance processing.

(18) Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260).

For the purpose of the absences described above, immediate family means the student's parent/guardian, sibling, grandparent, or any other relative living in the student's household. (Education Code 48205)

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. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

**Attendance Recovery**

Periodically throughout the school year, the school may offer opportunities for students to make up days missed due to absences. Attendance recovery make-up classes can be used to make-up existing absences, and specific attendance recovery opportunities may be provided by the district in which students can "bank" up to 10 days of attendance for future absences, whether for excused or unexcused absences. Attendance recovery make-up classes cannot be used or attended by students for disciplinary reasons; however, administrators may recommend that a truant student attend Saturday School.

**School Attendance Review Board (SARB) Process:**

| Unexcused Absences Codes: A, B, C, U | Excused Absences Codes: E, D | Attendance Letters/ Referrals |
|---|---|---|
| +3 Truant Events<br>+18 Period Absences (MS/HS) | 5+ Excused Events<br>30+ Period Absences (MS/HS) | 1st letter |
| +6 Truant Events<br>+36 Period Absences (MS/HS) | 10+ Excused Events<br>60+ Excused Periods (MS/HS) | 2nd letter/**SART** |

| | | |
|---|---|---|
| 9+ Truant Events<br>54+ Period Absences<br>(MS/HS) | | 3rd letter |
| **You & your child may be referred to the North County SARB* if a student has 1 or more unexcused absences after the SART meeting was held.** | | **SARB Referral** |
| Note: A truant event includes a single skipped class. | | |

***You & your child may be referred to the North County SARB* if your student has 1 or more unexcused absences after the SART meeting is held.***

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

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

# Enrollment

**Attendance Admission/Permits**
*EC 48980(h); BP 5111, 5116, 5116.1, 5117; AR 5111.1*
The Governing Board desires to provide options that meet the diverse needs and potential and interest of the district's students. School attendance areas within PRJUSD are reviewed annually, and adjustments are made periodically by the Governing Board. The Governing Board also annually determines the enrollment capacities of each school.

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

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

**Residency**
*EC 48200 and 48204*
A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located. A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district. A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both of the parents or legal guardians of the pupil are employed within the boundaries of the school district.

Military Families/Continuity of Special Education for Transfer Students (Assembly Bill 1412) Parents' official military orders for a transfer or pending transfer to a military installation in California satisfies residency requirements for all students with disabilities.

**Intradistrict Open Enrollment**

EC 35160.5(b) , BP 5116.1

Residents of PRJUSD may apply to other schools within the district for their child to attend on a space-available basis. Transportation to any other school is the responsibility of the parent. Request forms may be picked up at the district office or the district website www.pasoschools.org. In order to ensure that priorities for enrollment in district schools are implemented in accordance with law and Board policy, applications for intradistrict open enrollment shall be submitted between March 1-May 31 of the school year preceding the school year for which the transfer is requested. The Superintendent or designee shall calculate each school's capacity in a non-arbitrary manner using student enrollment and available space. Except for the enrollment priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine which student shall be admitted whenever a district school receives admission requests that are in excess of the school's capacity. Enrollment decisions shall be based on a student's academic or athletic performance. However, existing entrance criteria may be used for enrolling students in specialized schools or programs, provided that the criteria are uniformly applied to all applicants. In addition, academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students.

**Interdistrict Attendance**

EC 46600 , BP 5117

The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the Interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an Interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled. If a request for an Interdistrict transfer agreement is denied, the student's parents/guardians may file an appeal with the district within 15 days of notification. If the denial is upheld, they may appeal to the county office of education in the student's district of residence within 30 days of receipt of the official notice of denial of the transfer.

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for Interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an Interdistrict attendance agreement.

Persistently Dangerous Schools

*20 USC 7912; BP 5116.1, AR 5516.1*

The PRJUSD Governing Board has adopted a policy stating that students who attend a persistently dangerous school must be allowed to attend a safe public school.

Victim of a Violent Crime

*20 USC 7912a; BP 5116.1*

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The district has 14 calendar days to offer students the option to transfer. For more information, please contact the district's Director of Student Services at (805) 769-1000.

# Communication Guidelines for Parents and Guardians

PRJUSD is dedicated to providing you with transparent information about your child's education in a timely manner. We want you to feel comfortable addressing your questions in our District. With direct and respectful communication, most issues are resolved at the school level. Please present your questions and concerns in this order.

## WHERE DO I START?

### 1 YOUR CHILD'S TEACHER

If you have a question related to your child or their learning, contact their classroom teacher directly via ParentSquare. You can also call the school office and leave a message for a staff member.
If you haven't heard from the teacher in a reasonable amount of time or if, after discussion, the issue has not been resolved move to step 2.

### 2 YOUR SCHOOL ASSISTANT PRINCIPAL OR PRINCIPAL

At step 2, your first point of contact will be your Assistant Principal, they may then advise you to talk to your child's school counselor or the school Principal. Call or email the school to arrange this.
If you are dissatisfied or the situation has not been resolved move to step 3.

### 3 RELEVANT DISTRICT ADMINISTRATOR

The Assistant Superintendent of Educational Services supervises Principals at PRJUSD. To help resolve your situation it is important for you to know the names of all the staff members with whom you have spoken and the dates of your conversations. You may email the Assistant Superintendent of Educational Services at ehaley@pasoschools.org
If the situation has not been resolved move to step 4.

### 4 SUPERINTENDENT

The Superintendent provides oversight to all PRJUSD school staff. Only after the previous steps to resolve the situation should you contact the Superintendent. Arrange an appointment with the Superintendent by reaching out to Rebecca Justice, Executive Assistant to the Superintendent at rajustice@pasoschools.org, or by calling (805) 769-1000. The Superintendent may arrange for a phone conversation or meeting, this may include all involved parties and not a one-on-one meeting.
If you are dissatisfied or the situation has not been resolved move to step 5.

### 5 BOARD OF TRUSTEES

The Board of Trustees has been elected by the community to provide leadership and citizen oversight of the District. The Board shall ensure that the District is responsive to the values, beliefs, and priorities of the community.

You can contact Board Members via email boardmembers@pasoschools.org.
You may speak at open comment during a Board Meeting.

# Student Programs

**Advanced Placement Fees**
*EC 52244*
Students meeting eligibility criteria may apply for funds to cover the costs of advanced placement or International Baccalaureate examination fees, or both. Students should contact the Paso Robles High School at (805) 769-1500 to obtain an application and information about the application process.

**Animals on Campus**
*BP 6163.2*
Guide dogs, signal dogs and service dogs trained to aid disabled persons may be transported in a school bus when accompanied by disabled students, disabled teachers or persons training the dogs. (Education Code 39839) These are the only animals authorized for students to bring onto the school campus. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act (ADA).

**Athletic Competition**
*BP 6145.2*
The board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Codes of Conduct adopted by CIF. Students and staff may be subject to disciplinary action for improper conduct.

**Competitive Athletics**
*EC §221.9*
Each school site that offers competitive athletics shall publicly make available at the end of the school year on their school website the following information:

a) The total enrollment of the school, classified by gender.
b) The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
c) The number of boys' and girls' teams, classified by sport and by competition level.

**Athletic Programs and Physical Education Instruction**
PRJUSD features standards-based physical education for all students within the district. Physical activity is crucial to the way students think, feel and perform in the academic arena. Over the past 5 years, the California Department of Education has consistently shown research that students with higher fitness levels have consistently higher test scores and GPA's. The curriculum is designed to teach kids the principles, practice and importance of lifetime fitness. We can improve our children's chance of having a quality education by promoting fitness and overall life-long health.

To complement our physical education program, PRJUSD will be offering athletics after school for various grade levels in elementary, junior and high schools. These events will take place after the school day has concluded on each school site throughout the year. Athletic events will promote academics first, teach teamwork, develop character, develop skills and give the opportunity for all students to find success on our athletic fields. Information regarding athletic participation is available at all school sites and the district website www.pasoschools.org.

**Available Language Programs and Language Acquisition Options**
We are required to offer, at a minimum, a Structured English Immersion (SEI) program option (EC Section 305[a][2]). In addition to the required SEI, we provide the following language acquisition program description and supports:

**Structured English Immersion (SEI)**
Program overview: SEI is a language acquisition program for English learners in which nearly all classroom instruction is delivered in English. Instruction is intentionally designed and scaffolded to meet the needs of students who are developing English proficiency.

**Dual-Language Immersion (DLI) Program in Spanish:** A language acquisition program also referred to as **Two-Way Immersion** that provides language learning and academic instruction for native speakers of English and native speakers of another language with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. This program begins in Transitional Kindergarten/Kindergarten with offerings all the way to the high school level.

**Primary Newcomer Program (Grades K -6):** Primary Newcomers students receive designated and integrated English Language development daily up to three years of service. A rich language evidence based program that provides learning and academic instruction for newly arrived students in the US. Students learn the CA content standards in English with primary language supports when available for up to the first three years of enrollment in a U.S. School.

**Secondary Newcomer Program (Grades 7-12):** Secondary Newcomer Students receive designated and integrated English Language development daily. A language acquisition program that provides language learning and academic instruction for students newly arrived in the U.S. Students learn the CA content standards in English with primary language support for up to three years of enrollment in a U.S. school.

**About Language Acquisition Programs and Language Programs**

| Program Type | Characteristics |
|---|---|
| Language Acquisition Program (English Learners) | The California Code of Regulations Section 11309 requires that any language acquisition program provided by a school, district, or county shall:<br>● Be designed using evidence-based research and include both Designated and Integrated English Language Development;<br>● Be allocated sufficient resources by the local educational agency (LEA) to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary<br>● instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and<br>● Within a reasonable period of time, lead to:<br>o Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and<br>o Achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state- adopted academic content standards in that other language. |
| Language Program (non-English Learners) | ● Language programs offer students who are not English Learners opportunities to be instructed in languages other than English<br>● May lead to proficiency in languages other than English |

**Availability of Prospectus**

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact the principal or the PRJUSD Assistant Superintendent, Educational Services at (805) 769- 1000 for a copy of the prospectus.

**Awards for Achievement**

*BP 5126*

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, plaque, or cash gift. The Superintendent or designee shall develop criteria for the selection of student award recipients. Golden State Seal Merit Diploma: At graduation from high school, special recognition shall be awarded to those students whose academic achievements in core curriculum areas have been outstanding. The Superintendent or designee shall identify high school students who have demonstrated mastery of the high school curriculum qualifying them for the Golden State Seal Merit Diploma.

Biliteracy Award: The district shall present the State Seal of Biliteracy to each graduating high school student who has attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English.

Civic Engagement Award: The district shall present the State Seal of Civic Engagement to each graduating high school student who has demonstrated a level of achievement aligned with the district's adopted criteria.

**Bilingual Education**

*EC 52173*

Prior to the enrollment of any pupils in any program authorized, parents or guardians of pupils of all potential participants shall be provided the opportunity for consultation about the placement of their child or ward in such a program. To achieve this purpose, the governing board of the school district in which the pupil resides shall notify by mail or in person the parent, parents, or guardian of the pupil of the fact that their child or ward will be enrolled in a program of bilingual education. The notice shall: (1) contain a simple, nontechnical description of the purposes, method, and content of the program in which their child or ward will be enrolled; (2) inform the parent, parents, or guardian that the parent, parents, or guardian have the right and are encouraged to visit such classes in which their child or ward will be enrolled and to come to the school for a conference to explain the nature and objectives of such education; (3) further inform the parent, parents, or guardian that they have the right, if they so wish, not to have their child or ward enrolled in such an education program; (4) inform the parent, parents, or

guardian that they have the opportunity to participate in the school or school district advisory committee, or both. The written notice shall be in English and in the primary language of the pupil.

Any parent or guardian whose child or ward has been or will be enrolled in programs shall have the right, either at the time of the original notification of enrollment or at the close of any semester thereafter, to withdraw his or her child or ward from the program, by written notice to the principal of the school in which his or her child or ward is enrolled.

### Reclassification

Education Code Section 313 and Title 5 Regulations Section 11303

Reclassification of English/Multilingual Learners occurs when English/Multilingual Learners successfully meet the following four criteria:

(1) Assessment of a language proficiency using an objective assessment instrument, including, but not limited to, the English language development test that is developed or acquired pursuant to Section 60810. In California, we use the Summative English Language Proficiency Assessments for California (ELPAC). Students must earn a 4.

(2) Teacher evaluation, including, but not limited to, a review of the pupil's curriculum mastery. In PRJUSD, in order to systematically and equitably capture teacher evaluation, we use the state-recommended Observation Protocol for Teachers of English Learners (OPTEL).

(3) Parental opinion and consultation.

(4) Comparison of the performance of the pupil in basic skills against an empirically established range of performance in basic skills based upon the performance of English proficient pupils of the same age, that demonstrates whether the pupil is sufficiently proficient in English to participate effectively in a curriculum designed for pupils of the same age whose native language is English. In PRJUSD, we use as our normed measure, Lexile level. Students must perform at the 25th percentile or higher as demonstrated on CAASPP, iReady or a nationally normed Lexile level assessment.

### Cal Grant Program

*EC 69432.9*

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students in applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. All grade 12 students' GPA will be sent to CASC after the 1st semester.

### Guidance/Counseling Services and Course Selection

*EC 221.5(d), BP 6164.2*

Beginning in grade 7, school personnel shall assist pupils with course selection or career counseling, affirmatively exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

Students have the right to meet with a school counselor to obtain help on choosing courses at their school that will meet college admission requirements or to enroll in career technical education courses, or both. Students who wish to make an appointment with their counselor (based on site availability) may do so through their school's office or counseling department.

### Career Technical Education

*EC 51229 & EC 48980(m)*

The California Department of Education defines "career technical education" as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Career technical education may include agricultural education, apprenticeship opportunities, business and marketing coursework, health careers education, home economics, industrial and technology education, regional occupational programs, student organizations, technical preparation coursework, and work experience. More information related to the state's career technical education program can be found at https://www.cde.ca.gov/ci/ct/. Detailed information related to each high school's career technical education programs and course offerings can be located in the counseling office/department. All students are encouraged to complete a CTE pathway which consists of a minimum of a Concentrator and Capstone course. Students must maintain a 2.0 in the Concentrator and Campstone classes to be considered pathway completers.

### High School Graduation Requirements

Beginning in the 1986–87 school year, California *Education Code (EC)* Section 51225.3 has specified a minimum set of courses to meet state requirements to graduate from high school and receive a diploma. The governing boards of local education agencies (LEAs) have the authority to supplement the state minimum requirements at the local level. PRJUSD graduation requirements are listed in the table below.

**Alternative Pathway to Diploma**

The California Education Code (EC) Section 51225.31 offers an alternative diploma pathway for students with disabilities who face unique challenges in meeting the standard graduation requirements. This pathway provides flexibility for students with exceptional needs to achieve a high school diploma through modified coursework or alternative assessments tailored to their specific individualized educational needs.

Key points:

- California Education Code (EC) Section 51225.31 and Section 51225.32 establish an alternative diploma pathway for eligible students with disabilities.
- IEP teams play a crucial role in determining a student's eligibility for this pathway and referencing it in their Individualized Education Program (IEP).
- The alternative pathway to a diploma is based on students meeting state minimum course requirements using California Alternate Achievement Standards.
- Parents can request an IEP meeting to discuss the alternative diploma pathway and its implications for their child's education.
- The IEP should be updated to include a clear description of the modified curriculum, assessments, and graduation requirements under this pathway.
- Earning the alternative diploma does not end a student's rights to continued IEP services until they age out of the program at age 22.

**College Admission Requirements**

*EC 51229*

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

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

https://www.cccco.edu/
https://assist.org/
https://admission.universityofcalifornia.edu/
https://hs-articulation.ucop.edu/guide
https://www2.calstate.edu/apply
https://www.cde.ca.gov/ci/gs/hs/hsgrtable.asp

| Paso Robles Joint Unified School District Graduation Requirements | | University of California Admission Requirements For Freshman Entry | | California State University Admission Requirements For Freshman Entry | |
|---|---|---|---|---|---|
| COURSE | UNITS | COURSE | UNITS | COURSE | UNITS |
| Social Science<br>World History (10 units), US History (10 units), American Govt (5 units), Economics (5 units) | 30 | (a)Social Studies<br>US History (10 units) or American Govt (5 units) & American History (5 units)<br>World History (10 units) | 20 | (a) Social Studies<br>US History (10 units) or American Govt (5 units) & American History (5 units)<br>World History (10 units) | 20 |
| English | 40 | (b) English (college prep or higher) | 40 | (b) English (college prep or higher) | 40 |
| Math<br>Math (20 units)<br>Algebra (10 units) | 30 | (c) Math<br>(must include Algebra I, Geometry, Algebra II or higher)<br>(4 years recommended) | 30 | (c) Math<br>(must include Algebra I, Geometry, Algebra II or higher)<br>(4 years recommended) | 30 |
| Science<br>Life/Biological Sciences (10 units), Physical Science (10 units), Third year elective | 30 | (d) Laboratory Science<br>Biological Science (10 units), Physical Science (10 units) | 20 | (d) Laboratory Science<br>Biological Science (10 units), Physical Science (10 units)<br>(3 years recommended) | 20 |

| | | | | | |
|---|---|---|---|---|---|
| science (10 units) | | (3 years recommended) | | | |
| Visual or Performing Arts or Career Technical Education | 10 | (e) Foreign Language (units must be in same language) (3 years recommended) | 20 | (e) Foreign Language (units must be in same language) (3 years recommended) | 20 |
| Physical Education | 20 | (f) Visual/Performing Arts (dance, drama or theater, music, or visual art) | 10 | (f) Visual/Performing Arts (dance, drama or theater, music, or visual art) | 10 |
| Electives | 75 | (g) College Prep Elective (chosen from US "a-f" list) | 10 | (g) College Prep Elective (chosen from US "a-f" list) | 10 |

**Educational Equity Regardless of Immigration Status, Citizenship or Religion**
*EC 234.7*
Children have a right to a free public education, regardless of immigration status, citizenship status, or religious beliefs. When enrolling a child, schools must accept a variety of documents from the student's parent/s to demonstrate proof of the child's age or residency. No information about citizenship/immigration status or Social Security number is required to enroll in school. Parents have the option to provide a school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for a minor student in the event the parent is detained or deported. Parents have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for a minor student. Students have the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated, or bullied on the basis of actual or perceived nationality, ethnicity, or immigration status. The California Attorney General's website provides "Know Your Rights" resources for immigrant students and family members online at https://oag.ca.gov/immigrant/resources.

Our district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do by a valid judicial subpoena, judicial warrant, or court order.

**GATE Program**
*BP 6172*
Students may be recommended for the GATE program by administrators, teachers, counselors, other staff, or parents/guardians. Parent/guardian consent shall be obtained before administering any assessments for the sole purpose of identifying students for this program or for placing a student in the program. Contact the Director of Curriculum for program information.

**Dual Enrollment/Early College**
PRJUSD offers a number of dual enrolled classes in alignment with EC 76004. These are college level classes offered for free on PRJUSD campuses during the school day. Students can take a maximum of 11.9 college units in 2 classes during the day at one time. Students are also able to take enrichment courses directly through Cuesta outside of the school day. Beginning in 26-27, students may enroll in our Early College program which will allow them to take a third dual enrolled course and to take asynchronous Cuesta courses during the school day. Interested students should talk with their counselors.

**Instructional Materials & Parental Opt-Out Options**
Primary and supplemental curriculum and instructional materials may be accessed and reviewed in accordance with law and District policies (See BP and AR 6161.1 and BP 6161.11). Requests from families to opt their students out of using specific instructional materials will also be considered in accordance with law and District policy. Please contact the site administrator at your student's school site if you are interested in obtaining further information.

**Refusal to Harm or Destroy Animals**
*EC 32255 et seq., AR 5145.8*
Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

### High School Scholarship Information

Each year, many generous members of the Paso Robles community contribute to scholarships for PRJUSD high school seniors. Visit the counseling page of Independence High School, Liberty High School, and Paso Robles High School to access information and applications.

### Instruction for Pupils with Temporary Disabilities – Home/Hospital

*EC 48206.3, 48207 and 48208*

A pupil with a temporary disability that makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive either individual instruction at home provided by the school district in which the pupil is deemed to reside, or individual instruction in a hospital or other residential health facility, excluding state hospitals, provided by the school district in which the hospital or other residential health facility is located. Each clock hour of teaching time devoted to individual instruction shall count as one day of attendance.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less. Please contact the Director of Student Services at (805) 769-1000 for more information

### Minimum Days and Pupil-free Staff Development Days

*EC 48980(c)*

In an effort to improve instructional practices and student achievement, each Monday throughout the school year, the students are released early so that teachers, staff and administrators can work together to focus on improving instruction and student performance. Please refer to the school's bell schedule for exact release times. http://www.pasoschools.org/calendars

The elementary and middle school students will have minimum day schedules for parent conferences. Elementary school conferences are held October 6 – October 10 and March 9 – March 13; Junior High school conferences are held October 9 and March 19.

### Notice of Alternative Schools

*EC 58501*

California state law authorizes all school districts to provide for alternative schools. Education Code 58500 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.

### School Accountability Report Card

*EC 35256, EC 35258 BP 0510*

Parents may obtain a copy of any school's annual School Accountability Report Card at the district office, each school site, or the district website (www.pasoschools.org). Each school is required to maintain copies of their individual School Accountability Report Card which shall be provided upon request.

### Section 504 – Services for Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination on the basis of disability. Free appropriate public education (FAPE) under Section 504 means the provision of either regular or special education and related aids and services, designed to meet the student's individual educational needs as adequately as the needs of non-disabled students, are met. (34 CFR 104.33) It requires school districts to identify and evaluate children with physical or mental impairments that substantially limit one or more major life activities (34 CFR 104.3). These students who meet Section 504 eligibility through the evaluation process will receive accommodations and services to meet their needs within the general education setting. The school district is to designate a person responsible for implementing the requirements of this section. There is a Site 504 Coordinator designated at each campus. Please contact the District Section 504 Coordinator with any questions or to request a copy of Procedural Safeguards at (805) 769-1000.

*Identification and Education under Section 504*

Referral, Identification, and Evaluation

a) Any student may be referred by a parent/guardian, teacher, other school employee, student study team, or community agency for consideration of eligibility as a disabled student under Section 504. This referral may be made to the principal or site 504 Coordinator.
b) Upon receipt of a referral for eligibility, the principal or 504 Coordinator shall consider the referral and determine whether an evaluation of the student is appropriate. This determination shall be based on a review of the student's school records, including academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/ guardian, as appropriate; and analysis of the student's needs. If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards.
c) If it is determined that a student needs or is believed to need related services under Section 504, the district shall conduct an evaluation of the student prior to initial placement and before any significant change in placement (34 CFR 104.35). Prior to conducting an evaluation of a student for eligibility under Section 504, the district shall obtain written parent/guardian consent.

*Section 504 Services Plan and Placement*

a) A multi-disciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions. The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options (34 CFR 104.35). The team shall ensure that information obtained from all such sources is documented and carefully considered.
b) If, upon evaluation, a student is determined to be eligible for services under Section 504, the 504 team shall meet to develop a written accommodation plan which shall specify the types of services, accommodations and supplementary aids and services necessary to ensure that the student receives a free appropriate public education. The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records.
c) If the 504 team determines that no services are necessary for the student, the record of the committee's meeting shall reflect whether or not the student has been identified as a disabled person under Section 504 and shall state the basis for the decision that no special services are presently needed. The student's parent/guardian shall be informed in writing of his/her rights and procedural safeguards
d) The student shall be placed in the regular educational environment and be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs (34 CFR 104.34).
e) The district shall complete the identification, evaluation, and placement process within sixty calendar days from the date of parental consent.
f) A copy of the student's accommodation plan shall be kept in his/her student record. The student's teacher, and any other staff who provide services to the student, shall be informed of the plan's requirements.

*Review and Reevaluation*

a) The 504 team shall monitor the progress of the student and the effectiveness of the student's plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of non-disabled students. The team shall review the student's accommodation plan annually. In addition, the student's eligibility under Section 504 can be reevaluated at least once every three years.
b) This reevaluation shall consist of a record review and any other assessment as appropriate (34 CFR 104.35).

**Sexual Health and HIV/AIDS Prevention Instruction**

*EC 51938, BP 6142.1*

The purpose of the California Comprehensive Sexual Health and California Healthy Youth Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

PRJUSD will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:

1) Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education.
2) Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education.
3) Request a copy of Education Codes 51930 through 51939.
4) Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants.
5) When the District chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
   a) The date of the instruction
   b) The name of the organization or affiliation of each guest speaker

The District may administer to students in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation instruments,

including tests and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the research instrument and to request in writing that their child not participate.

**Special Education - Individual with Disabilities Education Act (IDEA)**

Under federal law, the Individuals with Disabilities Education Act (IDEA), and California Education Code, students with disabilities who meet eligibility criteria are entitled to a Free Appropriate Public Education (FAPE) at no cost to their parents or guardians. Special education and related services are provided under public supervision and are designed to meet each student's unique educational needs in conformity with an Individualized Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled, and placement in a more restrictive setting occurs only when the nature or severity of the disability prevents satisfactory education in the general education environment, even with supplementary aids and services. PRJUSD provides a continuum of special education programs and services, many of which are offered on school campuses in collaboration with general education programs. If a parent or guardian suspects that their child may have a disability that affects learning, they may request a special education assessment in writing. With mutual agreement, the parent/guardian and school may first convene a Student Success Team (SST) meeting to review concerns and interventions. If difficulties continue, a formal assessment may be conducted to determine eligibility for special education services, with parental consent required prior to any initial assessment. PRJUSD is committed to the early identification of learning challenges and the timely provision of appropriate support and services to ensure student success.

***Identification of Individuals for Special Education***

*AR 6164.4*

Upon receipt of a written request for a special education assessment, the district shall ensure that a proposed assessment plan is developed and provided to the parent or guardian within 15 calendar days of the referral, not counting calendar days between the student's regular school sessions or terms or calendar days of school vacation in excess of five school days, unless the parent or guardian agrees in writing to an extension. In the case of referrals made 10 days or fewer before the end of the regular school year, the proposed assessment plan shall be provided within 10 days after the commencement of the next regular school year or term. The proposed assessment plan shall be in writing, in a language easily understood by the general public, and, to the extent feasible, in the parent/guardian's primary language or other mode of communication, and shall explain the types of assessments to be conducted and state that no individualized education program (IEP) will result from the assessment without the parent's or guardian's informed written consent. A copy of the notice of procedural rights and safeguards shall be provided with the proposed assessment plan. Upon receipt of the proposed assessment plan, the parent or guardian shall have at least 15 calendar days to decide whether to consent to the assessment, and the assessment may begin immediately upon receipt of consent. The district shall not conduct initial placement or the provision of special education and related services without the parent's informed consent, and consent for assessment shall not be construed as consent for initial placement. Once parental consent for assessment is obtained, the district shall complete the assessment and convene an individualized education program team meeting to determine eligibility and, if appropriate, develop an IEP within the timelines specified in state law.

*Parent/Guardian Shall Receive Written Notice*

*AR 6164.4*

Upon completion of the administration of tests and any other assessments, an IEP team meeting that includes the parent/guardian or his/her representative shall be scheduled pursuant to Education Code 56341. At this meeting, the team shall determine whether or not the student is a student with disabilities as defined in Education Code 56026 and shall discuss the assessment, the educational recommendations and the reasons for these recommendations. A copy of the assessment report shall be given to the parent/guardian. Students with an IEP shall be reassessed at least every three years or more frequently, if conditions warrant a reassessment, or if requested by the parent/guardian or teacher (Education Code 56381).

*Child Find Policies*

All individuals with disabilities residing in the state shall be identified, located and assessed as required. Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system, which addresses the relationship among identification, screening, referral, assessment, planning, review and the triennial assessment. The policies and procedures shall include but need not be limited to, written notification of all parents of their rights under this chapter, and the procedure for initiating a referral for assessment. Parents shall be given a copy of their rights and procedural safeguards upon initial referral for assessment, upon notice of an individualized education program meeting or reassessment, upon filing a complaint, and upon filing for a pre-hearing mediation conference.

*Procedural Safeguards*

Procedural safeguards provide you, as parents/guardians, and surrogate parents of children with disabilities from birth through age 21, with an overview of your educational rights. You may download a copy from the SELPA website at sloselpa.org or contact your child's Special Education case manager for a copy. For more information, please call (805) 769-1000.

**Use of Recording Devices**

Parents or guardians and the local educational agency (LEA) have the right to participate in the development of the Individualized Education Program (IEP). A parent or guardian may audio-record an IEP team meeting by providing the IEP team with at least twenty-four (24) hours' prior notice of their intent to record the meeting. If a parent or guardian does not consent to the LEA audio-recording an IEP team meeting, the LEA

shall not record the meeting. Parents' rights include the right to receive information regarding the availability of a free appropriate public education (FAPE), including all program options and all available alternative programs, whether public or nonpublic. (20 U.S.C. §§ 1401(3), 1412(a)(3); 34 C.F.R. § 300.111; Cal. Ed. Code §§ 56301, 56341.1(g)(1), 56506.)

*Psychological Testing*
BP/AR 5020, EC 51101
Parents will receive information about any psychological testing the school does involving their child and can opt-out of the test.

**Sex Equity in Education Act**
*EC 221.5*
It is the policy of the state that elementary and secondary school classes and courses, including non academic and elective classes and courses, be conducted, without regard to the sex of the pupil enrolled in these classes and courses.

**Nondiscrimination/Harassment Policy**
*BP 5145.3*
The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression or immigration status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Nondiscrimination policies apply to all acts of the governing board, the district superintendent and the county superintendent of schools in enacting the local educational agency's policies and procedures.

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

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

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

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

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

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

*Grievance Procedures*
The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies: Human Resources Office - Deputy Superintendent 800 Niblick Rd., Paso Robles, CA 93446, (805)769-1000.

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

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the coordinator or principal, whether or not the victim files a complaint. In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

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

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

**Promotion/Acceleration/Retention**

*BP 5123*

When high academic achievement is evident, the superintendent or designee may recommend a student for acceleration into a higher-grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

As early as possible in the school year, the superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, board policy and administrative regulation. Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts, and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades. (Education Code 48070.5)

When a student in grades 2-9 is retained or recommended for retention, the Superintendent or designee shall offer an appropriate program of remedial instruction to assist the student in meeting grade-level expectations. (Education Code 48070.5)

**Statewide Testing Notification**

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes. Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the California Assessment of Student Performance and Progress (CAASPP) assessments. The written request must include the following, first and last name of the student, date, and what subjects the student should be exempted from.

**The California Assessment of Student Performance and Progress (CAASPP) test consists of the following:**

**Smarter Balanced Assessment Consortium Assessments**

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

**California Science Test (CAST)**

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e.,grade ten, eleven, or twelve).

**California Alternate Assessments (CAAs)**

Only eligible students: Students whose individualized education program (IEP) identifies the use of alternate assessments may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors. Students in grade five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS.

**California Spanish Assessment (CSA) for Reading/Language Arts**

The optional CSA for Reading/LanguageArts in Spanish is aligned with the California Common Core State Standards in Spanish. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

**Physical Fitness Test (PFT)**

The physical fitness test for students in California schools is the FitnessGram. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test. The general opt-out provision of EC section 60615 does not apply to the PFT. There are a limited number of allowable reasons for not participating in parts or all of the PFT (e.g., medical excuse, student with disabilities); therefore, most students may not be excused from the PFT.

# Health & Nutrition

### Concussion and Head Injuries

*EC 49475*

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school- sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed healthcare provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

### Home and Hospital Instruction

EC 48206.3

The Home and Hospital Instruction Program serves students who incur a temporary disability, injury or illness, which makes attendance in the regular day classes or alternative education program impossible or inadvisable. The district in which the home or residential health facility is located is responsible for instructing and educating pupils who must be hospitalized or remain at home due to a temporary but extended disability, injury or illness. There is no provision in statute that specifically addresses instructional content; however, the goal of home or hospital instruction should be maintenance of the pupil's former level of performance while recovering. Please contact Student Services for more information.

### Pregnant and Parenting Pupils

EC 222.5

Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. A pregnant or parenting pupil is able to take eight weeks of parental leave. This leave may be taken before the birth of the pupil's infant if there is a medical necessity and/or after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. A pregnant or parenting pupil is entitled to additional leave if deemed medically necessary by the student's physician. During the leave, the student's absences shall be deemed excused, but the student shall not be required to complete academic work or other school requirements. A pregnant or parenting pupil may return to the school and the course of study in which he or she was enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and re enrollment in courses. A pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the pupil is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school. A student who chooses not to return to the school in which he or she was enrolled before taking the leave is entitled to alternative education options offered by the local educational agency to include educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program. A student will not incur any academic penalties as a result of using the accommodations in this section.

### Confidential Medical Services

*EC 46010.1, BP 5113 Absences and Excuses*

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

### Entrance Health Screening

*HSC 124085, 124100, and 124105, AR 5141.32*

State law requires that the parent or legal guardian of each pupil provide the school documentary proof that the pupil has received a health screening examination by a doctor within 90 days after entrance to first grade. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Contact the San Luis Obispo County Health Care Agency, Public Health Department at (805) 781-5500 for information about free health screenings and immunizations.

### Feminine Hygiene Products

*EC 35292.6*

A public school maintaining a supply of free menstrual products, as defined, any combination of classes from grades 3 to 12, inclusive, to stock the school's restrooms with an adequate fillable and accessible, free of cost, in all women's restrooms and all-gender restrooms, and in at least one men's restroom, at all times, and to post a designated notice.

### Immunizations

*EC 49403 and 48216, HSC 120335, 120365, and 120370, BP 5141.31 AR 5112.2*

Unless a pupil's parent or legal guardian provides the department's California Immunization Registry (CAIR) with an acceptable signed medical waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

*Parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption to a currently-required vaccine.*

### Human Papillomavirus Vaccination (HPV) (AB 659)

Human papillomavirus (HPV) is a very common virus that 8 out of 10 people will get at some point in their lifetime. Some HPV infections can lead to cancer later in life. HPV vaccination can prevent over 90% of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. With more than 135 million doses given in the U.S. since 2006, HPV vaccine has a long safety record that's backed by over 15 years of monitoring. Vaccination against HPV is recommended by the federal Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. It's also recommended by the American Cancer Society and California's Cancer Prevention Act. The State's public policy advises immunization against HPV before admission or advancement to the eighth grade.

### Use of Synthetic Drugs (AB 889)

PRJUSD is aware of concerns regarding the use of fentanyl and synthetic drugs by adolescents across San Luis Obispo County and the State of California. The use of social media to market these drugs is becoming increasingly popular and makes them very easy to obtain. As part of ongoing efforts to keep the health and well-being of your child(ren) and our school community a top priority, PRJUSD is providing this notification so that families are aware of the fentanyl crisis, the intervention and prevention strategies being implemented and relevant information that may be utilized for keeping students and the school community safe. Naloxone is a life-saving medication that reverses an opioid overdose in just a few minutes with little risk. It is the generic form of Narcan, a branded formulation which is available at all school sites.

### Health Insurance Billing:

PRJUSD submits claims to Medi-Cal for basic health screenings and services given to all students. Revenues received help to provide additional health services for all district students. As part of the Children and Youth Behavioral Health Initiative (CYBHI), PRJUSD may submit claims to both Medi-Cal and private health insurance companies for behavioral health services provided to students. Parents will not be asked to pay for any school health services.

### Medical and Hospital Services

*EC 32221.5, EC 49472, EC 49471*

*Medical Services Not Provided*

PRJUSD does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

*Medical Services Provided*

The school district may provide or make available medical or hospital service through nonprofit membership corporations, defraying the cost of medical or hospital service, or through group, blanket or individual policies of accident insurance or through policies of liability insurance for injuries to pupils arising out of accidents related to school activity or attendance. No pupil is required to accept such service without the consent of his/her parent or legal guardian.

*Health Insurance Coverage for Athletes*

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.

Low- or no-cost insurance for students is available through Medi-Cal Healthy Families for those who qualify. Parents/guardians may call (800) 880-5305 for information or an application. Contact the Paso Robles High School Athletic Director at (805) 769-1500 for more information.

### Medical Attention at School for Accidents/Injuries

An emergency card will be used to contact parents/guardians in the event of a medical emergency. The school will act in the absence of parent contact to ensure appropriate medical treatment is provided if the parent/guardian cannot be reached. The school may make available medical or hospital services for students while at or on the way to or from any school activity. Specific direction regarding emergency care must be noted on emergency cards.

**Medical Orthopedic Equipment**
Students who are using crutches, walking boots or other orthopedic support equipment should have a note or prescription from a physician. If the family is unable to obtain a prescription a safety plan and/or accommodation should be developed with the assistance of the school nurse.

**Medication Regimen**
*EC 49423, BP 5141.21*
The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

*Administration of Prescribed Medication for Pupils*
*EC 49423 and 49423.1*
Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto- injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medication as set forth in the physician statement.
The following is a parent guide and checklist for students that need medication while at school:

1) Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2) If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480).
3) If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423).
4) As a parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
5) All controlled medicine must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
6) Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7) Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
8) Know and follow the medicine policy of your child's school.

*Administration of Epilepsy Medication*
*EC 49414.7*
In the absence of a credentialed school nurse or other licensed nurse on site at a school, the school district may elect to allow non-medical employees to volunteer to provide medical assistance to pupils with epilepsy suffering from seizures and receive training in the administration of an emergency anti-seizure medication in the event that the pupil suffers a seizure when a nurse is not available, upon request by a parent or guardian pursuant to subdivision (c). If the school district elects to participate in a program pursuant to this section, the school district shall provide school employees who volunteer pursuant to this section with voluntary emergency medical training to provide emergency medical assistance to pupils with epilepsy suffering from seizures. For more information, contact the district nurse at (805) 769-1000.

*Anaphylaxis Treatment*
*EC 49414 EC 49414*
California Education Code 49414 authorizes school districts to provide epinephrine delivery systems to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction. Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment.

Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Therefore, the PRJUSD has adopted a policy for standing orders to provide life-saving epinephrine to students who need such treatment.

This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff, under the direct or indirect supervision of the credentialed school nurse (or supervisor of health), may administer epinephrine during a severe, life-threatening allergic reaction. ***If parents/guardians do not wish their child to receive this treatment, they must so indicate in writing within two weeks of the beginning of school.****

### Oral Health Assessment

*EC 49452.8, AR 5141.32 EC 49063 and 49091.14*

A record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31 of the pupil's first school year. To facilitate this requirement, all elementary school students may participate in dental screening provided by a volunteer licensed dentist on school campus.

### Physical Examination

*EC 49451; EC 49455, EC 49452; EC 49452.5; EC 49454; BP 5141.3; AR 5141.3*

The district is required to conduct sight and hearing testing under EC 49452. The district may conduct scoliosis screening under EC 49452.5. Students shall have their vision and hearing tested by qualified personnel authorized by the district. All students shall be tested for visual acuity when they first enroll in elementary school and every three years thereafter until the student completes grade 8. External observations of the student's eyes, visual performance and perception shall be made by the school nurse and the classroom teacher. For male students, color vision shall be tested one time, after the student reaches grade 1. Each female student in grade 7 and each male student in grade 8 may be screened for scoliosis. This screening shall comply with California Department of Education standards and shall be performed by qualified personnel as specified in law. A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

### Defibrillators

Due to the passage of AB 2009, California has requirements for public and charter schools that offer interscholastic athletic programs. The bill mandates that at least one automated external defibrillator (AED) be present on campus and accessible to authorized personnel during interscholastic athletic events. Students and Staff will be informed of the locations for each defibrillator. With passage of AB 3262 students in grades 6 to 12 will annually be informed of the locations of all AED units on the campus. There are 20 defibrillators located within the PRJUSD as follows:

District Office – 1 defibrillator
Lewis Flamson Junior High School – 3 defibrillator
Paso Robles High School – 5 defibrillators
Liberty High School – 1 defibrillator
Glen Speck Elementary School – 1 defibrillator
Georgia Brown Elementary School – 2 defibrillator
Kermit King Elementary School – 1 defibrillator
Pat Butler Elementary School – 1 defibrillator
Virginia Peterson Elementary School – 2 defibrillators
Winifred Pifer Elementary School – 1 defibrillator
Marie Bauer Early Education Center- 1 defibrillator
Independent Skills Program- 1 defibrillator

### Universal Free School Meals

California *EC* Section 49501.5 requires public school districts, county offices of education, and charter schools serving students in grades transitional kindergarten through grade 12 (TK–12) to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility.

### Food Services (Catering Available)

*BP 3555, AR 3555*

The Director of Food Services shall be responsible for the scheduling and operation of the Culinary Academy. The Director of Food Services shall establish charges for food service to outside groups, and will include in such charges, the direct costs for the Culinary Academy's operation.

Before scheduling use of the Culinary Academy by outside groups, reasonable steps will be taken to ensure that the outside group does not regularly meet at another facility in the community. For new groups, reasonable steps will be taken to direct the groups to other facilities prior to scheduling use of the Culinary Academy. The Director of Food Services may make exceptions to the above for use by outside groups on a non-recurring basis when any of the following apply:

- The number of patrons in an outside group exceeds the space limitations of other facilities in the community.
- Scheduling constraints prevent other community facilities from hosting an outside group.
- When the outside group is a public agency.

### Sun Safety

Students may take reasonable measures to protect their skin and eyes from overexposure to the sun while on campus, while attending district-sponsored activities, or while under the supervision and control of district employees. Students can wear sun-protective clothing, including , but not limited to hats, wear UV-protected sunglasses outdoors, and use sunscreen during the school day without a physician's note or prescription.

The district will monitor the UV Index and modify outdoor activities with regard to the risk of harm associated with the Index level.

## Parent Involvement

### Citizens Advisory Committees

*BP 1220*

The Governing Board recognizes that citizen advisory committees enable the Board to better understand interests and concerns of the community. The Board shall establish citizen advisory committees as the need arises or when required by law. The purpose of any such committee shall be clearly defined and aligned to the district's vision and goals. Anyone interested in these committees should contact the PRJUSD Business Office.

### English Learner Advisory Committee (ELAC) / District English Learner Advisory Committee (DELAC)

*California Education Code, sections 35147, 52176(b) and (c), 62002.5, and 64001(a)*
*California Code of Regulations, Title 5, Section 11308*

*English Learner Advisory Committee (ELAC)*

Each California public school with 21 or more English learners must form an English Learner Advisory Committee (ELAC).
Responsibilities:

- The ELAC shall be responsible for the following tasks:
- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Ways to make parents aware of the importance of regular school attendance.
- Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC). Districts with 31 or more ELACs may use a system of proportional or regional representation.

*Composition Requirements*

Parents or guardians of English learners shall constitute at least the same percentage of the ELAC membership as their children represent of the student body.

*District English Learner Advisory Committee (DELAC)*

Each California public school district with 51 or more English learners must form a District English Learner Advisory Committee (DELAC) unless the district designates for this purpose a subcommittee of an existing districtwide advisory committee.
Responsibilities
The DELAC shall advise the school district governing board on at least the following tasks:

- Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.
- Conducting of a district wide needs assessment on a school-by-school basis.
- Establishment of district program, goals, and objectives for programs and services for English learners.
- Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
- Review and comment on the school district reclassification procedures.
- Review and comment on the written notifications required to be sent to parents and guardians.
- If the DELAC acts as the English learner parent advisory committee under California Education Code Sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).*

*Composition Requirements*

Parents or guardians of English learners shall constitute the majority membership (51 percent or more) of the committee.
Each California public school district with 51 or more English learners must form a District English Learner Advisory Committee (DELAC) unless the district designates for this purpose a subcommittee of an existing districtwide advisory committee.

### Parent Involvement Opportunities & Sites (PTA/PTO, Booster, SSC)

*BP 6020*

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.

The superintendent and site principals shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home. Examples of these organizations include but are not limited to School Site Councils, Local Control Accountability Plan (LCAP) Parent Advisory Committee (PAC), PTA's, PTO's, Booster groups, and other volunteer opportunities.

**Volunteer Requirements, Fingerprinting and Tuberculosis Testing**
BP 1240
What is required to volunteer for the Paso Robles Joint Unified School District?

PRJUSD welcomes any member of the student's family, caring adults in the student's life, as well as members of our local community to volunteer. All volunteers working on the school ground on a regular, on-going basis need to have their fingerprints and tuberculosis test results on file at the district office.

***Volunteer Requirement***
Volunteer Form, Megan's Law clearance and Fingerprinting and Tuberculosis test results must be on file for volunteers that are:

- Under 20 hours per year – Background Check & TB testing

In addition to the above, Fingerprinting through the County Office of Education must be on file for volunteers that are:

- On-going, long-term: Volunteering at the school regularly, more than 20 hours in a school year
- Alone: Volunteering as the sole adult with children, unsupervised with children (i.e., during a field trip)
- Field trips and overnight field trip volunteers

Frequently asked questions

Q: Why does the school district require that volunteers be fingerprinted?
A: The purpose of the criminal background check is to ensure that a person is permitted by law to participate in a school setting as a volunteer or employee. The California Education Code, Health and Safety Code and Penal Code sections determine which offenses are or are not permitted. Fingerprinting is the most accurate way to collect this information.

Q: What if I have an old DUI on my record and parking violations?
A: Not everyone with an offense on their record is excluded from volunteering. Each situation is handled confidentially on a case-by-case basis. Please note that prospective volunteers are asked to disclose any and all prior history of criminal convictions other than minor traffic violations.

Q: Will my fingerprints be passed to any other government agency?
A: Your fingerprints are cleared with the Department of Justice and the FBI. Beyond that, your fingerprints will not be used for any other purpose than to make sure you are safe to work with children and will not be passed to any other agency.

Q: How long are my fingerprints results valid?
A: As long as your status does not change (you are not convicted of new crimes which would prevent you from working with children), you do not need to be fingerprinted again.

Q: Do I have to be fingerprinted to attend award ceremonies or theater performances for my child?
A: No, only volunteers for these events would need to be fingerprinted.

Q: I had to be fingerprinted for work, can this report be used?
A: No, PRJUSD requires that a new fingerprint clearance be conducted before volunteers begin working with children on behalf of the school.

Q: For some of the volunteer tasks, I'm not sure if I need to be fingerprinted. How can I know?
A: If you answer yes to any of these questions, you will need to have your fingerprints on file at PRJUSD:

- Will I be volunteering on the school grounds for over 20 hours in the school year?
- Will I be acting as the sole adult alone with the children?

Q: Will the tuberculosis (TB) test and fingerprinting requirements be tracked? How and by whom?
A: The results of these requirements are kept on file at the PRJUSD office and an active list for fingerprints will be maintained by the district's Safety Resource Officer. TB results are tracked with Nursing Services

Q: Why do I need to get tested for tuberculosis?
A: Tuberculosis (TB) is a contagious disease that can be deadly if not treated properly. In order to volunteer with children, you need to be free of this disease.

Q: Where can I get a tuberculosis test?
A: Low-cost TB tests may be obtained at the San Luis Obispo County Public Health Services. The Paso Robles office is located at 723 Walnut Drive, Paso Robles. Their phone number is (805)237-3050. For more information, visit https://www.slocounty.ca.gov/Departments/Health-Agency/Public-Health/Clinic-Locations.aspx

TO GET FINGERPRINTED AND FILE RESULTS AT THE SCHOOL DISTRICT: Fingerprinting is done at San Luis County Office of Education; call for an appointment (805)543-7732.

| NOT REQUIRING<br>Fingerprinting & TB Testing | REQUIRING<br>Fingerprinting & TB Testing |
|---|---|
| • A volunteer is bringing baked goods to the school for a school dance<br>• A volunteer is selling flowers before and after a school theater performance.<br>• A volunteer completing classroom jobs at home and returning them to the teacher when dropping their child off for school.<br>• A volunteer creating the class newsletter at home for a teacher.<br>• A volunteer coordinating a class party by calling or emailing parents to get donations and arrange games and other entertainment.<br>• A volunteer judge for the yearly science fair.<br>• Coordinate Scholastic book orders (collect orders and enter them into the Scholastic web site) | • A volunteer helping in the classroom during all of the rainy-day recesses during the winter. The volunteer is working more than 20 hours on the school grounds, has direct contact with the children and may also be the sole adult with children.<br>• A driver for a field trip. While not operating on school grounds, a field trip driver will be alone with the children and have direct contact.<br>• A volunteer who helps children in the classroom with their math exercises every week.<br>• A volunteer for class parties that helps children with a craft of baking exercise.<br>• A volunteer organizing a lunch- time club.<br>• Assist with curb-side traffic direction during drop-offs (before school) and pick-ups (after school)<br>• Chaperoning a field trip |

# School Environment

**Smartphones, Mobile Communications Devices**
*EC 48901.5, BP 5131.8*
Students (9-12) may use smartphones or other mobile communication devices on campus before/after school and during the lunch period as long as the device is utilized in accordance with law and any applicable school rules. Students may not use smartphones or other mobile communication devices during passing periods. Mobile communication devices shall be turned off during instructional time. Students (TK-8) shall not use smartphones or other mobile devices while at a school site or under the supervision and control of a district employee.

However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)
1. In the case of an emergency, or in response to a perceived threat of danger.
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator.
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being.
4. When the possession or use is required by the student's individualized education program. (EC 6159 - Individualized Education Program)

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person. When a school official reasonably suspects a student's personal electronic device may be searched only if a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information. BP/AR 5145.12 - Search and Seizure.

**Code of Conduct for Employee/Pupil Interactions**
*EC 44050 and BP sections 4219.21, 4119.21 and 4319.21*
The district has a code of conduct for employees that includes employee interaction with pupils. Inappropriate employee conduct toward students includes, but is not limited to:
1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written,

verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity.
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information.
11. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
12. Wearing inappropriate attire.
13. An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or superintendent or designee. An employee who has knowledge of, but fails to report, inappropriate employee conduct may also be subject to discipline.
14. The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

**Dress and Grooming**
*EC 35183, BP 5132, AR 5132*
The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard which would interfere with the educational process.

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed. The board adopted, district-wide dress code policies are posted at each school site and available online at www.pasoschools.org.

# Paso Robles
## Joint Unified School District

*Every student valued, Empowered, and Ready to Thrive!*

The District promises to provide a safe, supportive environment where every student feels valued and empowered to discover their strengths, build resilience, and develop the knowledge, character, and confidence to thrive in their future.

To support a learning environment that is safe, respectful, and free from disruption, the following guidelines outline expectations for student dress and grooming.

## Students may:

- Wear clothing that fits properly, allows for comfortable movement, and supports a safe and active school day.
- Express personal style through clothing and accessories, provided they are appropriate for school and do not disrupt the learning environment.

## To help maintain a safe and respectful environment, clothing and appearance must:

- Be free of writing, images, or symbols that are vulgar, lewd, obscene, profane, sexually suggestive, or that promote alcohol, drugs, tobacco, or other illegal activities.
- Cover all undergarments, as well as the chest and midriff areas.
- Provide appropriate coverage at all times; buttocks must be completely covered.
- Include footwear that is safe for school activities.
  - Elementary students (TK–6): Shoes must have a back enclosure. Sandals and Crocs are not permitted for safety reasons.
- Not include see-through materials that expose undergarments or body parts typically covered at school.
- Avoid accessories (such as chains or spikes) that could be unsafe, dangerous, or used as a weapon.
- Not display symbols associated with intimidation, violence, or violent groups.
- Not include pajamas, except on designated school spirit or special event days.
- Require hats, caps, and other head coverings to be removed indoors, unless worn for religious or cultural reasons.
- Ensure that the face remains visible at all times while on campus, unless medically necessary or worn for religious or cultural observance.

**SAFE ★ RESPECTFUL ★ RESPONSIBLE ★ READY TO *Thrive!***

### Positive Behavior Interventions & Support (PBIS)

A primary goal of PRJUSD is that all students have access to the most effective instructional and behavioral best practices and interventions. Research indicates that by using proactive and preventative approaches to address the underlying cause of behavior, student engagement and achievement have positive correlation. ***Positive Behavior Interventions & Supports (PBIS)*** is a decision-making framework that guides selection, integration, and implementation of evidence-based practices for improving important academic and behavior outcomes for all students. PBIS is a preventative approach to working with all students and offers supportive interventions for those students demonstrating behavior difficulties. The framework follows a tiered model to provide specified levels of intervention based upon the collection and analysis of data. Each school has a PBIS team composed of multi- disciplinary members who receive specialized training under the guidance of the district PBIS Coordinator. All schools will have a key set of behavioral expectations, reinforcement and opportunities to teach behavior in the same way that we teach academics.

### Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students

AB 1266 requires school districts to ensure that students are afforded equal opportunity regarding access to the facilities, program, and activities, which correspond to their gender identity. It requires public K-12 schools to permit students to participate in sex segregated school programs, activities, and teams and use facilities consistent with his or her own gender identity, regardless of the student's assigned sex at birth. The district will accept a student's assertion of his/her gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper use. Students will also be allowed to be addressed by their preferred name and gender.

To address *any* student's privacy concerns regarding the use of facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, and area in the locker room separated by a curtain or screen, or use of the locker room before or after other students. However, the district will not require a student to use such options because they are transgender or gender non-conforming. Any student with such concerns/requests should notify school personnel, who will work with the student and parent/guardian to find an acceptable accommodation.

### Safe Place to Learn Act

*EC 234 and 234.1*

The PRJUSD is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school or school district may be subject to disciplinary action up to and including expulsion. To report an incident and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Director of Student Services at (805) 769-1000.

### School Rules

*EC 35291, BP 5131*

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds while going to or coming from school, while at school activities, and while on district transportation.

### School Visiting Procedures

*EC 51101, EC 51101(a) 12), EC 49091.10, PC 627.2, 627.6, BP 1250, BP 5020*

Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time at least 24 hours in advance.

Parents may observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled. Parents/guardians may observe instructional and other school activities that involve their child in accordance with board policy and administrative regulations. Upon written request by a parent/guardian, the principal or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with board policy and administrative regulations.

Student visitors are not permitted. All visitors/outsiders, as defined in law and administrative regulation, shall register immediately upon entering any school building or grounds when school is in session. All visitors/outsiders will be asked to provide photo identification and obtain a visitor's badge.

### School Disruptions - School Grounds & School Activities

*BP 3515.2, CPC 626.4*

The Governing Board is committed to providing a safe environment for district students, staff, and others while they are on district property or engaged in school activities.

Section 626.4 of the California Penal Code authorizes the chief administrative officer of a campus or a person designated by that officer to issue an order barring any person from the campus upon, "reasonable cause to believe that such a person willfully disrupted the orderly operation of the campus." If the person fails to leave or willingly and knowingly re-enters the campus during the period in which consent has been withdrawn he or she is guilty of a misdemeanor.

The Superintendent or designee shall establish a plan describing staff responsibilities and actions to be taken when an individual is causing a disruption. In developing such a plan, the Superintendent or designee shall consult with law enforcement to create guidelines for law enforcement support and intervention in the event of a disruption.

The Superintendent or designee shall provide training to school staff on how to identify and respond to actions or situations that may constitute a disruption. Any employee who believes that a disruption may occur shall immediately contact the principal.

The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7151 and in other situations, as appropriate.

Safe School Zone: Possession of a firearm within 1000 feet of any district school is prohibited except when authorized by law. (Penal Code 626.9) Possession of any other unauthorized weapon or dangerous instrument is prohibited on school grounds or buses and at school-related or school-sponsored activities without the written permission of school authorities.

**Drug Prevention / Dog Sniffing at Secondary Sites**
*BP 5145.12*
The District employs a school resource officer in order to ensure school safety. In an effort to keep the schools free of dangerous contraband, the district may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

**Drug Testing**
*BP 5131.61*
The Governing Board is committed to providing a safe, drug-free school environment to maximize the health and safety of district students and to protect them from dangers associated with illegal drug use and drug abuse. To support the district's drug abuse prevention efforts, the Board desires to establish a drug testing program in the district's high schools that will discourage illegal drug use among students, and timely identify and refer drug users to appropriate counseling and rehabilitative services.

**Search and Seizure**
*BP 5145.12 , EC 49050*
The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession or use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, and only as authorized by law, Board policy, and administrative regulation, school officials may search students, their property, and/or distinct property under their control and seize illegal, unsafe, or otherwise prohibited items. School officials shall utilize the standard of reasonable suspicion in making the determination of whether to search a student or their property, while maintaining discretion and using good judgment.

**Suspension and Expulsion**
*BP 5144.1 BP 5144.4*
The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in BP 5144 - Discipline. (Education Code 48900.5)

Alternatives to suspension or expulsion also shall be used with students who are truant, tardy, or otherwise absent from assigned school activities. Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

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

*Due Process*
The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5)

*Removal from Class by a Teacher and Parental Attendance*
When suspending a student from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting class activities, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the teacher and the student and his/her parents/guardians and to improve the student's behavior. Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law. (Education Code 48900.1) A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1) At the meeting with the student's parent/guardian, the principal or designee shall explain the district's and school's discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by telephone, mail, or other method that maintains the confidentiality of the student's records.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

*Supervised Suspension Classroom*
To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law. Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

*Decision Not to Enforce Expulsion Order*
On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law and administrative regulations. (Education Code 48917)

*Monitoring the Use of Suspension and Expulsion*
At the end of each school year, the Superintendent or designee shall present a report to the Board regarding the use of suspension and/or expulsion in district schools. The report shall include, but is not limited to, outcome data which the district is required by law to collect and data related to the effect of suspension and/or expulsion on the district's minority student populations or groupings.

**Bullying Policy**
*BP 5131.2*
The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

Not all conflicts or mean actions are bullying. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated over time.

Senate Bill (SB) 939 strengthens anti-bullying and educational equity for neurodivergent students. However, bullying is not acceptable from any student, regardless of disability status. When inappropriate behavior occurs, the school will respond in accordance with applicable laws, district policies, and the student's individual needs, while maintaining a safe learning environment for everyone.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

*Bullying Prevention*
To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior. School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

*Intervention*
Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/ or law enforcement.

*Complaints and Investigation*
Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in BP 1312.3 - Uniform Complaint Procedures.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

*Discipline*
Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

**Dehumanizing Language**
The district is committed to maintaining a safe, respectful, and inclusive learning environment for all students. As part of that commitment, the use of dehumanizing language—words or expressions that demean, degrade, or strip others of their dignity or identity—is strictly prohibited.

Dehumanizing language includes but is not limited to:

- Slurs or insults targeting race, ethnicity, gender, gender identity, sexual orientation, religion, disability, or nationality
- Language that compares individuals or groups to animals, objects, or stereotypes in a derogatory way
- Terms that are historically or culturally rooted in hate, violence, or oppression

Such language undermines the well-being of others, disrupts the learning environment, and will be addressed seriously. Students who use dehumanizing language shall be subject to discipline, which may include other means of correction or suspension. Students using dehumanizing language are violating ED 48900(i), 48900(e), and 48900.3.

### Physical Control and Questioning Students

The Legislature has vested school officials with broad power to maintain discipline and order in the public school system. Per California Education Code 44807, school certificated personnel exercise the same degree of physical control over a pupil that a parent would be legally privileged to exercise (i.e., in loco parentis). School personnel may also question students regarding violations of school rules without obtaining the permission of parents. The school will attempt to contact the parents as soon as practicable after questioning the student.

### School Resource Officer (SRO)

A School Resource Officer may conduct or participate in a search of a student's person, possessions, or locker only where there is reasonable suspicion to believe that the search will turn up evidence that the child has violated or is violating either the law or the rules of the school. The SRO shall inform school administrators prior to conducting a reasonable suspicion search where practicable. The SRO may question or participate in the questioning of a student about conduct that could expose the child to court-involvement or arrest and it is the student's decision whether or not to speak with the SRO. If the student has been arrested the SRO may question the student only after informing the student of his or her Miranda rights.

### Lost, Damaged and Restitution Instructional Materials

*EC* 48904

The parent or guardian of any minor...who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars ($10,000). The parent or guardian shall also be liable for the amount of any reward not exceeding ten thousand dollars ($10,000) paid pursuant to Section 53069.5 of the Government Code. The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the district or private school authorized to make the demand. Thus wear or damage to instructional materials through ordinary use, or from manufacturing defects, would not apply. Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned may withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages.

Restitution: As part of their education, students are provided with materials and equipment, including textbooks and devices to assist with instruction. In order to ensure the District maintains materials so all students have access, certain procedures are in place. Students should handle instructional materials, library books, devices, and other school property with care. The following are ways to help the student understand this responsibility:

1. Model careful handling of instructional materials, library books, devices, and other school property;
2. Help students find a safe place to keep books during the borrowing period;
3. Inform students that vandalism is not only a crime, but parents/legal guardians may be held financially responsible for the damage.

Parents/legal guardians should report damage to school property to the school as soon as possible. If a student's device is damaged, the student will be provided a replacement upon return of damaged property to ensure access. If the student intentionally fails to return a device or willfully damages textbooks by cutting, defacing, or otherwise injuring the school property, under the Civil Code and Education Code (EC) as well as District policy, parents/legal guardians are liable for damage to school property, including textbooks and/or devices.

Schools shall not take negative action against a student or former student because of a debt owed to the school, including but not limited to all the following, in cases that do not involve willful damage or loss:

1. Denying full credit for any assignments for a class;
2. Denying full and equal participation in classroom activity;
3. Denying access to on-campus educational facilities, including, but not limited to the library;
4. Denying or withholding grades or transcripts;
5. Denying or withholding a diploma;
6. Limiting or barring participation in an extracurricular activity, club, or sport;
7. Limiting or excluding from participation in an educational activity, field trip, or school ceremony

If the school finds that school property is damaged as a result of willful acts, the school may:

1. Offer the parent/legal guardian and the student alternatives to repayment with money. Alternatives to repayment must be approved by the parent/legal guardian. Any alternatives that include service or work in exchange for repayment shall comply with all provisions of the Labor Code, including those sections relating to youth employment;
2. Provide an itemized invoice for the amount owed by the parent/legal guardian;
3. Establish a payment plan and a receipt will be provided after each payment.

**Parental Liability for Willful Misconduct**
California Civil Code section 1714.1, which says: "Any act of willful misconduct of a minor that results in injury or death to another person, or in any injury to the property of another, shall be imputed to the parent or guardian having custody and control of the minor for all purposes of civil damages." The custodial parent or guardian is jointly liable, along with the minor, for any damages resulting from the minor's willful misconduct, for an amount **not to exceed $25,000** for each wrongful act.

**Sexual Harassment**
*EC 231.5, EC 48980(g), BP 5145.7*
The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at: Human Resources Office - Assistant Superintendent 800 Niblick Rd., Paso Robles, CA 93446, (805) 769-1000, sames@pasoschools.org.

(BP 1312.3 - Uniform Complaint Procedures)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

a) Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
b) Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
c) The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
d) Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(BP 5131 - Conduct)
(BP 5131.2 - Bullying)
(BP 5137 - Positive School Climate)
(BP 5145.3 - Nondiscrimination/Harassment)
(BP 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:
a) Unwelcome leering, sexual flirtations, or propositions
b) Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
c) Graphic verbal comments about an individual's body or overly personal conversation
d) Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
e) Spreading sexual rumors
f) Teasing or sexual remarks about students enrolled in a predominantly single- sex class
g) Massaging, grabbing, fondling, stroking, or brushing the body
h) Touching an individual's body or clothes in a sexual way
i) Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
j) Displaying sexually suggestive objects
k) Sexual assault, sexual battery, or sexual coercion

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

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

(BP 5141.4 - Child Abuse Prevention and Reporting)
When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures.

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

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

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

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

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

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

*Notifications*
A copy of the district's sexual harassment policy and regulation shall:

a) Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917) (BP 5145.6 - Parental Notifications)
b) Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school websites (Education Code 231.5) BP 1113 - District and School Websites)
c) Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5) Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
d) Be included in the student handbook
e) Be provided to employees and employee organizations.

**Assembly Bill 543 Posters**
Starting January 1, 2020, schools serving grades 9-12 must create and display posters that notify students of the school's student sexual harassment policy. AB 543 requires that the posters be age appropriate, culturally relevant, no smaller than 8.5 by 11 inches, in at least 12-point font, and displayed in English and in any primary language spoken by 15 percent or more of the students enrolled at the school.

# Safe Schools Programs

### Campus Emergencies

In the event of an emergency, please access the following:

- Mass Communications System (ParentSquare) – Text message, app alert and/or email from your student's school or the district office.
- District website (www.pasoschools.org)

### Firearms on School Grounds

*BP 3515.7*

The superintendent or designee shall not grant permission to any individual to carry a firearm or ammunition on school grounds. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots.

### Intruder Safety and Earthquake Drills

*AR 3516.3*

Earthquake emergency procedures shall be incorporated into the comprehensive safety plan. The procedures shall include, but not be limited to, all of the following: (Education Code 32282).

a) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff;
b) A drop procedure whereby each student and staff member take cover under a table or desk, dropping to his/her knees, with head protected by the arms and the back to the windows;
c) Protective measures to be taken before, during, and following an earthquake;
d) A program to ensure that students and certificated and classified staff are aware of and properly trained in the earthquake emergency procedure system;
e) To ensure student safety, each school site conducts several drills per year for precautionary perimeter lockdowns and full lockdowns.

### Safe Ingress/Egress

*BP 5142*

Staff shall be responsible for the proper supervision of students during school hours, while at school-sponsored activities, and while students are using district transportation to and from school.

### Safe Storage of Firearms and Liability

AB 452 requires school districts to notify parents and guardians about the safe storage of firearms and their responsibilities for keeping firearms out of the hands of children as required by California law.

To prevent children and other prohibited persons from accessing a firearm, all firearms should be:

1. **Securely encased**. Firearms should be stored in a locked case, container, safe, lock box, or other device or storage area. Secure storage locations can only be unlocked by means of a key, a combination, a biometric reader, or other similar means. Recommended storage does not include a trunk, glove box, or other storage area of a motor vehicle.
2. **Disabled or rendered inoperable by a firearm safety device**. A firearm should either be stored unloaded and separate from ammunition or have a device or lock that is designed to prevent the firearm from being operated without first deactivating the device. These may include gun locks or biometric safety features, among other devices.
3. **In a location where it can't be found by others**. The location of the firearm should be known only to those legally allowed to operate it.

With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby

(1) causes death or injury to the child or any other person;
(2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or
(3) unlawfully brandishes the firearm to others.

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

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

### School Bus Safety

*EC 39831.5, AR 3543*

All pupils in pre-kindergarten, kindergarten and grades K to 6, shall receive written information on school bus safety (i.e., a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus

shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

### Tobacco-free Campus

*HSC 104420, 104495; BP 3513.3*

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. In the interest of public health, the Governing Board prohibits the use of products containing tobacco or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, spice (synthetic marijuana), and clove cigarettes, on district-owned or leased property, and in district vehicles at all times. This prohibition also applies to electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time. This policy applies to all students, staff, visitors, and civic use permit holders at any instruction program, activity or athletic event. However, this section does not prohibit the use or possession of prescription products, or other FDA-approved cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications on school property. Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground.

## Student Information Records

### Access by Military Recruiters

*USC Title 20 §7908*

Federal law requires PRJUSD to provide military recruiters the same access to secondary school pupils as is provided to post-secondary educational institutions or to prospective employers. Parents may request that the district not release their pupil's name, address and telephone number without prior written consent. Written notice must be submitted to the school if the parent or legal guardian wishes to deny access to this information.

### Child Abuse and Neglect Reporting

*Penal Code 11164*

PRJUSD staff are required by law to report cases of suspected child abuse and neglect whenever staff have a reasonable suspicion. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies.

### Directory Information

*EC 49073*

"Directory Information" includes one or more of the following items: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. For more information regarding the individuals, officials, or organizations that may receive directory information, contact the Director of Student Services at (805) 769-1000.

No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations.

Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information.

Parents/guardians will be notified and will be given the opportunity to opt their child out of participation in an activity involving the collection, disclosure, or use of personal information collected from pupils for the purpose of marketing or selling that information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

### Disclosure of Student Information

*USC 20 1232h, EC 51513*

Parents/guardians will be notified and will be given the opportunity to opt their child out of participation in an activity involving the collection, disclosure, or use of personal information collected from pupils for the purpose of marketing or selling that information.

### On-Line Parent Portal

Paso Robles Joint Unified School District offers parents the opportunity to track their Preschool through 12 students' academic progress on-line through the Aeries Parent Portal for Student Information. The portal not only allows parents the ability to check their student's assignments

and progress at any time, but also offers all parents the ability to update important student information and sign-up for other features such as text message notifications. To create a Parent Portal Account, go to the Paso Robles Joint Unified School District website (www.pasoschools.org) and select the Aeries Parent Portal for Student Information link in the Parents menu. To create the account, you will need student information which is available from your child's school.

### Student Records

*EC 49063 and 49069, 34 CFR 99.7, 20 USC 1232g, BP 5125*

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The district will protect the privacy of such records. Parents/guardians have the right to:
1) inspect and review the student's educational record maintained by the school,
2) request that a school correct records which they believe to be inaccurate or misleading, and
3) have some control over the disclosure of information from educational records.

School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the district shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the principal of their child's school; the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents free of charge.

Any challenge to school records must be submitted in writing to the respective school principal. A parent challenging school records must show that the records are;
1) inaccurate,
2) an unsubstantiated personal conclusion or inference,
3) a conclusion or inference outside the observer's area of competence,
4) not based on the personal observation of a named person with the time and place of the observation noted,
5) misleading, or
6) in violation of the privacy or other rights of the student.

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law. The Superintendent or designee shall establish regulations governing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect and copy student records and shall protect the student and the student's family from invasion of privacy.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

### Use of Surveillance Cameras

PRJUSD uses surveillance cameras at many of the school sites. Parents do have rights under FERPA to same recordings regarding their students if the school can protect the privacy of other students in the record/recording. The district uses FERPA provisions to analyze whether we will allow parents to view the record/recording.

### Student and Family Privacy Rights

*EC 51513, BP 5022*

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that
1) this test, questionnaire, or survey is to be administered,
2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and
3) the parent consents in writing.
Prior to administering any anonymous and voluntary survey regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

### California College Guidance Initiative Data Sharing (Education Code section 60900.5(d).)

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

# Facilities

**Asbestos Management Plan**
*40 CFR 763.93, BP 3514*
PRJUSD maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the Director of Maintenance and Operations at (805) 769-1150.

**Property Damage**
*EC 48904, BP 3515.4, AR 5125.2, BP 6161.2*
Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. This includes any electronic devices used by the student in the classroom, or issued to them for personal use. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid for items willfully damaged.

**Pesticide Products**
*EC 17612 and 48980.3, AR 3514.2*
Pests will be controlled to protect the health and safety of students and staff, maintain a productive learning environment, and maintain the integrity of school buildings and grounds.To obtain a copy of all pesticide products and expected use at the school facility during the year and/or to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact the Director of Maintenance and Operations at (805) 769-1150. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application, an internet address on pesticide uses and reduction, and the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan. Pesticides expected to be applied in PRJUSD in the 2025-26 school year are as follows:

| Product Name | Active Ingredient |
|---|---|
| Fusillade II | Fluazifop-P-butyl |
| Roundup Pro | Glyphosate |
| Safe Insecticidal Soap | Potassium Salts of Fatty Acids |
| Sluggo | Iron Phosphate |
| Temp 20% WP | Cyfluthrin |
| Termidor for Ants | Fipronil |
| Talstar GC Flowable | Bifenthrin |
| Wilco Zinc Homeowners Bait | Zinc Phosphide |
| Insecticide/Miticide | Neem Oil |

**Pool Chemicals**
The aquatics pool is treated with the following chemicals to maintain water quality, ensure swimmer safety, and comply with all applicable public health regulations.

| Product Name | Active Ingredient |
|---|---|
| Liquichlor | Sodium Hypochlorite |
| Hydrochloric Acid | Hydrogen Chloride |
| Sodium Bicaronate | Sodium Cation and Bircardonate Anion |

**Use of Facilities**
*BP 1330*
The Governing Board recognizes that district facilities are a community resource whose primary purpose is to be used for school programs and activities. The board authorizes the use of school facilities by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

All school-related activities (clubs, class events etc.) shall be given priority in the use of facilities under the Civic Center Act. Thereafter, the use of facilities shall be on a first-come, first-served basis.

The board shall grant the use of school facilities without charge to school-sponsored organizations whose activities are directly related to or for the benefit of district schools.

The board also believes that the district has an obligation to support the youth of the community and thereby authorizes the use of school facilities at a reduced charge by nonprofit organizations, clubs or associations organized to promote youth and school activities. These groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, and school-community advisory councils.

Other groups requesting the use of school facilities under the Civic Center Act shall be charged full established rates.

***Fair Rental Value***
Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

The district will establish a schedule of fees, including deposits, for use of district facilities which is consistent with district policy, regulation and state law.

# Teacher Qualifications

**Title I – Professional Qualifications of Classroom Teacher**
*20 USC 6311, 34 CFR 200.61*
Each LEA at the beginning of each school year that receives Title I, Part A funds shall notify the parents of each student attending any school receiving Title I, Part A funds (ESSA Section 1112[e]) that the parents may request, and the LEA will provide on request (and in a timely manner) information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following (ESSA Section 1112[e][1][A]):

1) Whether the student's teacher:
   a) has met the State qualification and licensing criteria for the grade level and subject areas that the teacher provides instruction,
   b) is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived, and
   c) is teaching in the field of discipline of the certification of the teacher.
2) Whether the child is provided services by para professionals and, if so, their qualifications.
3) In addition to the information that parents may request under ESSA Section 1112(e)(1)(A), a school that receives Title I, Part A funds shall provide to each individual parent of a child who is a student in such school, with respect to such student (ESSA Section 1112[e][1][B]):
   a) Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under Title I, Part A, and
   b) Timely notice that the student has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**Title IX Nondiscrimination**
No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Human Resources Office – Assistant Superintendent Shauna Ames, 800 Niblick Rd., (805) 769-1000, sames@pasoschools.org

# Formal Complaint Process

**Uniform Complaint Procedure**
*5 CCR 4622, EC 234.1, 32289 and 49013, BP 1312.3*
Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(BP 1312.1 - Complaints Concerning District Employees)
(BP 1312.2 - Complaints Concerning Instructional Materials)

(BP 1312.4 - Williams Uniform Complaint Procedures)
(BP 4030 - Complaints Concerning Discrimination in Employment)

*Compliance Officers*
The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(BP 5145.3 - Nondiscrimination/Harassment)
(BP 5145.7 - Sexual Harassment)

Human Resources Office – Assistant Superintendent Shauna Ames
800 Niblick Rd
(805) 769-1000
sames@pasoschools.org

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the superintendent or designee.

The superintendent or designee shall ensure that employees designated to investigate complaints receive training and are knowledgeable about the laws and programs which they are assigned to investigate. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating complaints, including those involving alleged discrimination, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the superintendent or designee.

(BP 4331 - Staff Development)
(BB 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.
*Notifications*
The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013, 52075; 5 CCR 4622)

(BP 0420 - School Plans/Site Councils)
(BP 1220 - Citizen Advisory Committees)
(BP 3260 - Fees and Charges)
(BP 4112.9/4212.9/4312.9 - Employee Notifications)
(BP 5145.6 - Parental Notifications)

The superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1) Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2) Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3) Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination.
4) Include statements that:
   a) The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
   b) The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
   c) A complaint alleging retaliation, unlawful discrimination, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
   d) A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
   e) The board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP. (cf. 0460 - Local Control and Accountability Plan)
   f) The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
   g) The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
   h) Copies of the district's UCP are available free of charge.

*District Responsibilities*

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with (5 CCR 4631 and 4633).

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, unlawful discrimination, or bullying confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

*Filing of Complaint*

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in accordance with the following:

a) A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
b) Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. (Education Code 49013, 52075)
c) A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
d) When a complaint alleging unlawful discrimination or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
e) When the complainant or alleged victim of unlawful discrimination or bullying requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the

complaint consistent with the request.

f) If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

*Mediation*

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual violence or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

*Investigation of Complaint*

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To resolve a complaint alleging retaliation, unlawful discrimination, or bullying the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

An accused individual's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant.

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

*Report of Findings*

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

*Final Written Decision*

The district's decision shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1) The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
    a) Statements made by any witnesses
    b) The relative credibility of the individuals involved
    c) How the complaining individual reacted to the incident
    d) Any documentary or other evidence relating to the alleged conduct
    e) Past instances of similar conduct by any alleged offenders
    f) Past false allegations made by the complainant
2) The conclusion(s) of law
3) Disposition of the complaint
4) Rationale for such disposition

For complaints of retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

a) How the misconduct affected one or more students' education
b) The type, frequency, and duration of the misconduct
c) The relationship between the alleged victim(s) and offender(s)
d) The number of persons engaged in the conduct and at whom the conduct was directed
e) The size of the school, location of the incidents, and context in which they occurred
f) Other incidents at the school involving different individuals
g) Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the notice may, as required by law, include:

a) The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
b) Individual remedies offered or provided to the subject of the complaint
c) Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
d) Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems. For all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, and bullying, the compliance officer shall ensure that the subject of the complaint is informed of the procedures for reporting any subsequent problems. The compliance officer will contact the subject of the complaint within a reasonable period of time following conclusion of the investigation to assess whether there has been ongoing harassment or retaliation, and to determine whether additional supportive measures are needed.

For complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, and bullying, based on state law, the decision shall also include a notice to the complainant that:

a) He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
b) The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints seeking federal civil law remedies. (Education Code 262.3)
c) Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination. The majority of OCR staff are working remotely because of the pandemic. Therefore, to ensure receipt of your correspondence, please consider emailing (OCR@ed.gov) or faxing (202-453-6012) where it will receive immediate attention. If neither of these options are available to you, mail your correspondence to the address below and OCR will process your correspondence as soon as conditions allow. You may also contact OCR at 800-421-3481 or OCR@ed.gov to confirm receipt of your correspondence.

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100

*Corrective Actions*
When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

a) Counseling
b) Academic support
c) Health services
d) Assignment of an escort to allow the victim to move safely about campus
e) Information regarding available resources and how to report similar incidents or retaliation
f) Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
g) Restorative justice
h) Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
i) Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

a) Transfer from a class or school as permitted by law
b) Parent/guardian conference
c) Education regarding the impact of the conduct on others
d) Positive behavior support
e) Referral to a student success team
f) Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
g) Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, including discriminatory harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. (Education Code 49013; 5 CCR 4600)

*Appeals to the California Department of Education*
Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

a) A copy of the original complaint
b) A copy of the decision
c) A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
d) A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
e) A report of any action taken to resolve the complaint
f) A copy of the district's uniform complaint procedures

g) Other relevant information requested by the CDE

**Williams Complaint Policy & Procedure**
***EC 35186, AR 1312.4***
Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or mis-assignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained from the Human Resources Office by calling (805) 769-1000 or on the website at www.pasoschools.org. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

AB 1078 authorizes complaints regarding: (a) actions taken by a school district governing board, county board of education, or governing board of a charter school alleging unlawful discrimination in prohibiting the use of a textbook or library book; or (b) insufficient textbooks or instructional materials, to be filed directly with the State Superintendent of Instruction

# Internet & Computer Use Policy

**Responsible Use Agreement**
This agreement is between the PRJUSD, Parents/guardians, and the students that outlines the appropriate use of the District technology and the internet. One of the adopted goals of PRJUSD is to assist in advancing the use of technology to enhance student learning. All PRJUSD students and their parents/guardians shall sign the Student Technology Acceptable Use Agreement prior to using district technological resources. PRJUSD shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet. Students shall take responsibility not to initiate access to inappropriate or harmful matter while using district technology. In supervised classroom settings, students may participate in online activities aligned with adopted goals. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability. Here is the Student Technology Acceptable Use Agreement or it may be requested at any school, and district webpage at https://www.pasoschools.org/home.

# Miscellaneous Information

**Donations**
*BP 3290*
The Governing Board may accept any gift, grant, or bequest of money, property, or service to the district from any individual, private agency or organization, or other public agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

Before accepting any gift, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the district's vision, philosophy, and operations. If the Board believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Anyone with an interest in donating to PRJUSD may contact the Chief Business Officer at (805) 769-1000 or submit the Gift Proposal Form which can be found at www.pasoschools.org.

**Transportation Services**
*BP 3540*
The school district will provide transportation for students under the provisions of state law and regulations. The cost of transportation to parents/guardians will be determined by the Governing Board annually and may range from zero cost to a cost sufficient to fund the difference between the approved home-to-school cost and the amount of reimbursement received from the state. The transportation system shall:

a) Provide for maximum safety of students.
b) Supplement and reinforce desirable student behavior patterns.
c) Assist disabled students appropriately.
d) Enrich the instructional program through carefully planned field trips.
e) Transport students who live outside walking radius except when safety factors prohibit buses from traveling the road, or the area is too remote for economical transportation in case an "in lieu of" allowance will be provided. An "in lieu of" payment may be made to the parent/guardian of a student in an amount not to exceed the district's transportation expenses. Such payment amount may be determined by the Transportation Supervisor.

**Nondiscrimination Statement**

*BP 5145.3*

PRJUSD is committed to equal opportunity for all individuals in its educational programs, activities and employment. PRJUSD prohibits, in any district programs, activities, and practices, unlawful discrimination, harassment, intimidation and bullying based on perceived or actual race, color, ancestry, national origin, ethnic group identification, age, religion, pregnancy, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, genetic information, or immigration status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

To file a complaint, please contact Shauna Ames, Assistant Superintendent, Human Resources Office, 800 Niblick Rd., Paso Robles, CA 93446, (805) 769-1000, sames@pasoschools.org

**Translators/Interpreters**

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