

**District Administrative Center**  
155 East Fourth Street  
Perris, CA 92570  
(951) 943-6369

**Student Services Center**  
1151 North A Street  
Perris, CA 92570  
(951) 943-6369, Ext. 81110

**Special Education Office**  
515 East 7th Street  
Perris, CA 92570  
(951) 943-6369, Ext. 81302



# *Educator's Handbook*

## 2023-24



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**PERRIS UNION**  
HIGH SCHOOL DISTRICT



# FORWARD

August 17, 2023

I would like to welcome everyone back for the 2023-24 school year. We hope that you had a relaxing summer, and we are looking forward to a great year.

We all congratulate you and thank you for being part of the Perris Union High School District's Team of Educators. Our district is on the cutting edge in terms of supplying our students with the tools that will help them be successful in a global society. Our students and staff have access to technology on a 24/7 basis, and we have a group of educators using innovative methods of instruction. We have come a long way, but we must continue to push ourselves to reach even higher goals. Our students deserve our very best day in and day out.

As a member of the Perris Union High School District Team, you have proven yourself to be of the highest quality. The background and experiences you bring to the profession serve as a springboard to a quality education for our students. Please continue to be challenged and challenge us to push the organization forward.

This document provides ready reference to policies that have been adopted by the Board of Education as well as administrative rules and procedures for the implementation of these policies. These policies are school-related and affect both staff and students. Please take time to review the handbook and become familiar with these policies.

All faculty members are encouraged to confer with their principal if clarification of existing policies is needed or if they have suggestions for revision.

Thank you for what you do for the students of the Perris Union High School District. We hope you have a wonderful 2023-24 school year.



A handwritten signature in blue ink that reads "Grant Bennett".

District Superintendent



# VISION AND MISSION STATEMENTS

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Board Approved March 2017

## Vision Statement

Perris Union High School District will be a caring, diverse, and supportive learning environment in which all are committed towards working in relationships to foster innovative and creative learning opportunities.

## Mission Statement

The mission of Perris Union High School District is to create high quality relevant learning opportunities for all in a safe and caring environment. We will develop a high quality, caring staff who will be dedicated to learning, and connect students to their education and potential goals. We will care for all students while developing a growth mindset through collaboration, creativity, communication, and critical thinking.

# LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) GOALS

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Board Approved June 2017

**Goal #1** - All students will attain grade level proficiency in English Language Arts and Mathematics.

**Goal #2** - All students will graduate from high school prepared for post-secondary and career options or obtain a certificate of high school completion.

**Goal #3** - All departments and sites will provide a safe and positive environment for all students and staff.

**Goal #4** - Secure and strengthen home, school, community connections, and communications.



# 2023-2024

## PERRIS UNION HIGH SCHOOL DISTRICT

### BOARD OF TRUSTEES & EXECUTIVE CABINET



Anthony T. Stafford Sr.  
President  
Trustee Area 2



Elizabeth Vallejo  
Vice President  
Trustee Area 4



Edward Garcia Jr.  
Clerk  
Trustee Area 5



Steve Campos  
Member  
Trustee Area 1



David G. Nelissen  
Member  
Trustee Area 3



Grant Bennett  
District Superintendent



Candace Reines  
Deputy Superintendent  
Business Services



Robert E. Brough  
Assistant Superintendent  
Educational Services



Kirk Skorpanich  
Assistant Superintendent  
Human Resources



Joseph Williams  
Executive Director  
Technology



# 2023-2024 DISTRICT ADMINISTRATION

## **SUPERINTENDENT'S OFFICE**

### **GRANT BENNETT, DISTRICT SUPERINTENDENT**

Anna Fetzner, Executive Assistant to the Superintendent  
Sarah Rico, Assistant to the Superintendent's Office  
Dr. Pauline Garcia, Director on Assignment  
John Hannon, Director of Security  
Dr. Casaundra McNair, Director of Diversity, Equity, and Inclusion

## **BUSINESS SERVICES**

### **CANDACE REINES, DEPUTY SUPERINTENDENT - BUSINESS SERVICES**

|                                                    |                                           |
|----------------------------------------------------|-------------------------------------------|
| Janet Rodriguez, Administrative Assistant          |                                           |
| Lupe Lopez, Confidential Secretary                 |                                           |
| Hector Gonzalez, Director II - Facilities Services | Chad Goodwin, Facilities Supervisor       |
| Mimi Capistrano, Director II - Fiscal Services     | Jesse Gonzalez, Assistant Director - M&O  |
| Sylvia Hinojosa, Director IV - Purchasing          | David Aguilera, Plant Supervisor (PVHS)   |
| Nathan Camara, Accounting Supervisor               | Chris Genton, Plant Supervisor (PHS)      |
| Audrey Mitchell, Director IV - Nutrition Services  | Daniel Natividad, Plant Supervisor (LHS)  |
| Rick Linsalato, Field Supervisor                   | Jose Ramirez, Plant Supervisor (HHS)      |
| Judy Miller, Director II - Risk Management         | Brenna Dorado, Risk Management Supervisor |

## **EDUCATIONAL SERVICES**

### **ROBERT E. BROUGH, ASSISTANT SUPERINTENDENT - EDUCATIONAL SERVICES**

|                                                         |                                                    |
|---------------------------------------------------------|----------------------------------------------------|
| Helene Astorga, Administrative Assistant                | Dr. Esmeralda Chalfant, Coordinator - Special Ed   |
| Amil Alzubaidi, Director I - Special Education          | Bevy Escobar, District Nursing Coordinator         |
| Marvin Atkins Jr., Director I - Pupil Services          | Erika H. Garcia, Coordinator - Special Education   |
| Shannyn Cahoon, Director I - Curriculum Instruction     | Chakwan Jones, Coordinator of Educational Services |
| Dian Martin, Director II - Learning Support Services    | Jeremy Stevens, Coordinator of Mental Health Svc.  |
| Charles Tippie, Director II - Learning Support Services | Sandy Shammas, Student Info. System Coordinator    |
| Mark Synnott, Coordinator of Educational Services       | Chad Shaner, Program Specialist                    |
| James Holmes III, Program Specialist                    |                                                    |

## **HUMAN RESOURCES**

### **KIRK SKORPANICH, ASSISTANT SUPERINTENDENT - HUMAN RESOURCES**

Mayra Chavez, Administrative Assistant  
Brenda Arenas, Confidential Secretary  
Maribel Escobar, Director I - Human Resources

## **TECHNOLOGY**

### **JOSEPH WILLIAMS, EXECUTIVE DIRECTOR - TECHNOLOGY**

Xochitl Trujillo, Administrative Assistant  
James Heckman, Assistant Director - Technology



# 2022-2023 SCHOOL SITE ADMINISTRATION



## HERITAGE HIGH SCHOOL

**LINDSAY CHAVEZ, PRINCIPAL**

Amanda Darton, Assistant Principal  
Eric Martin, Assistant Principal  
Lourdes Medrano, Assistant Principal  
Jose Topete, Assistant Principal  
Brandon Jones, Athletic Director - Assistant Principal



## LIBERTY HIGH SCHOOL

**DR. ERIKA TEJEDA, PRINCIPAL**

Dr. Thomas LaRoche, Assistant Principal  
Johnny Muñoz, Assistant Principal  
Chris Ramos, Assistant Principal  
Dr. LaResha Richardson, Assistant Principal  
Scott Moore, Athletic Director - Assistant Principal



## PALOMA VALLEY HIGH SCHOOL

**DR. JENNIFER THOMASIAN, PRINCIPAL**

Heather Avila, Assistant Principal  
Davi Belmore, Assistant Principal  
Antoinette Miles, Assistant Principal  
James Wrede, Assistant Principal  
Julie Blied, Athletic Director - Assistant Principal



## PERRIS HIGH SCHOOL

**JUAN SANTOS, PRINCIPAL**

Douglas Cousins, Assistant Principal  
Judy Hill-Wilkinson, Assistant Principal  
David Na'il, Assistant Principal  
Gypsi Perez, Assistant Principal  
Michael Overton, Athletic Director - Assistant Principal



## PINACATE MIDDLE SCHOOL

**DEIDRA JOHNSON, PRINCIPAL**

Sujana Herrera, Assistant Principal  
Shameeka McKenzie, Assistant Principal  
Victor Murrillo, Assistant Principal

# 2022-2023 SCHOOL SITE ADMINISTRATION

## CONTINUED



### CALIFORNIA MILITARY INSTITUTE

DR. I. NICHOLAS MILOSAVLJEVIC, PRINCIPAL/COMMANDING OFFICER

Dr. Rebecca Beigle, Assistant Principal/Executive Officer

Miles Henderson, Assistant Principal/Executive Officer

Savan Prak, Assistant Principal/Executive Officer



### PERRIS LAKE HIGH SCHOOL AND SCHOLAR+ ONLINE LEARNING ACADEMY

LEE ALFRED, PRINCIPAL

Cindy Ramos, Assistant Principal



### PATHWAYS FOR ADULT LIFE SKILLS

ERIKA HEILEGER-GARCIA, PRINCIPAL



### PERRIS COMMUNITY ADULT SCHOOL

DR. PAULINE GARCIA, DIRECTOR



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## SECTION I CODE OF ETHICS, TEACHING PROFESSION

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### 101.0 Code of Ethics

#### **Preamble**

The educator believes in the worth and dignity of human beings. The educator recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic citizenship. The educator regards as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to practice the profession according to the highest ethical standards.

The educator recognizes the magnitude of the responsibility being accepted in choosing a career in education and engages individually and collectively with other educators to collaborate with colleagues, in accordance with the provisions of this code.

#### **Principle I. Commitment to the Student**

The educator measures success by the progress of each student toward realization of potential as a worthy and effective citizen. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling these goals, the educator:

1. Encourages the student to independent action in the pursuit of learning and provides access to varying points of view.
2. Prepares the subject carefully, presents it to the students without distortion and - within the limits of time and curriculum.
3. Protects the health and safety of students.
4. Honors the integrity of students and influences them through constructive criticism rather than by ridicule and harassment.
5. Provides for participation in educational programs without regard to race, color, creed, sex, national origin or sexual orientation.
6. Neither solicits nor involves them or their parents in schemes for commercial gain thereby ensuring that professional relationships with students shall not be used for private advantage.
7. Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

#### **Principle II. Commitment to the Public**

The educator believes that democratic citizenship in its highest form requires dedication to the principles of our democratic heritage. The educator shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all and for interpretation of educational programs and policies to the public. In fulfilling these goals, the educator:

1. Has an obligation to support their profession and institution and not to misrepresent them in public discussion. When being critical in public, the educator has an obligation not to distort the facts. When speaking or writing about policies, the educator must take adequate precautions to distinguish the educator's private views from the official position of the institution.
2. Does not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
3. Ensures that institutional privileges shall not be used for private gain. Does not exploit pupils, their parents, colleagues, or the school system itself for private advantage. Does not accept gifts or favors that might impair or appear to impair professional judgment nor offer any favor, service, or thing of value to obtain a special advantage.

### **Principle III. Commitment to the Profession**

The educator believes that the quality of the services of the education profession directly influences the nation and its citizens. The educator, therefore, exerts every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of trust to careers in education. In fulfilling these goals, the educator:

1. Accords just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
2. Does not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
3. Does not misrepresent professional qualifications.
4. Does not misrepresent the professional qualifications of his colleagues and will discuss these qualifications fairly and accurately when discussion serves professional purposes.
5. Applies for, accepts, offers, and assigns positions and responsibilities on the basis of professional preparation and legal qualifications.
6. Uses honest and effective methods of administering educational responsibility.
7. Conducts professional business through proper channels.
8. Does not assign unauthorized persons to educational tasks.
9. Uses time granted for its intended purposes.
10. Does not misrepresent the conditions of employment.
11. Lives up to the letter and spirit of contracts.

### **102.0 Bill of Responsibilities**

#### **Preamble**

Freedom and responsibility are mutual and inseparable; we can ensure enjoyment of the one only by exercising the other. Freedom for all of us depends on responsibility by each of us. To secure and expand our liberties, therefore, we accept these responsibilities as individual members of a free society.

1. **To be fully responsible for our own actions and for the consequences of those actions.** Freedom to choose carries with it the responsibility for our choices.
2. **To respect the rights and beliefs of others.** In a free society, diversity flourishes. Courtesy and consideration toward others are measures of a civilized society.
3. **To give sympathy, understanding and help to others.** As we hope others will help us when we are in need, we should help others when they are in need.

4. **To do our best to meet our own and our families' needs.** There is no personal freedom without economic freedom. By helping ourselves and those closest to us to become productive members of society, we contribute to the strength of the nation.
5. **To respect and obey the laws.** Laws are mutually accepted rules by which, together, we maintain a free society. Liberty itself is built on a foundation of law. That foundation provides an orderly process for changing laws. It also depends on our obeying laws once they have been freely adopted.
6. **To respect the property of others, both private and public.** No one has a right to what is not his or hers. The right to enjoy what is ours depends on our respecting the right of others to enjoy what is theirs.
7. **To share with others our appreciation of the benefits and obligations of freedom.** Freedom shared is freedom strengthened.
8. **To participate constructively in the nation's political life.** Democracy depends on an active citizenry. It depends equally on an informed citizenship.
9. **To help freedom survive by assuming personal responsibility for its defense.** Our nation cannot survive unless we defend it. Its security rests on the individual determination of each of us to help preserve it.
10. **To respect the rights and to meet the responsibilities on which our liberty rests and our democracy depends.** This is the essence of freedom. Maintaining it requires our common effort, all together and each individually.

### **103.0 California Teaching Standards**

#### **Standard One: Engaging & Supporting All Students in Learning**

- 1.1 Connecting students' prior knowledge, life experience, and interests with learning goals.
- 1.2 Using a variety of instructional strategies and resources to respond to students' diverse needs
- 1.3 Facilitating learning experiences that promote autonomy, interaction, and choice
- 1.4 Engaging students in problem solving, critical thinking, and other activities that make subject matter meaningful
- 1.5 Promoting self-directed, reflective learning for all students

#### **Standard Two: Creating & Maintaining Effective Environments for Student Learning**

- 2.1 Creating a physical environment that engages all students
- 2.2 Establishing a climate that promotes fairness and respect
- 2.3 Promoting social development and group responsibility
- 2.4 Establishing and maintaining standards for student behavior

- 2.5 Planning and implementing classroom procedures and routines that support student learning
- 2.6 Using instructional time effectively

**Standard Three:  
Understanding & Organizing Subject Matter for Student Learning**

- 3.1 Demonstrating knowledge of subject matter content and student development
- 3.2 Organizing curriculum to support student understanding of subject matter
- 3.3 Interrelating ideas and information within and across subject matter areas
- 3.4 Developing student understanding through instructional strategies that are appropriate to the subject matter
- 3.5 Using materials, resources, and technologies to make the subject matter accessible to students.

**Standard Four:  
Planning Instruction & Designing Learning Experiences for All Students**

- 4.1 Drawing on and valuing students' backgrounds, interests, and developmental learning needs
- 4.2 Establishing and articulating goals for student learning
- 4.3 Developing and sequencing instructional activities and materials for student learning
- 4.4 Designing short-term and long-term plans to foster student learning
- 4.5 Modifying instructional plans to adjust for student needs

**Standard Five:  
Assessing Student Learning**

- 5.1 Establishing and communicating learning goals for all students
- 5.2 Collecting and using multiple sources of information to assess student learning
- 5.3 Involving and guiding all students in assessing their own learning
- 5.4 Using the results of assessments to guide instruction
- 5.5 Communicating with students, families, and other audiences about student progress

**Standard Six:  
Developing as a Professional Educator**

- 6.1 Reflecting on teaching practice and planning professional development
- 6.2 Establishing professional goals and pursuing opportunities to grow professionally
- 6.3 Working with communities to improve professional practice

- 6.4 Working with families to improve professional practice
- 6.5 Working with colleagues to improve professional practice
- 6.6 Balancing professional responsibility and maintaining motivation

#### **104.0 RESPONSIBLE USE POLICY**

##### **PERRIS UNION HIGH SCHOOL DISTRICT**

##### **RESPONSIBLE USE POLICY** (Pursuant to BP/AR 4040)

Perris Union High School District ("District") recognizes that access to technology at school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping our students develop 21<sup>st</sup> century technology and communication skills. To facilitate this we provide access to various technologies for student and staff use.

This Responsible Use Policy ("Policy") outlines the guidelines and behaviors that all users are expected to follow when using District technology resources.

- The Perris Union High School District network is intended solely for educational purposes
- All activity over the network or using District resources may be monitored and retained
- Access to online content via the network will be restricted in accordance with our policies and applicable federal regulations, such as the Children's Internet Protection Act ("CIPA")
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline
- Misuse of technology resources may result in disciplinary action
- Perris Union High School District makes a reasonable effort to ensure our users' safety and security online but will not be held liable for any harm or damages that result from the use of District technology resources
- Users of the District network or other technology resources are expected to alert Information Technology Services staff immediately of any concerns for safety or security

**Technologies Covered:** The District may provide technological resources for students, employees, contractors, guests or other parties to use including, but not limited to, Internet access, computers and/or computing devices (including related peripherals), videoconferencing capabilities, online collaboration capabilities, message boards, social networking, and email. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

**Usage Policies:** As a condition of maintaining the privilege of using District computer resources, each user will be held responsible for his or her own actions which affect such resources. Each user acknowledges and agrees to abide by the terms of the Policy. A user who violates the Policy will be subject to appropriate discipline.

District technology resources are intended to be used for instruction, learning, District-related



business, and administrative activities.

**Internet Access & Use:** The District provides its users with access to the Internet, including web sites, resources, content, and online tools. This access will be restricted in compliance with CIPA regulations and District policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users shall comply with the access and security procedures and systems established to ensure the security, integrity and operational functionality of District network and computer resources.

Users shall not attempt to circumvent established protections and restrictions to download or attempt to download or run executable programs over the District network or onto District resources without express permission from Information Technology Services staff.

You may, however, be able to download other file types, such as images or videos. To ensure the security of the network download such files only from reputable sites, and only for educational purposes. Transmitting, receiving, or downloading of any material in violation of any U.S. or state regulations is prohibited. This prohibition includes but is not limited to, copyrighted material, pornography, threatening or obscene material or images inappropriate to an instructional environment.

**Personal Safety:** Users should never share personal information including phone numbers, addresses, social security numbers, birthdates, or financial information over the Internet or via email. Communicating over the Internet brings anonymity and other associated risks and users should always carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they have communicated with online in real life without parental permission.

If you see a message, comment, image, video or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

**Accounts:** Accounts issued to users for the use of District technology resources are for the intended user's sole use only. Users are expected to keep login information private at all times and are responsible for any misuse that occurs under the accounts issued to them. They shall use the system only under their own accounts and shall maintain the privacy of personal information and passwords.

**Email:** The District may provide users with email (or other communication platforms) accounts for the purpose of school-related communication. Availability and use may be restricted based on District policies.

If users are provided with email (or other communication platforms) accounts, they should be used with care. Email is not a secure transmission protocol; messages are sent in clear text and may be intercepted. Users should never send personal information or attempt to open files or follow links from unknown or untrusted origins. Users shall refrain from profanity and vulgarity. Only communicate with other people as allowed by District policies or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

**Mobile Devices:** The District may provide users with mobile computers or other devices to

promote learning outside of the classroom or to support administrative and clerical needs. Users are expected to abide by the same responsible use policies when using devices off the District network as on the District network. The use of these devices while off the District network may be monitored.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the District is entrusting to your care. Users should report any loss, damage, or malfunction to Information Technology Services staff immediately. Users may be financially accountable for any damage resulting from negligence or intentional misuse.

**Social/Collaborative Content:** Recognizing the benefits collaboration brings to education, the District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should never share personally identifying information online.

**Communication With Students:** All communication with students shall be conducted on District owned or approved communications platforms. At no time shall any staff member, contractor, guest or other approved party use their personal accounts or any non-District approved communication platform to communicate with students.

**Cyberbullying:** Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not send emails, text messages, or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to cause harm (physically or emotionally) to another person will result in severe disciplinary action. Cyberbullying can be a crime. Remember that your activities are subject to monitoring and retention.

**Data Security:** District staff and students may have access to confidential and/or personally identifiable information of students or staff. This information may not be shared with unauthorized third parties, and under no circumstances may it be transmitted electronically without the use of appropriate encryption and the prior approval of the Custodian of Records and the Executive Director of Technology. Confidential and/or personally identifiable information may not be stored on mobile computing devices or portable storage devices without encryption and the prior approval of the Custodian of Records and the Executive Director of Technology, and may not be transmitted via email under any circumstances.

**Personal Equipment:** The District recognizes that the use of certain technology devices that are not owned by the District may be beneficial to both District employees and students. District employees and students may connect personal laptops, tablets, or other computing or mobile devices to District wireless networks identified as “ScholarPlus” or “Guest” only, and do so at their own risk and agree to hold the District harmless. Personal equipment may not be connected to any other wired or wireless network owned by the District without express permission by the Executive Director of Technology.

**Security:** Security on any computer system is of the highest priority. Users who identify a security problem must immediately notify a representative from Information Technology Services or an administrator. Users must never use any other user’s accounts or share

passwords with anyone, or leave account/password information where it may be discovered. Students may only use teacher computing equipment under the direct supervision of the teacher, and solely for instructional purposes. Any user identified as a security risk may be denied access to the system.

Users shall not attempt to “crash” or “hack” into District systems. Users shall not tamper with any software protections or restrictions placed on computer applications or files. Unless authorized to do so, users shall not attempt to access or modify restricted portions of any operating system, security software, system or network.

Users shall not attempt to remove existing software or add their own, personal software to District computers and systems unless authorized to do so. Any user who is authorized to install software or make system changes on a particular device do so at their own risk and agree to hold the District harmless.

**Netiquette:** Users are expected to always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users are expected to recognize that among the vast array of valuable content online there also exists unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn’t want parents, teachers, future colleges or potential employers to see. Once something is online, it is out of your control and can sometimes be shared and spread in ways you never envisioned or intended.

**Plagiarism:** Users shall not plagiarize content, including words or images, from the Internet. Users should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet must be appropriately cited, giving credit to the original author.

**Political Activities:** Users shall not use District technology resources for political purposes including, but not limited to, urging the support or defeat of any ballot measure or candidate.

**Receipt of Offensive Material:** Due to the open and decentralized design of the Internet and networked computer systems, users are warned that they may occasionally receive materials that may be offensive to them. Users should report all such occurrences to the Executive Director of Technology or designee.

**No Expectations of Privacy:** District network, technology resources, and all user accounts are the property of District. There is no right to privacy in the use of the network, technology resources or user accounts. In addition, users are hereby put on notice as to the lack of privacy afforded by electronic data storage and electronic mail in general, and must apply appropriate security to protect private and confidential information from unintended disclosure. Electronic data, including email, which is transmitted through District technology resources is more analogous to an open postcard than a letter in a sealed envelope. Under such conditions, the transfer of information which is intended to be confidential should not be sent through District technology resources.

The District reserves the right to monitor and access information transmitted over its network or contained on its computer resources under various circumstances including, but not limited

to, the following circumstances:

Under the California Public Records Act ("CPRA"), electronic files are treated in the same way as paper files. Public documents are subject to inspection through CPRA. In responding to a request for information under the CPRA, the District may access and provide such data without the knowledge or consent of the user.

The District may cooperate with any local, state, or federal officials investigating an alleged crime committed by any person who accesses District computer resources, and may release information to such officials without the knowledge or consent of the user.

The contents of electronic messages, including any email communication sent using District technological resources, may be viewed by Information Technology Services staff in the course of routine maintenance, or by the Executive Director of Technology, or designee(s) as needed for District administrative purposes, including, but not limited to, investigation of possible violations of the Policy or other District policies, and monitoring of online activities of minor students.

### **Examples of Acceptable Use**

I will:

- ✓ Use District technologies for instructional activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat District resources and equipment carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a staff member if I see threatening, inappropriate, or harmful content (images, messages, posts or videos) online.
- ✓ Use District technologies at appropriate times, in approved places, and only for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that the use of District technology is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and myself.
- ✓ Only communicate with students via District owned or approved communication platforms
- ✓ Help to protect the security of District resources.

### **Examples of Unacceptable Use**

I will **NOT**:

- ✓ Use District technologies in a way that could be harmful.
- ✓ Attempt to find inappropriate images or content, or attempt to circumvent the District's filtering tools.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Use District technologies to send mass mailings, "spam," or "mail bombs." Mass mailings directed to any large subgroup of District employees or students shall be approved by the sender's immediate supervisor in advance.
- ✓ Plagiarize content I find online.

- ✓ Share personally identifying information, about others or myself.
- ✓ Use District technologies for personal gain, product advertisement, political lobbying, or partisan political activities.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use District technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies.

### **Limitation of Liability**

The District will not be responsible for damage or harm to persons, files, data, or hardware.

While the District employs, and makes reasonable efforts to ensure the proper functioning of filtering and other safety and security mechanisms, it makes no guarantees as to their effectiveness.

The District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the District network.

### **Violations of this Responsible Use Policy**

**Student Violations:** Users shall report any suspected violation of the Policy by a student to a school site administrator, who shall immediately review the matter and take appropriate action including, if necessary, referring the matter to the Executive Director of Technology (or designee) for review. If the Executive Director of Technology (or designee) determines that a violation has occurred, the user may be subject to appropriate discipline, legal action, and/or prosecution.

**Employee Violations:** Users shall report any suspected violation of the Policy by a District employee to the employee's supervisor who shall immediately refer the matter to a Human Resources administrator for review. The Human Resources administrator (working in collaboration with the Executive Director of Technology or designee) shall then determine whether a violation of the Policy has occurred. If the Human Resources administrator determines that a violation has occurred, he or she may take immediate action (working in collaboration with the Executive Director of Technology or designee) to restrict, suspend, or revoke the user's privileges. The user may also be subject to appropriate discipline, legal action, and/or prosecution.

## SECTION II ADMINISTRATIVE - TEACHER RELATIONS

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### **201.0     District Organization**

The Board of Education is elected as the governing body of the Perris Union High School District and is responsible for the general control and direction of education in the District. (BP 9000)

### **201.1     Superintendent**

The Superintendent is the chief executive officer of the Board. The Board delegates to the Superintendent the authority to carry out Board decisions and to make and carry out decisions, which it delegates. The Superintendent shall be fully responsible for the proper use of this authority. (BP 9000)

### **201.2     Principal**

The Principal is the educational leader and chief executive of the school. The Principal is responsible for the instructional program, pupil services and operation of the school plant. The Principal will establish and maintain effective relationships with students, staff, parents, and the community. The Principal accepts other responsibilities as assigned.

### **201.3     Assistant Principal/Dean**

Assistant Principals/Deans work directly under the supervision of the Principal. They work in close cooperation with all certificated and classified staff. As assigned, they assist the Principal in the supervision of any school activity or instructional program.

### **201.4     Associated Student Body Activities Advisor**

The Associated Student Body Activities Advisor is responsible for coordinating all school co-curricular activities and for providing effective communication about these activities with administration, faculty, student body, and community. The advisor shall be directly responsible to the Principal. The advisor performs other general duties and responsibilities common to all teachers, as applicable.

### **201.5     Athletic Director**

The Athletic Director is responsible for coordinating all school and district athletic activities and for providing effective communication about these activities with administration, faculty, student body and community.

### **201.6     Certificated Personnel - Teachers**

#### **1.     Brief Description of Position:**

As part of a secondary teaching assignment, the teacher shall teach students in grades 7-12 (5-12 for CMI teachers) and shall assist in other programs, activities, and responsibilities as assigned by the site administrator. The secondary teacher is responsible directly to the site administrator.

#### **2.     Major Duties and Responsibilities of the Secondary Teacher:**

- A. Develops and teaches skills and knowledge in the assigned areas utilizing courses of study adopted by the Board of Trustees. Teachers are expected to teach to the California State Standards, follow District Pacing Guides, and administer District Benchmarks and End-of-Level Assessments.
- B. Attends and participates in all appropriate staff meetings, department meetings, collaboration meetings, and PLC meetings within the school of assignment and/or on a district level.
- C. Exhibits professional cooperation with school personnel as shown through following proper channels of communications, filing of reports, willingness to participate on committees, and participation in curriculum and other departmental programs.
- D. Seeks administrative prior approval when arranging for visitors or speakers, and planning and conducting field trips.

### **3. Other Duties and Responsibilities**

- A. Assists in the selection of curriculum materials, instructional aid supplies, and maintains required inventory controls.
- B. Communicates with parents and school counselors to discuss the individual student's progress.
- C. Supervises students in out-of-classroom activities during the assigned work day and reports infractions of the school's rules to the appropriate authority.
- D. Assists in the enforcement of the school rules on campus before, during, and after school.
- E. Performs basic attendance accounting and business services as required.
- F. Maintains a classroom environment, which takes into account sound health and safety practices.
- G. Shares in the sponsorship of student activities as requested by the principal.
- H. Establishes and maintains regulations and procedures to assure that school-owned materials, equipment and facilities are properly used and cared for by students and staff.
- I. Secures the classroom (locks doors) upon leaving or at the close of the school day. Logs off computers and shuts off the lights.
- J. Realizes that school keys are to be used only by authorized school employees. Never loan your keys.
- K. Shares in the sponsorship of student activities such as school clubs, organizations, and school related events.
- L. Teachers are expected to remain on campus for the entire workday. Should a teacher need to leave, he/she notifies the principal's secretary when leaving the campus during the school day. Arriving late or leaving early without administrative approval is not acceptable.
- M. Follows all school and district policies not specifically listed above.
- N. Utilizes bulletin boards and displays pertinent materials to enhance the learning environment. It is encouraged to use the assistance of students in this area.
- O. Provides student grades and progress reports in accordance with the adopted school grading policy. (See Section V, Student Evaluation)
- P. Administers standardized tests according to site and district directions.
- Q. Participates cooperatively with the principal or designee to mutually develop the system by which he/she will be evaluated in conformance with the Collective Bargaining Agreement.



- R. Attempts to identify and assess student learning needs and problems and, when necessary, take action to inform parents and appropriate school personnel of those needs and problems.
- S. Teachers are required to provide each student with a syllabus and class rules at the beginning of each semester/year. A copy shall be provided to the principal during the first week of school.
- T. Teachers are to utilize the school technology (Infinite Campus) to post daily attendance and grades on a reasonable basis.

## **202.0 Department Chairpersons**

In order to develop a more effective instructional program and take care of the necessary administrative details involved in the functioning of a department, the appointment of chairpersons on all campuses has been approved by the administration.

Departments are organized by disciplines. The number of department chairpersons in represented content areas are at the discretion of the principal and may vary at each site. The procedure for selecting department chairpersons on an annual basis is:

1. Members of the department will recommend department chairpersons to the principal. If the principal concurs, the appointment is made.
2. If the principal does not concur, the principal meets with department members and discusses appointments and requests members to nominate another person. If a nomination is not made within a reasonable time (ten school days), the principal appoints the department chairperson.
3. Department chairpersons are to be selected on or before June 1 in each school year for service in the ensuing school year. It is recommended that department chairpersons serve no more than three consecutive one-year terms.

It is not intended that the department chairperson direct the activities of the department. Rather, it is expected that he or she shall be a democratic leader who inspires cooperation and motivates organizations directed toward the improvement of the teaching - learning environment.

*The duties and responsibilities of a department chairperson are:*

1. Act as chairperson of department meetings, keeping accurate minutes and submitting copies to the principal.
2. Organize the department for the improvement of instruction, i.e., identification and distribution of instructional and assessment materials.
3. Assist in the development of program materials.
4. Assist in the selection of textbooks and instructional materials.
5. Prepare, in cooperation with department members, the department's budget.
6. Approve the department's requisition for supplies, texts, and equipment.
7. Maintain department inventories and assist teachers to maintain room inventories.
8. Aid in the interviewing and selection of new personnel for the department.
9. Recommend the assignment of the teachers of the department on the master schedule.
10. Attend District Subject Area Council meetings.
11. Attend School Curriculum Council meetings as directed.
12. Serve as a Team Leader for WASC.



13. Coordinate department PLC time.

### **202.1 School Department Meetings**

Department meetings are organized and conducted by the chairperson of each department to meet the needs of the educational program of that department. It is the department chairperson's responsibility to conduct department meetings at least once each month. Department members are expected to attend department meetings. Teachers with 3 or more classes in a content area are considered members of a department. Additional course/grade level meetings may be required for curriculum or WASC purposes.

### **202.2 Subject Area Council Meetings**

District-wide department meetings will be held as needed at a place determined by the facilitator of the Subject Area Council (SAC). Coordination of special curricular areas is promoted through these meetings.

The implementation of Common Core State Standards has necessitated the integration of the District's Common Core Implementation Team in conjunction with the SAC to ensure academic planning, curriculum, and performance task/assessment quality.

### **203.0 Faculty Meetings**

Regular faculty meetings will be held monthly during the school year. All teachers are required to attend. In case of unavoidable absence, prior approval must be secured from the principal.

### **204.0 New Teacher Meetings**

An in-service training period for new teachers will be held for orientation and assistance purposes. Teachers who qualify for support services will be assigned an assistance provider. CTI and Intern Programs are provided.

### **205.0 Daily Student Bulletin**

The Daily Bulletin is an official administrative directive. Teachers are requested to consult the daily student bulletin each day. These bulletins will be communicated daily, and accessible to all staff and, when appropriate, to students. Teachers and organizations desiring to enter an announcement in the student bulletin must follow site policies and procedures.

### **206.0 Email**

The District may provide users with email (or other communication platforms) accounts for the purpose of school-related communication. Availability and use may be restricted based on District policies. Teachers and other staff are expected to check their email at the beginning and end of each day. Email is for school business. Jokes, chain letters, personal business, etc. are not appropriate. All staff should refrain from the use of district mass mailing without administrative approval.

### **207.0 School Publicity**

All publicity releases, general letters of information to parents or the public, must be cleared through the Principal's Office.

### **208.0 Outside Speakers in the Classroom**

In order to enhance the educational opportunity and experience available to the pupils of the Perris Union High School District, the Board of Education approved and encourages the use of

community people and resources for the purpose of instruction when related to the prescribed course of study and under the direct supervision of a certificated employee of the district.

Speakers or resource personnel invited to the schools are to follow the school's sign-in policy prior to going to the classroom.

All outside speakers must be approved in advance by the principal. ([BP1250](#) & [AR1250](#))

## **209.0 Guest Teachers**

- Teachers who are going to be absent must call the district's Absence Management System as soon as possible so that provisions may be made for a substitute teacher and the absence can be recorded on the teacher's attendance record. Notification should be made no later than 1½ hours prior to the beginning of the work day of absence, and preferably, the day or night before the absence.
- Teachers must see that lesson plans and seating charts are available to the substitute teacher
- The use of Guest Teachers is arranged through the Human Resources Department, specifically by the AESOP, however, substitutes must report to the School Site Substitute Coordinator at the close of each day taught, to determine whether they are needed for further duty and to have their substitute timesheets signed.
- In the case of a teacher absence, the class roll book must be available to administrators and guest teachers. Guest teachers will pick up an attendance-reporting document at the start of the day. Guest Teachers will submit their attendance-reporting document to the School Site Substitute Coordinator at the end of each day
- Guest teachers must submit monthly timesheets to Payroll according to the established Payroll Schedule available from the School Site Substitute Coordinator or on the District's website.
- All jobs worked by a Guest Teacher must be accompanied by a job number issued by the district's Absence Management System in order to be paid.

## **210.0 Emergency Lesson Plans**

Each teacher must have on file with the Principal/Designee, by the end of the first week of the school year, an emergency lesson plan for 3 days, which can be used by a substitute in case the teacher must leave or be absent in an emergency.

## **210.1 Class Seating Charts**

Seating charts for all classes, where such charts are practical, should be prepared, kept up-to-date and always available for substitutes or others needing them.

## **211.0 Miscellaneous Leaves**

The following leaves are available to teachers. Check the current Collective Bargaining Agreement for policies applying to these leaves:

Bereavement Leave  
Industrial Accident Leave  
Miscellaneous Leave  
Sabbatical Leave

Catastrophic Leave  
Jury Duty  
Personal Necessity Leave  
Sick Leave

Family & Pregnancy Disability Leave  
Legislative Leave  
Personal Discretion Leave  
Pregnancy, Paternity or Adoption

## SECTION III STUDENT ACCOUNTING

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### 301.0 Attendance

Teachers will take roll in Infinite Campus at the beginning of each class period. This task cannot be delegated to a student or parent volunteer. It may, however, be completed by an instructional aide. Weekly attendance reports signed by the teacher need to be submitted to the Attendance Office every Friday.

In the case of a teacher absence, the **class attendance lists** must be available to administrators and substitute teachers. A daily substitute will receive an office printout to record attendance and then return it to the school office for input.

*Field Trip* – Used when a student is absent from class while on school business. These absences are excused. Lists for field trips are sent to each teacher from the designee.

### 302.0 Attendance Controls

*Manual Control* – All teachers are to require students to have class admittance slips before re-entering class after an absence. When the student reenters class after an absence, sign or initial the admittance slip in the proper place and return to the student. The last teacher to sign the absence report will keep it and return it to the Attendance Office, either directly or through a student messenger.

*Computer Control* – Teachers will enter roll using the Infinite Campus system. In addition to taking roll in an official roll book, the Scantron sheets are to be turned in to the Attendance Office at the end of each day by substitutes.

The Infinite Campus teacher weekly attendance report **must** be verified, **signed** and **dated** by the teacher and turned into the Attendance Office each Friday afternoon before leaving school. If you are not present on Friday and have a substitute, you may turn them in on Monday. ([EC 44809 \(b\)](#)).

### 302.1 Tardiness

Any student who arrives in class after the bell marking the beginning of the class period has rung is tardy. Teachers are expected to inform students every time they mark them as tardy. Please consult your school site tardy policy to determine guidelines and procedures for dealing with habitual tardy students.

### 302.2 Unexcused Absence

An unexcused absence is one that occurs without the permission of the student's parent or legal guardian for reasons other than illness, quarantine, funeral, medical, or legal business. Examples of unexcused absence are: trips, inclement weather, transportation problems, babysitting, work, truancy, and suspension.

The following Education Code reference applies to ALL unexcused absences: *The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension.* ([EC 48913](#))

Teachers are encouraged to allow students to make-up all work that can be reasonably provided. In such cases, the student will be responsible for all make-up arrangements, however, *it is highly recommended for teachers to develop a systematic process for providing students make-up work when they are absent from class.* Work is required to be completed within the time specified by the teacher. Failure to do so or excessive absence without make-up may adversely affect a student's grade for the course.

### **302.3    Truancy**

Any student who is absent from school without a valid excuse, more than three (3) full days or tardy in excess of thirty (30) minutes during the school day without a valid excuse on three (3) occasions in one (1) school year, or any combination thereof, is a truant. ([EC 48260](#))

#### **Truancy Policy**

- |                               |                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1<sup>st</sup> Offense</b> | Alert Now will contact the home regarding an absence. <ul style="list-style-type: none"><li>▪ If verified truant, then Saturday School assigned.</li></ul>                                                                                                                                                                                 |
| <b>2<sup>nd</sup> Offense</b> | Alert Now will contact the home regarding an absence. <ul style="list-style-type: none"><li>▪ If verified truant, then Saturday School assigned.</li></ul>                                                                                                                                                                                 |
| <b>3<sup>rd</sup> Offense</b> | Alert Now message sent home. <ul style="list-style-type: none"><li>▪ SART letter #1 generated and mailed home.</li><li>▪ Referral to counselor – direct contact made by the counselor to the parent and appropriate intervention noted in the discipline file.</li><li>▪ Saturday School assigned.</li></ul>                               |
| <b>4<sup>th</sup> Offense</b> | Alert Now message sent home. <ul style="list-style-type: none"><li>▪ Direct contact with parent made by Administrator.</li><li>▪ Continued contact with the counselor (intervention continued).</li><li>▪ Document contacts and interventions in the discipline file.</li><li>▪ Saturday school assigned.</li></ul>                        |
| <b>5<sup>th</sup> Offense</b> | Alert Now message sent home <ul style="list-style-type: none"><li>▪ A meeting is set up with an Admin., counselor, parent, and student.</li><li>▪ All student privileges may be taken away for the remainder of the semester (senior privileges, dances, club activities, field trips, etc).</li><li>▪ Saturday school assigned.</li></ul> |
| <b>6<sup>th</sup> Offense</b> | Alert Now message sent home. <ul style="list-style-type: none"><li>▪ Parent/student warned of SARB referral to D.O.</li><li>▪ Saturday School assigned.</li><li>▪ SART letter #2 generated and mailed home.</li><li>▪ SART meeting with student and parent and Attendance Contract signed.</li></ul>                                       |
| <b>7<sup>th</sup> Offense</b> | Alert Now message sent home.                                                                                                                                                                                                                                                                                                               |

- Direct Administrator contact with the parent regarding SARB/possible DA notification.

**8<sup>th</sup> Offense** Alert Now message sent home.

- Direct Admin contact with the parent.

**9<sup>th</sup> Offense** Alert Now message sent home.

- SART #3 letter generated.
- Referral to SARB at the DO level.
- Possible alternative placement, if appropriate or alt. ed. possibility through the SARB panel

### **303.0 Incomplete Grades**

*Incomplete grades may only be given to a student because of illness or other excused absence.* Incompletes require notification of the teacher and counselor and must be approved by the principal. If a student receives an **INCOMPLETE** at the end of a grading period, the teacher must notify the student at the time the **INCOMPLETE** grade is issued, and make-up work must be accomplished within *six weeks at the end of the grading period* in order to receive a grade and credit for such work. Incompletes must be approved by the site principal or administrative designee.

### **303.1 Telephone Calls to Parents**

Communication with parents is a vital part of a student's success. To increase teacher effectiveness and student achievement, teachers will be required to phone home when excessive absences/tardies, behavior problems, or academic issues. Teachers may need to call parents at work or at times other than their prep period in order to reach them. Principals will give staff members a list of where phones are located for staff use on their campuses. Any problems, including unsatisfactory behavior, should be communicated to the parent before sending a referral to the counselor or the Assistant Principal's Office. *Teachers should use the "Teacher Contact" Log tab in Infinite Campus to document all contact with parents or guardians.*

### **304.0 Passes**

No student shall leave class or an activity during school hours without an **approved site pass**. Requests for passes should be carefully judged in order to cut down the number of students leaving classes. *Each student must have in his/her possession a valid teacher issued pass when out of class. Students must carry their ID's with them at all times.* At no time should a teacher keep a student out of another teacher's class without the teacher's approval.

### **304.1 Off-Campus Permits**

A pupil may not leave the school premises at break, lunch, or any other time before the regular hour for closing school, except in the case of an emergency, as determined by a site administrator or with the approval of the principal of the school. ([BP 5112.5](#))

- Whenever a student needs to leave school, he/she must **FIRST** obtain an off-campus pass from the health office, the attendance office, or an administrator.
- Students with a Senior Privilege Pass may leave campus for lunch

- Students with a Work Experience Pass may be permitted to leave at their appropriate time

### **305.0    Work Permits**

Work permits are necessary for all minors under eighteen years of age. Students may obtain further information concerning work permits in the College & Career Center.

### **306.0    Change of Program Procedures**

Changes in a student's program may only be made through the student's counselor and after parent approval. Teachers are not to change students from one class to another. This is an administrative responsibility.

### **307.0    New Students**

Teachers and students are asked to make every effort to get acquainted with new students and make them feel welcome. The teacher can help a new student make a smoother transition to the class by introducing him or her to other students. Every effort should be made to encourage a friendly relationship between students.

### **308.0    Student Withdrawals from School**

Before a student may withdraw from school, written authorization from the parent or guardian must be given to the school. Students must report to the Counseling and Attendance Office for checkout.

## SECTION IV DISCIPLINE AND BEHAVIORAL EXPECTATIONS

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### 401.0 Discipline – An Educational Program

The Perris Union High School District's philosophy of discipline is based on the concept that discipline is a necessary part of the total educational process. Stated in greatly simplified terms – discipline is a "learned" behavior. A student is taught to behave according to a prescribed set of expectations. Discipline situations are considered opportunities for teaching a student the kind of attitudes and behaviors that will contribute most to his/her development. The work of the disciplinarian is not one of repression and authoritarianism, but one of education. The ultimate goal is to teach students how to appropriately manage their behavior.

The desired outcome of teaching students how to self regulate their behavior is to develop a positive, caring and safe climate on all of our campuses that each student will be able to implement on their individualized path to college and career readiness.

### 402.0 Need for a Disciplinary Process

The role of the school in the disciplinary development of a student is limited by the California Education Code and various court decisions. There are those students who resist every effort put forth by school personnel involved in the disciplinary process. Despite California's strict compulsory education laws, public education is not an absolute right and must be denied to those who fail to perform the duties required for school attendance.

A school district must protect the learning rights of the majority of pupils by providing ***individualized interventions and support for students*** whose conduct defies all efforts toward correction and persistently takes an unreasonable amount of time teachers and administrators should devote to those attempting to learn. To forestall the final act of expulsion from school by due process of law, the Perris Union High School District has developed a policy that a student is given every opportunity to correct behavior patterns before consequences are implemented.

Those immediately involved in the disciplinary process are the teacher, the counselor, the assistant principal, the principal, the Director of Pupil Services, the Superintendent, and the Board of Education. Teachers should be aware that the California Constitution, Article 1, Section 28(c) provides that:

***"All students and staff of public, primary, elementary, junior high and senior high schools have the inalienable right to attend campuses which are safe, secure and peaceful."***

It shall be the duty of each employee of the school to enforce the rules and procedures on school discipline adopted under this section. ([EC 35291.5](#))

### 403.0 The Role of the Classroom Teacher

The teacher's primary responsibility is to his or her class as a whole. In the role of disciplinarian, the teacher must play a more significant part than just eliminating a problem case. Students must be taught to behave. Regardless of subject matter, student discipline, which is defined as teaching students how to appropriately behave, must be a major focus of the classroom teacher.



Honest and supportive conversations should be held with students that struggle to meet behavioral expectations. Students should be provided with direct feedback about specific behaviors that are positive and be required to identify and self reflect on their specific conduct that is inappropriate. Students should be encouraged and supported to develop a plan on specific steps they will implement that will result in improved conduct. Parents should be notified of the process before implementation and provided with updates as the student created improvement plan is implemented.

#### **404.0    The Role of the Counselor**

By means of counseling skills and techniques the counselor's primary task is to teach the student the necessary controls for good self-discipline. The counselor interprets school policies for the student and tries to provide corrective emotional experiences that will enable and encourage the student to talk out feelings and hostilities rather than act them out.

The counselor must record the results of his or her contact with the student and student's parents or guardians. These records are to be added to the cumulative folder initiated by the referring teacher.

If counseling has not benefited the student, a referral must be made to the assistant principal and all records turned over to him/her for further intervention.

#### **405.0    The Role of the Assistant Principal/Instructional Dean**

The administration's function in the disciplinary process should be focused on holding students accountable for their behavior and motivating students to change their conduct. The administration should support students to implement a behavior plan that was previously developed by the student and or encourage the student to create one. The administration has the ability to provide consequences based on student actions that violate behavioral expectations and or Education Code.

#### **406.0    The Role of the Principal**

The function of the principal is to supervise the development and implementation of teaching students how to meet behavioral expectations on his/her campus.

The principal shall, after a thorough study of the student's case, seek other available help, consider the desirability of placing the student on probation, transfer him/her to another school, have him/her withdraw from school to go to work, or recommend to the Superintendent that the student be considered for expulsion from school according to [Education Code 48904](#).

#### **407.0    Detention**

Teachers should consult the administration regarding the school's detention system. A teacher may conduct his/her own detention program in accordance with the following:

1. A pupil shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day. (Calif. Code of Regulations Title 5, Sec 353)
2. A pupil shall not be required to remain in school during the intermission at noon, or
3. The parent must be notified 24 hours (or more) in advance of assigned detention.

#### **407.1 Saturday School**

Saturday School should be implemented on campuses as a/an:

- Academic intervention
- Alternative to suspension
- Attendance recovery
- Consequence for students that did not meet behavioral/school wide expectations and did not appropriately implement a self created behavior improvement plan

#### **408.0 On Campus Suspension (OCS)**

Students may be assigned to On Campus Suspension (OCS) for violations of school expectations. Students assigned to OCS will not be allowed to return to regular classes until their assignment is successfully completed. Students are required to complete work while in OCS.

#### **409.0 Grounds for Suspension and Expulsion**

##### **California Education Code 48900.5**

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

(b) Other means of correction include, but are not limited to, the following:

1. A conference between school personnel, the pupil's parent or guardian, and the pupil.
2. Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
3. (Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
4. Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
5. Enrollment in a program for teaching prosocial behavior or anger management.

6. Participation in a restorative justice program.
7. A positive behavior support approach with tiered interventions that occur during the school day on campus.
8. (After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
9. Any of the alternatives described in Section 48900.6

**(Amended by Stats. 2012, Ch. 425, Sec. 3. Effective January 1, 2013.)**

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

**Education Code 48900 a-s:** A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (s), inclusive:

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

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

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

(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed a "terroristic threat", sexual harassment, hate violence, harassment as defined in Education Codes.

#### **409.1 Notification to Teachers: Pupils Who Have Violated or Who Are Reasonably Suspected of Violating a Subsection of Education Code 48900**

[California Education Code Section 49079](#) requires any school district or county office of education, from records maintained in the ordinary course of business or received from law enforcement agencies, identify and notify teachers of pupils who have, during the previous three years, engaged in, or are reasonably suspected to have engaged in, any acts (except H, the possession or use of tobacco) described in the subdivision of Ed Code 48900. Also included are any acts related to Ed Code 48915.

##### **Procedures for Teacher Notification:**

1. First week of each semester the teacher will receive a list from the school secretary of students in their classes that are deemed to have violated Ed Code 48900.
2. The teacher will receive daily emails of students that have had schedule changes that come to their class that are deemed to have violated Ed Code 48900 .
3. The teacher will receive daily notification by email of students that have violated or who are reasonably suspected of violating Education Code 48900 that day.
4. The teacher will have access to a list of students who have violated Ed Code 48900 through Infinite Campus.

#### **409.2 Suspension by Teacher (EC 48910)**

1. Upon determining that the pupil has committed any of the acts enumerated in Education Code Section 48900 and suspending the pupil from his/her class, the teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the Governing Board.
2. As soon as possible, the teacher shall ask the parent(s)/guardian(s) of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practical, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or parent(s)/guardian(s) so request. The pupil shall not be returned to the class from which he/she was suspended, during the period of suspension, without the concurrence of the teacher of the class and the principal.

3. A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day, this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

#### **410.0     Rules for Maintaining Good Discipline**

Listed below are recommended expectations to assist in supporting positive student conduct in the classroom. It is suggested that teachers become familiar with these expectations in order to support student success.

1. Communicate long and short term goals of the class to students and provide students the opportunity to develop their own goals.
2. Clearly communicate all assignments and check for understanding to ensure all students know how to successfully complete the task/s.
3. Pre plan/prep all lessons before the start of class.
4. Clearly communicate exactly when students are expected to complete assignments.
5. Be consistent, fair and calm in any and all communication with students.
6. Respectfully motivate students to remain on task.
7. Be in your room before students enter and engage students in learning as soon as class starts.
8. Engage students in learning for the entire period.
9. Establish and communicate procedures and protocols for all learning activities.
10. Praise noteworthy efforts whenever possible.
11. Be sure to grade and return all written work turned in by students in a timely manner.
12. Use a seating chart. Learn the names of your students quickly and develop an interest in every student in your class.

#### **411.0     Campus Conduct**

In addition to the supervision of positive behavior in the classroom, teachers are expected to be alert to student conduct in the halls, on the campus, and in the restrooms. Redirect any inappropriate behavior that may be observed and remind students that their safety is a district wide priority. Request that students respect this expectation by immediately changing their conduct and using the area that they are occupying in an appropriate, safe manner.

#### **412.0     Student Supervision**

**State law requires the presence of a certificated person at ALL TIMES when students are in a classroom, on a field trip, or area of a school sponsored activity.** The presence of teacher aides or parents **DOES NOT** suffice as a substitute for this requirement. Teachers cannot delegate their student supervisory responsibility. Teachers should never be alone with an individual student. Open doors, blinds, or move the discussion to another room where staff may be present.

#### **413.0     Corporal Punishment**

No corporal punishment will be administered by anyone employed by the Perris Union High School District.

#### **414.0     Closed Campus**

All school campuses will be closed from the hour of opening of school in the morning until closing time for the last period of the day. All students must remain on their respective campus during the lunch period, with the exception of the previously described exemptions. Teachers may never excuse a student off campus.

**Note:** Medical, dental appointments or emergencies that require the student to be absent from school will be processed through the Attendance Office.

#### **415.0     Parents, Guardians and Other Visitors**

1. If the parent or guardian seeks to contact their pupil by telephone, it will be permitted only in case of extreme emergency through the office.
2. If visitors who are not parents or legal guardians come to campus and attempt to *make student contact, it will be permitted only if prior parent approval is provided.*
3. Notes, telephone calls and requests in person to release students from school are permitted only in case of extreme emergency and only with authority.
4. Any person who is not a student of the public school, a parent or guardian of a student of the public school, or an officer or employee of the school district maintaining the public school, or who is not required by his/her employment to be in a public school building or on the grounds of the public school, and who has entered any public school building or the grounds of any public school during school hours, shall first obtain written permission from the principal or his/her designee to be on campus.
5. Parents must sign in upon arrival and remain in the office area.

#### **416.0     Assemblies and Activity Periods**

All teachers not on preparation time are required to assist in the supervision of all assemblies, rallies and activity periods.

#### **417.0     Fire Drills and Emergency/Disaster Drills**

Official fire drills and earthquake drills are held according to state regulations and district policy. Teachers are to maintain constant supervision of their students during such events. Classes are to leave and return in groups quietly and in an orderly manner. Students are not to linger, stop at drinking fountains, or visit washrooms during fire, earthquake, or bomb threat evacuation drills. Unless otherwise directed, teachers should see to it that doors are closed prior to leaving their room during a fire/emergency/ disaster drill. Teachers must take their class rosters with them outside the building so students can be accounted for.

#### **418.0     Classroom Doors Are To Be Locked**

Classroom doors are to be locked when a teacher leaves the room. Students are not allowed in a room unless a teacher is present. **DO NOT** lend keys to students.

#### **419.0     Duties of a Dance Chaperone**



Student dances are conducted primarily for the pleasure of high school students; all school rules and regulations are in effect. In addition, all attendants at dances are subject to the school rules and any other rules deemed necessary by the site administration.

Chaperones are asked to adhere to the following:

- Be sure to attend the dance for which you are scheduled or check with the assistant principal if for some reason you are unable to attend and wish to change places with another teacher.
- Chaperones should assist in maintaining order and should see to it that the student dance rules are enforced.
- Chaperones are on duty from the beginning of the dance until all students have left the campus.

#### **420.0     Student Conduct To and From School**

Every teacher in the public schools shall hold pupils to a strict accounting for their conduct on the way to and from school, on playgrounds, or during recess. A teacher, assistant principal, or principal shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his/her duties, of the same degree of physical control over a pupil that a responsible parent would be legally privileged to exercise; however, in no event shall it exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition and do not supersede the provisions of Education Code Section 49000, Corporal Punishment. ([EC 44807](#))

#### **421.0     Extra Duty Assignments**

As per the Teachers Contract, each teacher shall fulfill two (2) Extra Duty Assignments. Each teacher shall select his or her assignment preference within the first two (2) weeks of the school year. Teachers unable to serve duty are responsible to trade assignments with another teacher and notify assistant principal in charge of change of assignment.

#### **422.0     Staff & Student Relationships – Guidelines for Employees**

It is common for students to look up to and admire those adults who they interact with every day at the school site. However, school staff (even volunteers) needs to understand that accepting or encouraging these normal feelings in any sexual way is taking advantage of students.

It is difficult to accept that sexual contact with students could happen in "our school," perpetrated by our fellow staff members. Don't be fooled, denial only adds to the risks for our students.

There are appropriate ways for adults to interact and respond to the students they supervise; the supervision of children and teens **never** includes sexual contact, sexual behavior, or flirting or innuendos.

#### **422.1     Inappropriate Behavior by Employees**



Staff should be aware that all of the following may seem innocent, but ALL of the following are inappropriate:

- Telling sexual jokes or stories
- “Making eyes at” or giving seductive looks
- Discussions on one’s sex life or relationships
- Sitting too close or lying next to a student
- Finding ways to be alone with a student
- Confiding in a student about personal issues
- Giving personal gifts
- Unnecessary touching

For the most part, ignoring practices that are meant to protect students is not the sign of an incompetent or uncaring person. In fact, such individuals may be motivated to act in what they feel is in the best interests of the student, never imagining that their actions may place the student in emotional danger. Such denial of risk is common.

#### **422.2    Prohibited Behavior by Employees**

A good rule of thumb is, “If you would not do it in front of your supervisor, your spouse, or another adult, don’t do it at all!” Behavior that at first may seem innocent may quickly escalate into something completely illegal. The following general guidelines are intended to help you recognize behavior that should be **absolutely avoided**, including contact through texting and social media sites:

- Engage in suggestive or sexually explicit discussions
- Wear suggestive or provocative clothing
- Favoring one student over another
- Referring to any student as “Baby”, “Sweetie”, “Honey”, “Babe”, or other intimate or suggestive names
- Engaging in any activity that may be interpreted as sexual in nature
- Talk about, joke about, or ask about anyone’s sex life
- Discussing your personal life with students
- Contacting a student outside of your duties with the school district
- Touching a student on the breast, buttocks, or genitalia
- Spending your personal money for special gifts for a student
- Taking a student on personal errands (A student should **not** be in your vehicle for personal or for “business” errands.)
- Taking a student to your personal residence

### **Cautionary Scenarios by Employees:**

The following behaviors are not outright inappropriate – but use caution. Make sure your intentions are clear and your actions could not be misunderstood before engaging in any of the following:

- One-on-one situations with a student without anyone else present (this is a special concern if you find yourself looking for ways to be alone with a student)
- Answering personal questions asked by a student
- Hugging or touching a student (best limited to touching a shoulder or a pat on the back)

Even a false allegation is difficult and potentially damaging, so protect yourself!

### **Preventive Actions for Employees:**

The following behaviors/actions are appropriate and may serve to prevent a situation from getting out of hand:

- Talk to your supervisor or co-workers about any behavior of which you are unsure.
- Talk to your supervisor about any behavior that you have observed that you think may be inappropriate.
- Discourage students from relating to you in a suggestive or flirtatious manner – correct such behaviors when they occur.
- Encourage students to report any unwelcome or inappropriate behavior by employees, volunteers, or other students.
- Talk to a co-worker if you see them engaging in “prohibited behavior”, they might not realize what they are doing, or how it is being perceived (this is dependent on your relationship with the co-worker).
- Talk to your supervisor/administrator if you see employees, volunteers or other students engaging in prohibited or illegal behavior.

### **422.3 Illegal Behavior by Employees**

Although there may be some room for argument here – the following behaviors should be considered “illegal”:

- Any activity that is, or that could possibly be interpreted as sexual in nature
- Touching a student in a sexual nature, or having a student touch you
- Sexual jokes, comments of a sexual nature, kissing, sensual massages or sexual gestures.
- Revealing personal information about one’s sex life to a student

- Showing students pornographic videos, sexually explicit magazines or pictures
- Showing videos with questionable sexual content, even as part of a treatment/counseling group

It doesn't matter if you think the "maturity" of the student is sufficient for him or her to participate willingly. All sexual activity with a student is inappropriate and illegal. Remember, once you step over the line it is impossible to make it right.

## **Social Media**

When using social media, the above behavioral guidelines should be followed to ensure appropriate interactions between you and students you supervise. Examples of cyberspace and social media include:

- \* Texting
- \* Chat Rooms
- \* Facebook
- \* Twitter
- \* Instagram
- \* Tumblr
- \* Snapchat
- \* WhatsApp
- \* Reddit
- \* Pinterest
- \* Youtube
- \* Schooltube

### **422.4 The Fallout of Inappropriate Behavior with Students**

What starts as something innocent can lead to something damaging and dangerous. It is up to you as the adult to take charge of your interactions with students and to make sure there are no misunderstandings of your good intentions. The fallout is simply too great when it comes to this issue. Possible outcomes for you if you engage in inappropriate behaviors include:

- Jail time for illegal offenses
- Loss of teaching credential
- Civil fines or civil lawsuits (recent awards have been over 1 million dollars)
- Loss of career
- Loss of family
- Loss of dignity

#### **Possible outcomes for the student include:**

- Emotional disturbances
- Lifelong struggles with sexuality and boundaries

- Loss of innocence
- Loss of trust for caregivers

The risks are simply too great. Be the adult. Respect the authority you have over the students, respect the trust they have given you, respect the impact you have on their lives

## SECTION V STUDENT EVALUATION

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### 501.0 Reporting Pupil Progress

It is the policy of the Board of Education that teachers make timely reports to the parents/guardians of each pupil, in readily understood terms, of the most complete and accurate information possible regarding the pupil's academic progress.

- \* By the end of the first week of the beginning of a new course, the teacher will issue orally and in writing, to each pupil, a complete explanation of his/her grading policy including definitions of all grading practices to be used in evaluating the pupil's progress. This explanation shall be repeated at regular intervals throughout the course. Information shall be included in the course syllabus and provided to each student (see example model syllabus).
- \* The school year is divided into six (6) week grading periods for reporting pupil progress and two (2) semesters for assigning permanent grades and credits earned.
- \* Teachers will utilize Infinite Campus Gradebook (District Grading Program) to show the academic progress for each student. Grading practices and procedures will reflect consistent application of reasonable criteria including the results of tests, the completion of daily class assignments, classroom participation, projects, and homework. Grades are to be kept current, within 10 school days, so parents and students can access student progress through their Infinite Campus accounts.
- \* Grades may not be used for disciplinary purposes; they must reflect academic achievement. Therefore, a pupil may not receive a lower or a failing grade on the basis of excessive excused absences.
- \* With regard to physical education classes, a pupil may not receive a lower or a failing grade on the basis of his/her failure to wear STANDARDIZED physical education attire due to circumstances beyond his/her control. The pupil may receive a lower or a failing grade if he/she fails to participate in class activities and/or wears clothing which is unsuitable for participation in athletic activity. Suitability for activity shall be determined according to safety factors and the type of clothing worn. Color, style, and/or brand of clothing shall not be among the criteria used to determine eligibility.
- \* The following practices will be used to record pupils' academic grades:

|                                                                                  |                                                                              |                  |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------|
| <b>A</b>                                                                         | Superior                                                                     | 4 Grade Points** |
| <b>B</b>                                                                         | Better Than Average                                                          | 3 Grade Points   |
| <b>C</b>                                                                         | Average                                                                      | 2 Grade Points   |
| <b>D</b>                                                                         | Below Average                                                                | 1 Grade Point    |
| <b>F</b>                                                                         | Failure                                                                      | 0 Grade Points   |
| <b>I</b>                                                                         | Incomplete, without final mark: to be replaced by final mark of A-F.         | 0 Grade Points   |
| <b>CR*</b>                                                                       | Credit given in lieu of a grade when the course is satisfactorily completed. | 0 Grade Points   |
| *Requires principal's approval prior to use.<br>** 5 Grade points for AP courses |                                                                              |                  |

### **501.1     Incomplete Grade Policy**

Teachers must have the approval of the principal, in advance, before assigning an incomplete. If an incomplete grade (I) is issued, the teacher is required to communicate this to the student BEFORE the end of the grading period. The student has TWO weeks from the date the incomplete grade was issued, or in case of illness, from the date of the doctor's release to complete the required make-up work. Teachers are to complete a grade change form and submit it to the principal for approval. An incomplete grade will change to an "F" or a teacher designated grade after two weeks if no make-up is completed.

### **501.2     Grade Marking**

The following percentages will normally be followed for marking grades:

**A - 90% to 100%**  
**B - 80% to 89%**  
**C - 70% to 79%**  
**D - 60% to 69%**  
**F - Below 60%**

### **501.3     Class Records and Grades**

Grades will be submitted by the teacher using Infinite Campus. Each assignment and grade will be listed on Infinite Campus. A minimum of one grade/assignment per week is reasonable and recommended to show progress in Infinite Campus. Teachers will export progress report grades every six (6) weeks.

### **502.0     Progress Reports**

If the pupil's grade has dropped to an "F", or if the pupil is in danger of failing a course during the last six weeks grading period, it is the teacher's responsibility to notify the pupil and his/her parents/guardians of this circumstance as soon as possible. A failing course grade for the semester may **NOT** be issued without a timely prior parent notification.

### **503.0     Weekly Progress Reports**

These reports may be used at any time so desired by the teacher, administrator, counselor or parents. These reports indicate the student's academic, attendance, and citizenship grades during a specific period of time. We encourage parents to request such reports (weekly or daily) when the progress of their child is not as good as it should be.

These report forms are kept in the counseling office. The student is responsible for obtaining the report form and taking it to his/her teacher. The Progress Report is a good device to recommend to parents when the student is failing to do homework, attend class, etc., and the parent is not aware of such until an official school notice is sent home.

### **504.0     Honor Rolls and Certificates of Commendation**

An honor roll will be released by the principal of each school at the end of each semester. The roll will list students receiving grades of straight "A" students receiving average grades of "B" or

better. In the compilation of the honor roll and the certificate, all grades will be included except physical education and pass/fail courses.

### **505.0 California Scholarship Federation**

The California Scholarship Federation is a state-wide scholarship organization and is the official scholarship society for California high schools. Students who become Life Members in the CSF have the Federation Chapter Seal embossed upon their diplomas and indicated on their permanent office record cards and their college or university recommendations. Lamp pins are presented to Life Members at a special assembly at the end of the school year. They receive special recognition during graduation ceremonies.

Listed below are the requirements for qualifications in CSF: ([CSF By-laws](#))

1. Student must be enrolled in at least 3 courses from List 1 and 2 , of which, at least 2 of these courses must come from List 1 only.
2. First and second semester grades in freshman year will qualify a student for Associate CSF membership, but these grades do NOT count towards Lifetime Seal Bearer status. Sophomores, juniors, and seniors may qualify for full membership, in any semester.
3. Students must qualify and reapply each semester to retain membership.
4. Student must be a good citizen, as deemed by the advisor or principal.
5. Student must earn ten grade points during the semester preceding membership. In determining grade points, "A"-3 points and "B"-1 point. Seven points must come from List 1 and List 2 classes, of which four points must come from List 1 classes. . Physical education grades may not be used.
6. A "D" or "F" grade in any subject will disqualify the student from membership during the semester of application.
7. Grades changed after the marks have been recorded shall not be used in computing membership points.
8. To qualify for **LIFE MEMBERSHIP**, a student must qualify for CSF membership during four semesters as a sophomore, junior, or senior, and one semester **must be** in the senior year.

### **506.0 Grade Changes**

Grade changes can only be made as provided by law. ([EC 49066](#)). When grade changes are necessary, the following steps must be taken:

1. Completion of the Grade Change Form by the instructor including reason for the change of grade.
2. Signature of the instructor.
3. Signature of principal or administrative designee.
4. Submittal of form to school registrar or equivalent.
5. Only the registrar may change a grade in the student information system.
6. Copy of form to teacher and student file.

### **507.0 Withdrawal from Classes**

*A student may drop/change a class with parent/guardian permission during the first two weeks of the semester except if the change is requested only for the purpose of having a different*



teacher or a different period. All changes are contingent upon there being room in the requested class.

A student who drops a course during the first six weeks of the semester may do so without any entry on his/her permanent record. A student who drops a course after the first six weeks shall receive an "F" grade on his/her permanent record, unless otherwise decided by the principal or administrative designee because of extenuating circumstances ([AR 5121](#) (c)).

### **508.0    Transfer Grades**

A new student entering your class by the fourth week must have a transfer grade from their previous teacher or educational institution and must be blended proportionately. Students should not be transferred into your class after the fifth week unless approved by administration or administrative designee. TRANSFER GRADES ARE TO BE WEIGHTED (when appropriate) AND BLENDED.

In the event that a student enrolls from another institution without a transfer grade, it is the teacher's discretion to provide appropriate assignments to give credit for missed material.

### **509.0    Sample Syllabus Model**

Board policy requires the distribution of a grading plan, a course description and expectations. The following items are essential to a good course syllabus:

- \* Course title, grade level
- \* Length of course
- \* Course description (this should come from the District Course of Study)
- \* Course Objectives
- \* Any prerequisites
- \* Instructor – your name, your educational background (optional), room number, school phone with extension number, your conference period, your email address
- \* Text and Supplemental readings
- \* Course requirements (notebooks, special materials needed, homework expectations, etc.)
- \* Classroom expectations
- \* Evaluation process:
- \* Grades must be based on objective criteria related directly to achievement of course objectives.
- \* Describe how each assignment, quiz, test, District Benchmark and End of Level Test, project, paper, etc. will be graded (points, letter grade, credit/no credit, etc.) List the district required grading scale (90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D) and how the final grade will be determined. Be sure to clearly state policies regarding final exams. Students should be able to determine where they stand, grade wise, at any point in the term. List the penalties for late or incomplete work. Attendance (or tardies) may not be used as grading criteria. Missed class activities and participation may be used.
- \* Attendance policy (Follow district guidelines. See section III)
- \* Make up policy of assignments and exams
- \* Cheating/Plagiarism policy
- \* End syllabus on a positive, personal note (Your commitment to your students to do their best, your willingness to provide extra help, welcome to the course, etc.)

- \* Consider a separate Student and Parent Contract sheet that you collect and keep for one year.

Turn in a copy of your syllabus to your principal/administrative designee for every course you teach within the first two weeks of your teaching assignment

## SECTION VI STUDENT GUIDANCE

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### 601.0 Guidance Program

The guidance program provides services to students and teachers. It is designed upon the belief that a person can be assisted to learn how to solve his/her problems wisely if he/she is provided with necessary information, an understanding listener, and a few techniques that have applications both now and in the future.

Helping the pupil to choose, prepare for, and find his/her place in vocational and social fields of endeavor, which best fits the student as an individual, is the very heart of the program. The understanding of the student by teachers, counselors, and himself/herself, is paramount in accomplishing our primary task of better self and social adjustment.

### 601.1 Counselors

The concern of the Counselor is to contribute directly to the general and specific purposes of the school by encouraging and assisting the students in the determination and achievement of their educational, vocational, and personal/social goals. The Counselor performs those General Duties and Responsibilities common to all teachers, as applicable. Information of a personal nature divulged by a student to a counselor is confidential.

### 602.0 Student Records

The records listed below are available and teachers are requested to become acquainted with such records of their students. Whenever conducting a parent conference, teachers should *always* make use of appropriate records. *Those using the records are reminded of their confidential nature.*

- Cumulative Records - Each student in school has a personal cumulative record on file in the Administration Building. Teachers may have access to these folders simply by request from the registrar. These folders should never leave the office. These records include such information as test results, academic transcripts, anecdotal descriptions of behavior or attendance incidents, citations, and any correspondence between the student's parents and the school. These records may prove very helpful to the teacher in understanding certain academic and behavior problems.
- Student Programs - Individual student programs are located in the Counseling Office and are available for teacher reference and located in various locations at the school.
- Daily Attendance Record - Kept in the attendance office and is available for teacher use on Infinite Campus.
- Health Examination Record - Kept in the health office and is available for teacher use. Teachers will be issued a confidential health report at the beginning of the school year. Teachers should keep this report in their roll book.
- A student's discipline record is confidential and not to be discussed in public, especially in front of other students. Teachers do not normally have access to discipline records. Discipline records are maintained by the assistant principals/deans. Teachers wishing to review a student's discipline record may do so with the assistance of an assistant principal/dean.

**Reminder** – All student records (including grades) are ***confidential*** and cannot be discussed with anyone other than the student and his/her parent/guardian.

#### **602.1     Confidentiality: Student Records**

The Law in Brief: State and federal laws outline requirements and limitations governing the release of pupils' information by school districts. Violations can result in the withholding of federal funds. These state and federal laws identified as Education Code 49060-49078 (NCNS), Title 5, California Administrative Code 430-450 and 10620-16029 and Government Code Sections 6250-6260 and the Privacy Rights of Parents and Students Act of 1974 govern as follows:

1. Specify that parents or guardians have the right to review and inspect the educational records of their children and prohibit the editing or withholding of such written material.
2. Provide opportunity for parents or guardians to seek removal of certain information from written pupil records.
3. Provide for procedures of challenge regarding the contents of student records.
4. Permit parent/guardian to submit written objections to information and to have them made a part of the pupil's records if the information in question is not removed.
5. Provide for a hearing panel in cases of challenge.
6. Govern classification and disposition of student records. ([BP 5125](#))

#### **602.2     Withdraw/Fail**

A student who drops a course during the first four weeks of the semester may do so without any entry on his/her permanent record card. A student who drops a course after the first four weeks of the semester shall receive an "F" in his/her permanent record, unless otherwise decided by the principal or principal's designee because of extenuating circumstances. ([AR 5121](#))

## SECTION VII STUDENT SPECIAL SERVICES

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### 701.0 Health – Confidential Student Health List

At the beginning of the school year the nurse compiles names of students having special health problems and information pertaining thereto. Teachers and administrators are encouraged to avail themselves of this information, remembering, of course, **IT IS CONFIDENTIAL**. When indicated, the District Nurse/Health Tech will inform teachers and administrators of special health problems, particularly those requiring possible emergency aid or limitation of activity.

### 701.1 Aims and Objectives of the Health Office

The Health Office is charged with the responsibility of keeping the health and physical efficiency of the student body at the highest possible level. It shall, in all of its contacts with students, teach health as well as administer first aid. Its activities such as inspections, first aid and student counseling should all be means to the end of sound and effective health education.

### 701.2 Admission to the Health Office

Students should report to class and receive a pass from the classroom teacher before going to the Health Office. If the student is too ill to go alone, the teacher shall send another student to accompany him/her. The Health Office will admit students without such a pass only in cases of emergency. *In no instance should a student go home without contacting the Health/Attendance Office.*

### 701.3 Attendance Procedures for Students While in the Health Office

Students who are admitted to the Health Office without a pass from the classroom teacher, or students who remain in the Health Office through the following period, shall be reported to the attendance office.

### 701.4 Illness – Students Leaving School

Students who become ill while at school shall secure an off-campus permit from the Health/Attendance Office **before leaving school**. Should the health tech be away from the office, the students shall secure this permit from the attendance office, assistant principal or principal.

It is the policy of the District, in the absence of a medical emergency, that no pupil shall be released from school, during school hours, without a valid off-campus pass issued on the basis of express verbal or written permission by the pupil's parents/guardians/designees, except for the verified purpose of obtaining confidential medical services.

It is the responsibility of the pupil's parents/guardians to assist the District in ensuring pupil welfare, by providing at all times a complete and accurate "emergency contact card" to the school of attendance. By means of this card, the parents/guardians so designate those persons who have authority to grant permission for the pupil's release from school.

In the event that there is no card on file for the pupil or that the parents/guardians/designees are all unable to be contacted by telephone and there is no medical emergency, the pupil shall remain at school for the remainder of the school day. Under no circumstances will another person, not designated by the parent/guardian in writing, be allowed to give permission for the pupil's release from school.

## 701.5 Accident Prevention and First Aid

The Health Office is the first aid headquarters of the school and shall care for all first aid cases that come to it. First aid kits shall be placed in classroom areas. Minor cases of first aid should be handled by those stations. The teachers can use this as a means of teaching health and safety. It is the policy of the school to render first aid only. Cases requiring medical aid are the responsibility of the parents and should be handled by the family doctor. In case of an emergency, the nurse shall notify the parents if possible. If this is not possible, then the health tech shall make the judgment in securing medical attention.

## 701.6 Where to Report Student Accidents

All student accidents or injuries must be reported within 24 hours to the principal on a [confidential student incident / accident form](#), which may be secured at the Principal's or Health Office or in the physical education department. Failure to report an accident places a legal and personal responsibility upon the teacher.

|  <b>CONFIDENTIAL STUDENT INCIDENT / ACCIDENT REPORT</b><br>Perris Union High School District<br>155 East Fourth Street, Perris, CA 92570                                                                                                                                                                                                                                                               |  |                                                                                       |                       | <b>FOR INTERNAL USE ONLY. DO NOT COPY OR DISTRIBUTE THIS REPORT. STUDENT STATUS FOLLOW-UP REQUIRED PRIOR TO SENDING COMPLETED REPORT TO RISK MANAGEMENT.</b> |                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <small>IN CASE OF SERIOUS INJURY, IMMEDIATELY REPORT INJURY TO RISK MANAGEMENT: <a href="mailto:judy.miller@perris.k12.ca.us">judy.miller@perris.k12.ca.us</a> 851.943.6360, x 80281 or 951.529.4691</small>                                                                                                                                                                                                                                                                              |  |                                                                                       |                       |                                                                                                                                                              |                                                                                           |
| DATE OF REPORT                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | NAME OF SCHOOL                                                                        |                       |                                                                                                                                                              |                                                                                           |
| ADDRESS OF SCHOOL (NUMBER, STREET, CITY AND ZIP CODE)                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                       |                       |                                                                                                                                                              |                                                                                           |
| NAME OF INJURED PERSON (LAST, FIRST, M.I.)                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | AGE                                                                                   | GRADE                 | TELEPHONE NUMBER OF INJURED PERSON ( )                                                                                                                       |                                                                                           |
| IS INJURED PERSON A MINOR<br><input type="checkbox"/> NO <input type="checkbox"/> YES                                                                                                                                                                                                                                                                                                                                                                                                     |  | NAME OF PARENT OR LEGAL GUARDIAN                                                      |                       |                                                                                                                                                              |                                                                                           |
| ADDRESS OF PERSON INJURED (NUMBER, STREET, APARTMENT NUMBER, CITY, STATE AND ZIP CODE)                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                       |                       |                                                                                                                                                              |                                                                                           |
| WHERE DID ACCIDENT OCCUR                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                       | DATE (MONTH/DAY/YEAR) | TIME                                                                                                                                                         | <input type="checkbox"/> AM <input type="checkbox"/> PM                                   |
| DESCRIBE HOW ACCIDENT/INCIDENT OCCURRED (USE FACTS ONLY; EXCLUDE OPINIONS AND/OR ASSUMPTIONS)                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                       |                       |                                                                                                                                                              |                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                       |                       |                                                                                                                                                              |                                                                                           |
| PERSON IN CHARGE AT TIME OF ACCIDENT (LAST, FIRST, M.I.)                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | TITLE OF PERSON (TEACHER, VOLUNTEER, ETC.)                                            |                       | WAS HE/SHE PRESENT AT THE TIME?<br><input type="checkbox"/> NO <input type="checkbox"/> YES                                                                  | INJURED VIOLATED SCHOOL RULE?<br><input type="checkbox"/> NO <input type="checkbox"/> YES |
| NAME OF WITNESS(ES)                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | ADDRESS                                                                               |                       | TELEPHONE NO. ( )                                                                                                                                            |                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                       |                       | ( )                                                                                                                                                          |                                                                                           |
| NATURE OF INJURY                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                       |                       |                                                                                                                                                              |                                                                                           |
| INJURED PART OF THE BODY<br><input type="checkbox"/> HEAD <input type="checkbox"/> NECK <input type="checkbox"/> EYE <input type="checkbox"/> ARM <input type="checkbox"/> HAND <input type="checkbox"/> LEG<br><input type="checkbox"/> ABDOMEN <input type="checkbox"/> BACK <input type="checkbox"/> FACE <input type="checkbox"/> CHEST <input type="checkbox"/> FINGER <input type="checkbox"/> FEET<br><input type="checkbox"/> CONCUSSION <input type="checkbox"/> OTHER (EXPLAIN) |  |                                                                                       |                       |                                                                                                                                                              |                                                                                           |
| IF CONCUSSION OCCURRED, WAS PERSON SENT TO CONCUSSION CLINIC? <input type="checkbox"/> NO <input type="checkbox"/> YES                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                       |                       | WHICH CONCUSSION FACILITY?                                                                                                                                   |                                                                                           |
| FIRST AID PROCEDURES USED                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                       |                       | ADMINISTERED BY                                                                                                                                              |                                                                                           |
| DISPOSITION OF INJURED AFTER ACCIDENT<br><input type="checkbox"/> HOME <input type="checkbox"/> DOCTOR <input type="checkbox"/> HOSPITAL <input type="checkbox"/> CLASS                                                                                                                                                                                                                                                                                                                   |  | WHO WAS NOTIFIED                                                                      |                       | RELATIONSHIP TO INJURED                                                                                                                                      |                                                                                           |
| IF INJURED PUPIL LEFT SCHOOL TO WHOM RELEASED                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | NAME AND ATTITUDE OF ANYONE CONTACTING SCHOOL                                         |                       |                                                                                                                                                              |                                                                                           |
| STUDENT MEDICAL BENEFITS AVAILABLE<br><input type="checkbox"/> NO <input type="checkbox"/> YES                                                                                                                                                                                                                                                                                                                                                                                            |  | NAME OF COMPANY                                                                       |                       |                                                                                                                                                              |                                                                                           |
| REMARKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                       |                       |                                                                                                                                                              |                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                       |                       |                                                                                                                                                              |                                                                                           |
| NAME OF PERSON COMPLETING REPORT                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | WAS PERSON AN EYE WITNESS<br><input type="checkbox"/> NO <input type="checkbox"/> YES | POSITION              | TELEPHONE NUMBER OF PERSON ( )                                                                                                                               |                                                                                           |
| STATUS OF STUDENT AFTER INCIDENT/ACCIDENT - PLEASE FILL OUT THIS PORTION BEFORE SENDING TO RISK MANAGEMENT DEPT.                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                       |                       |                                                                                                                                                              |                                                                                           |
| HAS THE STUDENT RETURNED TO SCHOOL?                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | IF NOT PLEASE EXPLAIN:                                                                |                       |                                                                                                                                                              |                                                                                           |
| <input type="checkbox"/> NO <input type="checkbox"/> YES                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                       |                       |                                                                                                                                                              |                                                                                           |
| HAS THE PROBLEM BEEN CORRECTED                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | IF NOT PLEASE EXPLAIN:                                                                |                       |                                                                                                                                                              |                                                                                           |
| <input type="checkbox"/> NO <input type="checkbox"/> YES                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                       |                       |                                                                                                                                                              |                                                                                           |
| SPECIFIC ACTIONS TAKEN TO PREVENT FUTURE ACCIDENTS                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                       |                       |                                                                                                                                                              |                                                                                           |
| SIGNATURE OF PERSON APPROVING REPORT                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                       |                       | DATE SIGNED                                                                                                                                                  |                                                                                           |

CONFIDENTIAL - ATTORNEY/CLIENT/WORK PRODUCT PRIVILEGE  
This report is to be completed by Perris Union High School District employees. This form is a confidential, internal document; its contents are not to be shared or copied. REVISED 10-21-2015

### **701.7     Health Records and Reports**

The Health Office shall keep a permanent health record of each student enrolled in school. A record of each illness shall be made. The nurse shall report to the principal at the end of each school month the number of cases of illness and shall also report specific cases to the County Health Department as required by law.

### **702.0     Administration of Prescription Drugs**

No drugs of any kind should be given to students by district personnel unless permission is secured in writing from the parents or guardians in conjunction with orders from a licensed physician. Under no circumstances are school personnel to provide students with any over-the-counter medicines. ([BP 5141.21](#)) The dispensing of all medications and monitoring of any medical procedures (ex. Checking blood sugar levels) are done only in the health office by the designated health technicians or administrators. Under no circumstances shall a student be in possession of any medication (except for asthma inhalers with the signed permission on file in the health office).

### **703.0     Special Education**

The Perris Union High School District offers a continuum of services for students with individualized educational plans (IEP's) in grades 5-12, instructing students in the least restrictive environment to meet their educational needs. Programs include services for students with intellectual and learning disabilities, other health impaired, speech-language impairments, autism, traumatic brain injury, emotional disturbance, orthopedically impaired, mentally retarded, deaf/hard of hearing, visual impairment, deaf-blindness and multiple disabilities.

Classes and programs serving students with special needs are located in middle schools and high schools throughout the district. Program service options include:

1. A service delivered in the general education classroom via the **Inclusion Model** provides Specialized Academic Instruction Services in which the special education teacher or paraeducator and general education teachers collaborate and co-teach. This model has proven to be highly effective in helping students with disabilities make significant growth both academically and behaviorally. Inclusion in the general education setting is the presumed starting point for placement of students with disabilities.
2. In an Inclusion Model,, the general educators bring content specialization and special education teachers bring assessment and accommodation specializations. Both teachers are responsible for co-teaching the class and both teachers bring training and experience in teaching techniques and learning processes.2. In addition to the full inclusion continuum of courses, the PUHSD offers additional courses for special education students that satisfy high school graduation requirements for a high school diploma. These courses are called specialized academic instruction (SAI) courses. SAI courses are taught by credentialed special education teachers and are self-contained with special education students only. Typically, these courses are enrolled with 5-22 students. These small, self-contained courses satisfy academic graduation requirements, however, they are not college preparatory courses. These courses are offered in English, social science, math and science. Each year, the IEP team will determine if the student Should remain in an SAI course or be transitioned to a college preparatory level course.

3. Self-contained Special Day Classes for students with severe learning disabilities and/or severe behavioral/emotional issues are on a comprehensive site and provide more intensive assistance with instructional materials adapted to students' ability levels. Opportunities for inclusion/mainstreaming students who are in Special Day Classes are offered in accordance to student abilities and their IEP. Students placed in Special Day Classes are typically focused towards earning a certificate of completion rather than a high school diploma.
4. Related services for students may include but are not limited to: transportation, speech and language therapy, occupational therapy, physical therapy, psychological services, adaptive physical education as well as health and counseling services as may be required for a child with disabilities to benefit from special education and general education offerings.
5. Students may also receive services in private, non-public day schools, residential schools, online learning, and in home/hospital settings.
6. Educationally Related Mental Health Services are mental health services that are provided to special education children in school. These children have Individualized Education Programs (IEP) stating that the child requires mental health services in order to learn and benefit from their educational setting. The child's IEP team and their parents determine if the child needs to be assessed for mental health treatment. Once this has been determined and the student has met eligibility, an IEP will be written/modified to include such services. The Perris Union High School District provides our own staff to provide these services under the direction of the Director of Special Education and Mental Health Coordinator. Treatment is provided in a tiered model and may include: school-based counseling, individual counseling, group counseling, and family counseling.

With the emphasis on students' involvement and progress in the general curriculum (IDEA Amendments of 1997), the general education teachers, along with special education teachers and related services personnel, have a critical role in implementing the program of Free and Appropriate Public Education (FAPE) for students with disabilities as described in the students' Individual Educational Plan (IEP).

The IEP is a legal document that must be implemented by all identified stakeholders and regarded with the utmost of confidentiality. Failure to meet IEP compliance can result in legal action or due process filings which can result in personal and/or district liability. Upon the conclusion of any IEP meeting, parents are provided copies of the IEP, copies are kept in a site file and official IEP copies are sent to the special education office within 5 days of the IEP's completion. Parents can request copies of IEP documents from the student's site or district IEP file.

#### **704.0    504 Plans**

Students who have a physical or mental impairment that substantially limits a major life function may be eligible for a 504 plan. The intent of Section 504 is to provide students with disabilities equal access to educational programs, services, and activities. Students with disabilities may not be denied participation in school programs and activities solely on the basis of a disability. Section 504 defines "disability" on a broader basis than does the Individuals With Disabilities Education Act (IDEA). 504 plans are the outcome of a Student Study Team (SST).

**A 504 is a legal document that must be followed by all staff** that outlines any accommodations/modifications that need to be made for this student in order for the student



to be successful in school. This is a general education function and falls under the counseling department at each school site. *Failure on the part of a teacher to meet the requirements of the 504 plan may result in possible legal action which can be held as a personal and district liability.*

## 705.0 Home Instruction for the Health Impaired

### Home Hospital Procedures (General Education)

The District provides Home Hospital Teachers for students who are unable to attend school for a period of time in excess of 8 weeks due to documented temporary disability which makes attendance in the regular day classes or alternative education program impossible or inadvisable. A maximum of five instructional hours per week will be provided for students approved for Home Hospital. Home Hospital will be provided for the duration the physician prescribes is necessary for the student's illness. Home Hospital Packets can be picked up at:

**PUHSD Special Education Center**  
**515 East 7th Street**  
**Perris, CA 92570**

**The following steps outline the process for parents wishing to request Home Hospital:**

|                   |                                                                                                                                                                                                              |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step One</b>   | <b>Parents</b> will complete and submit a "Home Hospital Packet" to their child's counselor.                                                                                                                 |
| <b>Step Two</b>   | <b>Counselor</b> will forward the completed Home Hospital packet to the Pupil Services Office.                                                                                                               |
| <b>Step Three</b> | <b>Pupil Services</b> will assign one of the <b>District Nurses</b> to review and confirm the medical need for Home Hospital.                                                                                |
| <b>Step Four</b>  | <b>Site Nurse</b> will send "Home Hospital Request Packet" back to <b>Pupil Services</b> after reviewing and confirming the medical need for Home Hospital.                                                  |
| <b>Step Five</b>  | <b>Director of Pupil Services</b> will approve the request (or deny the request in writing.) and the Pupil Services office will assign a <b>Home Hospital Teacher</b> .                                      |
| <b>Step Six</b>   | <b>Home Hospital Teacher</b> will contact the parent in order to complete the "Home Tutorial Agreement" form with the parent and the student.                                                                |
| <b>Step Seven</b> | <b>Home Hospital Teacher</b> will contact the student's current teachers to develop lesson plans and a sequence of study as consistent as possible with the program available in the regular school setting. |
| <b>Step Eight</b> | <b>Home Hospital Teacher</b> will be responsible for completing progress reports and submitting final grades for students placed on Home Hospital.                                                           |

## **Home Hospital Guidelines for Special Education**

Home Hospital (HH) instruction is a temporary placement for students with significant health issues preventing them from attending school. A maximum of five hours of instruction will be provided per week per student; no instruction will occur on weekends, student recess days or holidays. One hour of instruction equals one day of instruction and one day of regular school attendance. Home hospital teachers for special education students must be board approved and hold a special education teaching credential if the instruction requires. If the IEP team agrees instruction may be provided by a general education teacher with the collaboration or consultation of a Special Education teacher. Students on home hospital may not take classes on campus.

### **Procedures for placing a special education student on home hospital instruction:**

1. Prior to referring a student for home hospital instruction, the Special Education Case Manager ensures that all on campus accommodation options have been exhausted to meet the student's educational needs, for example, modified school day, assistive technology, breaks as needed, late start, early release, etc.
2. With the permission of the Assistant Principal over special education, the case manager completes a 1) "Request for Home Hospital Teacher" referral form, 2) "Authorization for Use and/or Disclosure of Information" form and 3) "Physician's Recommendation" form that specifies an initial beginning and ending date for home hospital, and explaining why the student is unable to attend school. These documents are available electronically from the special ed office and are to be submitted to the district nurse by the case manager for review and approval.
3. If approved by district nurse, the nurse will notify the case manager that the student is eligible to be considered for home hospital instruction. Then, the case manager submits a referral to the Special Education office for review and approval. The case manager submits all of these documents together as a packet to the special education office.
4. If approved by the Special Education office, then the case manager is notified & case manager holds an IEP with the nurse present.
5. The IEP Team places student on Home Hospital instruction. At this IEP, the IEP Team will establish a date to review the student's academic progress while on HH, and a date indicating when the Home Hospital instruction will end. The case manager ensures documents are recorded in SEIS, (Special Education Information System) hard copies placed in site file and copies sent to special education office to be placed in district file. The original copies are to be sent to the district special education office within seven days of the conclusion of the IEP.

### **Procedures to follow once IEP team places a special education student on Home Hospital:**

1. Once the IEP is complete and the team places the student on home hospital, the case manager notifies the secretary in the special education office; special education office assigns a home hospital teacher. The home hospital teacher will become the new case manager until the student returns to his/her comprehensive school.
2. The home hospital teacher contacts the family to create a visitation schedule. A parent or guardian (or someone over the age of 18 that parent guardian has approved) must be present for each visit.

3. The home hospital teacher becomes the new case manager and contacts the previous case manager to obtain the student's schedule, IEP goals, "IEP at a glance," accommodations and instructional strategies. The school site is responsible to provide all necessary textbooks and supplies per student enrolled at the school site.
4. Home hospital teachers will consult with the student's core academic teachers, and previous case manager to develop appropriate lesson plans.
5. The HH Case Manager is responsible for scheduling all IEPs for the student until the student is returned to his/her school site.
6. If the family provides a new doctor's prescription during the HH placement which necessitates the student continuing beyond the original end date, the HH Case Manager schedules an IEP to review student progress and current need with the IEP team.

**Procedures for transitioning student from home hospital to school site and least restrictive environment:**

1. The home hospital case manager schedules an IEP with a nurse, school site counselor and all legally mandated participants present in the IEP meeting. The IEP will be held at the school site the student is planning to attend. HH case manager acquires a doctor's release from the parent which clears the student to return to school. The IEP team agrees to return student to the school site and the least restrictive environment. The Counselor provides the student a schedule and arranges the student's start date.
2. The student's IEP and special education services will be resumed at the school site by a case manager determined by the school.

**Guidelines for parents of special education students placed on home hospital:**

1. A parent or guardian (or someone over the age of 18 that parent guardian has approved) must be present during all instructional meetings at the home.
2. The family is to provide a desk and quiet place where the teacher and student can work together. Supplies left by the teacher should be on the table ready to use when the teacher arrives to begin instruction.
3. The student should be rested and ready for instruction; the family should notify the teacher prior to arrival of any health-related concerns that have developed. The teacher is responsible for the lesson, however, at the approval and direction of the teacher, the parent is welcome to observe and interact with the lesson so that he/she can assist the student outside the HH instructional time.
4. If your student is unable to be instructed during the scheduled time (illness, doctor appointments, etc.) you must contact the HH teacher prior to the scheduled visit. The visit will not be "made up" and the session will be counted as an "absence" on the attendance sheet.
5. The parent is to sign the HH teacher time log at each visit unless the HH services take place out of the home in which case both the student and the HH teacher will sign and the parent will sign on a monthly basis.
6. If questions or concerns arise, please contact the HH teacher or the Assistant Principal overseeing special education at your child's school of residence.
7. Upon the conclusion of HH, Parent/Guardian ensures that all textbooks and supplies have been returned to the school sites.

### **Home Hospital Guidelines for Teachers of Special Education Students:**

1. Complete the “Home Tutorial Agreement,” form and return to the special education office. This agreement will be provided by the special education office.
2. Be on time for all appointments; communicate with the family prior to any sessions when you will be absent.
3. Original “Home Teacher Time Report,” (attendance form) and mileage reports are due in the special education office by the 31st of each month for PSEA members and the 22nd of each month for non-PSEA members. Both documents can be acquired in the special education office.
4. The HH teacher is expected to maintain progress reports and turn-in progress grades and end of semester grades to the registrar at the student’s home school following the same timeline as the regular education students. The HH teacher assigns the student’s final, end of the semester, grades unless the student returns to their comprehensive school during the semester. If the student returns to their comprehensive school during the semester, the HH teacher provides the school’s teachers with the grades in progress. These grades will be the student’s transfer grades to that point. The progress reports are to be maintained in the student’s IEP file at the district office and uploaded to SEIS.
5. Upon completion of HH instruction, the HH teacher completes a “Report Card/Termination Report” form and submits it to the registrar of the school where the student will attend. This form can be obtained from the special education office. The HH teacher cannot be paid beyond the date stated on the doctor’s prescription and / or IEP.

### **706.0 Student Success Team**

This committee is a function of general education. The Student Success Team (SST) helps develop plans for modifications and adaptations of the general programs to meet the needs of students who are experiencing problems. These may include recommending use of site services including volunteer programs, remediation programs, Title 1 programs, core Mathematics and Language Programs, ELL services, and at-risk programs and . SST reviews pertinent data and screening for possible Special Education referral after all general education interventions have been exhausted. The SST may also recommend 504 accommodations/actions.

SST participants may include the student’s general education teacher and/or Special Education Specialist, Speech/Language Specialist, Counselor, Assistant Principal, School Psychologist, District Nurse/Health Practitioner, Parent and/or advocate, Student, other teacher(s), and other appropriate personnel as needed.

### **707.0 Long Term Independent Study**

Long Term Independent Study is now available through the Scholar+ Online Learning Academy. Students wishing to attend need to begin the referral process through their school of residence counselor.

### **708.0 Contact information for Adaptive PE, DIS Counselor, Home Hospital Teacher,**

## Speech Therapists & Occupational Therapists

A number of employees in the special education department are mobile and work at multiple school sites or service students in their homes. Although their schedules are created at the start of the school year, they are subject to change during the year based on student need. These individuals' job titles include: Adapted PE, DIS Counselor, Home Hospital Teacher, Speech Therapists & Occupational Therapists. The best way to contact these individuals is via email; their contact information is listed on page 57.

| <b>2022-2023</b><br><b>CONTACT INFORMATION FOR ADAPTIVE PE, DIS COUNSELOR, HOME HOSPITAL TEACHER, SPEECH THERAPISTS &amp; OCCUPATIONAL THERAPISTS</b>                                 |                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adaptive PE Teacher:<br><b>Pamela Karg</b><br>Email: <a href="mailto:pamela.karg@puhsd.org">pamela.karg@puhsd.org</a><br>Contact #'s: 951-943-6369, Ext. 82207                        | Adaptive PE Teacher:<br><b>Lusiza Felix</b><br>Email: <a href="mailto:lusiza.felix@puhsd.org">lusiza.felix@puhsd.org</a><br>Contact #'s: 951-943-6369, Ext. 82208                                                                     |
| Speech & Language Therapist:<br><b>Lael Starika</b><br>Email: <a href="mailto:lael.starika@puhsd.org">lael.starika@puhsd.org</a><br>Contact #'s: 951-943-6369, Ext. 82210             | Speech & Language Therapist:<br><b>Esterlita Baxa</b><br>Email: <a href="mailto:esterlita.baxa@puhsd.org">esterlita.baxa@puhsd.org</a><br>Contact #'s: 951-943-6369, Ext. 20332                                                       |
| Speech & Language Therapist:<br><b>Lucia Barragan</b><br>Email: <a href="mailto:lucia.barragan@puhsd.org">lucia.barragan@puhsd.org</a><br>Contact #'s: 951-943-6369, Ext. 82204       | Speech & Language Therapist:<br><b>Chelsea Long</b><br>Email: <a href="mailto:chelsea.long@puhsd.org">chelsea.long@puhsd.org</a><br>Contact #'s: 951-943-6369, Ext. 22216                                                             |
| Speech & Language Therapist:<br><b>Garrett Sadowski</b><br>Email: <a href="mailto:garrett.sadowski@puhsd.org">garrett.sadowski@puhsd.org</a><br>Contact #'s: 951-943-6369, Ext. 23151 | Speech & Language Therapist:<br><b>Karri Vitor</b><br>Email: <a href="mailto:karri.vitor@puhsd.org">karri.vitor@puhsd.org</a><br>Contact #'s: 951-943-6369, Ext. 82205                                                                |
| Occupational Therapist:<br><b>Harry McKoy</b><br>Email: <a href="mailto:harry.mckoy@puhsd.org">harry.mckoy@puhsd.org</a><br>Contact #'s: 951-943-6369, Ext. 82212                     | Occupational Therapist:<br><b>Jennifer Molina</b><br>Email: <a href="mailto:jen.molina@puhsd.org">jen.molina@puhsd.org</a><br>Contact #'s: 951-943-6369, Ext. 82209                                                                   |
| Physical Therapist:<br><b>Dr. Amy Gelert</b><br>Email: <a href="mailto:amy.gelert@puhsd.org">amy.gelert@puhsd.org</a><br>Contact #'s: 951-943-6369, Ext. 82206                        | Home Hospital Services:<br>Contact Pupil Services<br><b>Dr. Pauline Garcia</b> , Director of Pupil Services<br>Email: <a href="mailto:pauline.garcia@puhsd.org">pauline.garcia@puhsd.org</a><br>Contact #'s: 951-943-6369, Ext. 81202 |

## SECTION VIII INSTRUCTIONAL RESOURCES

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### **801.0     Checking Out Textbooks**

Textbooks are processed and distributed at the time of registration or at the beginning of each semester. The textbooks are also to be returned at the completion of the course or at the time that student withdraws from the course.

### **802.0     Lost and Found Books**

All lost and found books that belong to the school, individuals or other individuals or other libraries should be promptly returned to the school library.

### **803.0     Department Audio-Visual Aids**

Many departments at each school have audio-visual equipment of their own and have an audio-visual aids library. Information on such equipment and material can be gathered from department chairpersons.

### **803.1     Audio-Visual Selections**

Audio-visual aids shown to students should be clearly supportive of the curriculum being taught in the classroom. Audio visual aids appearing on the list of approved materials from the Riverside County Office of Education are immediately approved for showing.

Additional materials gathered or produced by any teacher must be reviewed and approved for relevance to the curriculum and appropriateness for student viewing prior to their being used in the classroom.

Teachers will provide the site principal, in advance, with a list of all videos that will be used during the school year. Video permission forms are available from the principal's secretary. Videos should not be used in their entirety and only portions relevant to the day's lesson should be used.

### **804.0     Faculty Use of the Library**

A teacher may check out books, instructional materials, magazines, pamphlets, pictures, maps, etc. All materials and equipment provided to teachers by the District are District property and must be returned to the Library.

### **805.0     Class Use of Library - Regulations**

In order to maintain a proper "library atmosphere" teachers are asked to please adhere to the following regulations:

1. Classes must be scheduled for the use of the library.

2. Teachers who are substituting for other teachers should not take the class to the library unless that class is scheduled to use the library.
3. Teachers are responsible for the conduct of their students when a class is using the library. Teachers are to supervise and stay with their own class. If proper library conduct is not observed, the teacher will be expected to return the class to its room.
4. Teachers should enter the library and help arrange the seating of their students.
5. Students should return all reference books, magazines, etc. to their proper place, clean up the scrap papers, etc. before being excused.
6. Students should remain in their seats until the bell rings. They should not crowd around the doors waiting for the bell to ring.
7. Students should leave chairs properly placed at each table.

#### **805.1     Library Rules/Issuance of Books:**

1. Students must have their student ID to check out books.
2. Students may NOT check out a library book in another student's name.
3. Books may be renewed unless there is a reserve on them.
4. An excess number of books taken out by the same student is not advisable.
5. A student checking out a library book is responsible for the book and the condition of the book until it is returned to the library.

#### **805.2     Passes to the Library**

A few students from a class may go to the library on a pass for a portion of a period. In such cases, the teacher should obtain approval from the librarian in advance to make sure there is room in the library for the students. Only students with legitimate library work to do should be permitted to go to the library in this manner.

#### **806.0     Selection of Textbooks**

Textbooks for all courses offered are selected through the Textbook Adoption Process. (AR 6141)

#### **807.0     Observance of Copyright Laws**

It is the policy of the PUHSD to adhere to the provisions of all copyright laws. Willful infringement of any copyright laws by district employees is prohibited and will be subject to disciplinary action. This prohibition includes the acquisition and use of computer software.

## SECTION IX SERVICES AND FACILITIES FOR TEACHERS

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### **901.0     Faculty Lounge and Staff Areas**

Faculty lounges and staff areas are located at each school site. Teachers should feel free to use these areas as a workroom, a place of relaxation, or a place to eat lunch. No equipment may be removed from the lounges or staff areas. Students are not permitted in faculty lounges.

### **902.0     Photocopy Machine**

A photocopy machine is available for faculty use at each school. Copying should be limited to specific classroom use and class sets should be used whenever possible.

### **903.0     Miscellaneous Supplies**

Pencils, pens, staplers, paper clips, etc. are available from designated site personnel. Order forms usually must be submitted one day in advance of need.

### **904.0     Mailboxes**

Each teacher is assigned a mailbox. Teachers should check these communication links daily.

### **905.0     E-mail**

Each teacher is assigned a district generated email account. *Teachers should check these communication links daily.* Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources only for purposes related to their employment. Such use is a privilege, which may be revoked at any time. Computer files and communications over electronic networks, including email and voicemail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority. Use of email to the entire district should not be used at any time without prior permission of administration.

### **906.0     Telephones**

Personal telephone calls are permitted on school telephones. Discretion is requested to keep personal calls as brief as possible. Personal calls should not be made during class time.

No personal long distance calls are permitted on district phones.

### **907.0     Copying and Lamination**

Copying and laminating machines are available for teacher use.



#### **908.0 Teacher Websites**

Each teacher will be provided a web page on their school's website. Teachers are expected to use this web page for posting student homework, their class syllabus, and appropriate student resources. Teachers must adhere to [Board Policy 1113](#) with regards to posting student pictures on the Internet.

## SECTION X

### LAWS AND SCHOOL BOARD POLICIES OF IMPORTANCE TO TEACHERS

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#### 1001.0 Threats to Teachers

Every person who, with intent to cause, attempts to cause, or causes any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such a threat could be carried out, is guilty of a public offense punishable as follows:

(Occurrences of this type must be reported to the site principal who must report the incident to the police.)

- Upon a first conviction, such person is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison or in a county jail not exceeding one year, or by both such fine and imprisonment.
- such a person has been previously convicted, he is punishable by imprisonment in the state prison for five years. ([Penal Code 71](#))

#### 1001.1 Non Discrimination and Sexual Harassment

The Governing Board prohibits unlawful discrimination against and or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Any district employee who engages or participates in unlawful discrimination, or who aids, abets, incites, compels or coerces another to discriminate, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Any district employee who observes or has knowledge of an incident of unlawful discrimination or harassment shall report the incident to the principal, district administrator or Superintendent as soon as practical after the incident. Failure of a district employee to report discrimination or harassment may result in disciplinary action. ([BP4030](#))

The Governing Board prohibits sexual harassment in the working environment of district employees or applicants by any person in any form.

Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

Any employee or applicant for employment who feels that he/she or another individual in the district is being sexually harassed should immediately contact his/her supervisor, principal, other district administrator or the Superintendent or designee in order to obtain procedures for reporting a complaint. Complaints of harassment can be filed in accordance with [AR 4031](#). (Complaints Concerning Discrimination in Employment)

Any supervisor who receives a harassment complaint shall notify the Superintendent or designee, who shall ensure that the complaint is appropriately investigated.

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

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting when:

1. Submission to the conduct is made either expressly or by implication in term or condition of any individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment or of adversely affecting the student or employee's performance, evaluation, advancement, assigned duties, or any other condition of education, employment or career development.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution.

Other examples of sexual harassment, whether committed by a supervisor or any other employee, are:

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Touching an individual's body or clothes in a sexual way
7. Cornering or blocking of normal movements
8. Displaying sexually suggestive objects in the educational or work environment
9. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Each principal and supervisor has the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes discussing the district's sexual harassment policy with his/her students and/or employees and assuring them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment.

## **1002.0 Insults**

Any parent, guardian, or other person who upbraids, insults or abuses any teacher in the presence of other school personnel or pupils and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities is guilty of a misdemeanor, and is punishable by a fine of not less than five-hundred dollars (\$500), not exceeding one thousand dollars (\$1000). ([EC 44811](#))

## **1003.0 Employee Security**

Notice Regarding Student Offenses Committed While Under School Jurisdiction

[Education Code 49079](#) requires the district to inform the teacher of every student in his/her class who has engaged in, or is reasonably suspected to have engaged in, any act which could constitute grounds for suspension or expulsion under [Education Code 48900](#), with the exception of subdivision (h), possession or use of tobacco products. The information provided to teachers must cover the previous three years.

The Superintendent or designee shall inform the teacher of every student in his/her class who has engaged in, or is reasonably suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under [Education Code 48900](#), with the exception of the possession or use of tobacco products. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall keep the information confidential and disseminate it no further.

## **1004.0 Witnessing an Assault**

Whenever any employee of a school district or of the office of a county superintendent of schools is attacked, assaulted, or menaced, by any pupil, it shall be the duty of such employee, and the duty of any person under whose direction or supervision such employee is employed in the public school system who has knowledge of such incident, to promptly report the same to the appropriate law enforcement authorities of the county or city in which the same occurred. Failure to make such a report shall be a misdemeanor punishable by a fine of not more than one thousand dollars (\$1000). ([EC 44014](#))

## **1005.0 Non-Student Disruption**

Any adult, or any minor over 16 years of age who is not a pupil of the school, including but not limited to any such minor or adult who is the parent, or guardian of a pupil of the school, who comes upon any school grounds or into any school building and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor. ([EC 44810](#))

## **1006.0 Loitering or Causing Disturbance**

1. Any person who is not a member of the school staff or student body and who loiters on or about any school building or grounds without written permission or who causes disturbances is guilty of disorderly conduct and may be prosecuted according to law. It is therefore required that all visitors register in the office of the principal.

2. Any suspicious persons at or near the school are to be reported to the principal and to the police if it seems wise. All students and staff share responsibility in this matter.
3. Any person who fails to leave a public school building or grounds promptly, or who, after leaving, returns thereto within seven days, is guilty of a misdemeanor. ([EC 32211-b](#))
4. Skateboarding, bike riding, etc. are forbidden on campus before, during and after school hours.

#### **1007.0 Offensive Substances**

It shall be unlawful to manufacture or prepare, or to possess any liquid, gaseous, or solid substance or matter of any kind which is injurious to person or property, or is nauseating, sickening, irritating or offensive, to any of the senses with intent to throw, drop, pour, deposit, release, discharge, or expose the same - in, upon or about any teacher, restaurant, place of business, place of amusement, or any other place of public assemblage.

Any person violating any of the provisions hereof shall be punished by imprisonment in the county jail for not less than three months and not more than one year, or by a fine of not less than five-hundred dollars (\$500) and not more than two-thousand dollars (\$2,000), or by both such fine and imprisonment. ([Penal Code 375](#))

#### **1008.0 Reporting Child Abuse or Neglect - MANDATED REPORTER**

Certificated employees and classified employees must report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within thirty-six (36) hours. The reporting duties are individual and cannot be delegated to another individual. Contact a site administrator for assistance in reporting.

"Child Abuse", as defined by law, includes the following:

1. Physical abuse resulting in a non-accidental physical injury;
2. Physical neglect, including both severe and general neglect resulting in negligent treatment or maltreatment of a child;
3. Sexual abuse including both sexual assault and sexual exploitation;
4. Emotional abuse and emotional deprivation including willful cruelty or unjustifiable punishment;
5. Severe corporal punishment.

"Mandated Reporters" are those people defined by law as "child care custodians", "medical practitioners", and "non-medical practitioners" and include virtually all school employees. The following school personnel are required to report:

1. Teachers
2. Administrators
3. Supervisors of child welfare and attendance
4. Certificated pupil personnel employees
5. School psychologists
6. Licensed nurses
7. Counselors
8. Those instructional aides or other classified employees trained in child abuse reporting

Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

A mandated reporter who fails to report an instance of child abuse, which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor and is punishable by confinement in jail for a term not to exceed six (6) months or by a fine of not more than one thousand dollars (\$1,000) or both. The mandated reporter may also be held civilly liable for damages for any injury to the child after a failure to report.

[AB 2238](#), Chapter 136, which became effective January 1, 1979, amended Penal Code Section 11161.6 and provides immunity for those required to report child abuse from civil or criminal liability as a result of taking or causing to be taken, photographs of suspected victims of child abuse and the dissemination of such photographs with the required reports.

AB 2303 (Cromer), requires that the identity of reporting school persons be recorded by the Department of Justice whether the report be written or oral. The identity of the reporter is confidential under these new rules.

#### **1009.0 Hazing**

No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that injures, degrades, or tends to injure, degrade, or disgrace any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than fifty dollars (\$50), not more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both. ([EC 32050](#))

#### **1010.0 Detention After School**

A pupil shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day. ([Calif. Admin. Code, Title V, Sec. 353](#)) Teachers must notify parents 24 hours in advance of such detentions.

#### **1011.0 Detention During Noon Intermission**

A pupil shall not be required to miss lunch or be assigned any duties during the intermission at noon, or during any recess. ([Calif. Admin. Code, Title V, Section 353](#))

#### **1012.0 Treatment of Injured Student**

Notwithstanding any provision of any law, no school district, officer of any school district, school principal, physician, or hospital treating any child enrolled in any school in any district shall be held liable for the reasonable treatment of a child without the consent of a parent or guardian of the child when the child is ill or injured during regular school hours, requires reasonable medical treatment, and the parent or guardian cannot be reached, unless the parent or guardian has previously filed with the school district a written objection of any medical treatment other than first aid. ([EC 49407](#))

**Please note: The District does not provide medical coverage for students.**

### **1013.0 Fees, Deposits, and Other Charges**

[Perris Union High School District Student Fees Policy](#)

### **1014.0 Agents Prohibited**

Outside agents or vendors (whether for profit or not-for-profit) are forbidden from soliciting or offering for sale any wares, articles, stocks, services, insurance, etc. on any school premises, without prior approval from Business Services.

### **1015.0 Solicitation of Funds**

Funds may be solicited or materials distributed for those nonprofit, nonpartisan organizations that are properly chartered or licensed by state or federal law, when approved in advance.

### **1016.0 Contacting of Students by Outside Groups**

No students shall be solicited or contacted on school premises by anyone to subscribe or contribute to the funds of, or become members of, or to work for any organization not directly under the control of school authorities.

The only exception is when the solicitation is for a non-partisan, charitable organization for charitable purposes by an act of Congress or the state legislature.

Solicitations on Behalf of the School: Official school-related organizations may organize fundraising events to benefit the school or student groups/clubs after first obtaining the approval of the Superintendent or designee for solicitations on behalf of the school.

### **1017.0 Gratuities Prohibited**

Employees of the Perris Union High School District are forbidden to receive any tips, emoluments, gratuities, or compensation for work for which compensation is provided by the Board.

### **1018.0 Pupil Tutoring**

A teacher in the employ of the district shall not:

1. Tutor his/her own pupils for pay.
2. Tutor pupils for pay during regular school hours.
3. Use school facilities, equipment and/or materials to tutor pupils for pay.

### **1019.0 Gambling, Drinking, Smoking**

Gambling in any form is prohibited on school property. Employees may not possess or consume alcoholic beverages on school property. Smoking is prohibited on all school property and within all school buildings and vehicles. ([BP 3513.3](#))

### **1019.1 Tobacco-Free Schools**

The Governing Board recognizes the health hazards associated with smoking and use of tobacco products, including the breathing of second-hand smoke, and it desires to provide a healthy environment. The Board prohibits the use of tobacco products at any time in district owned or leased buildings on district property and in district vehicles. This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

Any person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may: (1) Direct the person to leave school property; (2) Request local law enforcement assistance in removing the person from school premises; (3) If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time.

### **1020.0 Administration of Prescription Drugs**

No drugs of any kind should be given to students by district personnel unless permission is secured in writing from the parents or guardians as well as an order from a licensed physician. Under no circumstances are school personnel to provide students with any over-the-counter medicines. (BP 5141.21)

### **1021.0 Violence Against School Employees**

Existing law provides misdemeanor punishment for assault or battery generally, but an increased penalty for assault, and alternative felony-misdemeanor punishment for battery, is authorized when the victim is a peace officer, fireman, emergency medical technician, mobile intensive care paramedic nurse, physician, or any person who is inflicted with great bodily injury.

When an assault is committed on school property against the person of a teacher, student teacher, school security officer, or school administrator, while engaged in the performance of his or her duties, and the person committing the offense knows, or reasonably should know that the victim is a teacher, student teacher, school security officer, or school administrator engaged in the performance of his or her duties, the assault is punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in the county jail not exceeding one year, or by both such fine and imprisonment. (Penal Code 241.2)

When a battery is committed on school property against the person of a teacher, student teacher, school security officer, or school administrator, while engaged in the performance of his or her duties, and the person committing the offense knows or reasonably should know that the victim is a teacher, student teacher, school security officer, or school administrator engaged in the performance of his or her duties, the battery is punishable by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in the state prison not exceeding one year, or by both such fine and imprisonment. (Penal Code 243.1)

### **1022.0 Teaching of Controversial Issues**

Board policy and good teaching practice requires that teachers be sensitive to the needs of students in teaching controversial subjects, and in using materials in the classroom which may be controversial, or which may affect the beliefs or feelings of students. This is particularly true of materials that may contain derogatory racial, ethnic, or sexual expressions, or profanity. Care should be exercised to use the material in an appropriate and sensitive manner, remembering that teachers have an affirmative responsibility under state law to teach students to avoid the



use of profanity, and to "instruct them in manners and morals." Questions about the appropriate use of materials should be referred to the principal.

## **1023.0 District Wellness Policies**

### **District Wellness Policies – Excerpts from BP/AR 5030:**

#### **BP 5030**

#### **AR 5030**

### **Health Education**

**Quality and Effective Health Education** – helps students develop health literacy as defined in the Health Framework for California Public Schools Kindergarten through Grade Twelve.

**Health Literacy** – The capacity of an individual to obtain, interpret, and understand basic health information and services and the competence to use such information and services in ways that are health-enhancing. The purpose of school-based health education is to develop health literate individuals. The four unifying ideas of health literacy are:

- Acceptance of personal responsibility for lifelong health. Health-literate individuals acknowledge that they have some control over their health, incorporate health-related knowledge into everyday behavior, and make a lifelong commitment to healthy living.
- Respect for and promotion of the health of others. Health-literate individuals understand and acknowledge the effects of personal behavior on the health and well-being of others. In addition, they understand the influence that people have on the environment and the way in which elements within the environment affect the health of groups and individuals. They translate this understanding into concern for the health of others in the family, school, peer group, and community.
- An understanding of the process of growth and development. Health-literate individuals understand and acknowledge the aspects of physical, mental, emotional, and social growth and development common to all people as well as those aspects that are unique to individuals. They respect the dignity of all individuals and recognize that people continue to develop throughout their lives.
- Informed use of health-related information, products, and services. Health-literate individuals select and use available health-related information, products, and services carefully and wisely. Being health literate involves the ability to think critically about health-related information and be a selective consumer of health-related services and products.

**Health Education** includes the development, delivery, and evaluation of a planned, sequential curriculum for students in kindergarten through grade twelve and for parents and school staff and is designed to positively influence people's knowledge, attitudes, skills, and behaviors related to health. Health education addresses the four unifying ideas of health literacy and the following nine content areas: personal health; consumer and community health; injury prevention and safety; alcohol, tobacco, and other drugs; nutrition; environmental health; family living; individual growth and development; and communicable and chronic diseases.

**Health Framework for California Public Schools Kindergarten Through Grade Twelve (2003)** includes Expectations and Content, by Grade Level: Middle School, High School, and Scope and Sequence of Health Instruction.

**The Expectations by Unifying Idea are as follows** (they are specified in developmentally-appropriate format for middle school and high school in the Health Framework):

## **1. Acceptance of personal responsibility for lifelong health**

### Expectations:

- A. Students will demonstrate ways in which they can enhance and maintain their health and well-being.
- B. Students will understand and demonstrate behaviors that prevent disease and speed recovery from illness.
- C. Students will practice behaviors that reduce the risk of becoming involved in potentially dangerous situations and react to potentially dangerous situations in ways that help to protect their health.

## **2. Respect for and promotion of the health of others**

### Expectations:

- A. Students will understand and demonstrate how to play a positive, active role in promoting the health of their families.
- B. Students will understand and demonstrate how to promote positive health practices within the school and community, including how to cultivate positive relationships with their peers.

## **3. An understanding of the process of growth and development**

### Expectations:

- A. Students will understand the variety of physical, mental, emotional, and social changes that occur throughout life.
- B. Students will understand and accept individual differences in growth and development.

## **4. Informed use of health-related information, products, and services**

### Expectation:

- A. Students will identify information, products, and services that may be helpful or harmful to their health. (cf. 5131.6 – Alcohol and Other Drugs)

## **Physical Education**

**Quality Physical Education Program** – exposes students to the skills necessary to perform a variety of physical activities, ensures that students participate regularly in physical activities, teaches the benefits of involvement in physical activities, and emphasizes the value of physical activity and its contributions to a healthy lifestyle.

Physical Education is a multifaceted process that teaches a wide range of skills and activities with the aim of the students becoming physically educated, physically fit, and able to enjoy a variety of physical activities and committed to lifelong health and physical wellbeing. It is a continuing process of articulated, sequential development of skills, talents, attitudes, and behaviors. (*Physical Education Framework for California Public Schools Kindergarten through Grade Twelve.*)

It is important to make Physical Education a positive experience for all students. The purpose of positive Physical Education is to guide students in the process of becoming physically active and healthy for a lifetime.

There is a distinct relationship between academic achievement and the physical fitness of California's public school students: Students achieve best when they are physically fit. The healthy, physically active student is more likely to be academically motivated, alert and successful.

## **Quality Physical Education**

### *Middle School*

- Introduction to many movement forms
- Emphasis on discovering personal tendencies

### *High School*

- Development of personal physical fitness program
- Specialization in few movement forms

Physical Education: 7-12 program is designed to encourage students to be physically active by introducing them to a variety of movement forms in a positive safe environment. All students are encouraged to support their peers, practice sportsmanship and recognize the need for athletic opportunities for members of both genders. Competition equates with making the most of one's physical potential and capabilities in a positive, meaningful way.

The California Physical Fitness Test (PFT) will be administered to grades seven and nine. The PFT is designed to assess six key fitness areas that represent three broad components of fitness: (1) aerobic capacity, (2) body composition, and (3) muscular strength, endurance and flexibility. The PFT provides information that can be used by students to assess and plan personal fitness programs; teachers to design the curriculum of physical education programs; and parents and guardians to understand their children's fitness levels.

After school sports and programs that support physical activity are to be supported at the school site and within the community. Physically active students become physically active adults because they are physically competent, enjoy physical activity, understand sport/activity protocols, understand and accept their tendencies and preferences and have participated in a plethora of activities. (cf. 6142.7 – Physical Education)

**The Physical Education Model Content Standards for California Public Schools, Kindergarten through Grade Twelve** represents the essential skills and knowledge that all students need to maintain a physically active, healthy lifestyle. *Education Code* section 51222 provides for 400 minutes of physical education every 10 school days for students in grades seven through twelve.

**The Physical Education Model Content Standards** establish specific learning goals and objectives for physical education. A sequential, developmentally appropriate curriculum should be designed and implemented to help students acquire the knowledge, skills, attitudes, and confidence needed to adopt and maintain a physically active, healthy lifestyle.

**There are five overall model content standards for middle school children. They are:**

Standard 1: Demonstrate motor skills and movement patterns needed to perform a variety of physical activities.

Standard 2: Demonstrate knowledge of movement concepts, principles, and strategies as they apply to learning and performance of physical activities.

Standard 3: Assess and maintain a level of physical fitness to improve health and performance.

Standard 4: Demonstrate knowledge of physical fitness concepts, principles, and strategies to improve health and performance.

Standard 5: Demonstrate and utilize knowledge of psychological and sociological concepts, principles, and strategies as applied to learning and performance of physical activity.

**For high school youth, there are only three overall model content standards. They are:**

Standard 1: Demonstrate knowledge and competency in motor skills, movement patterns and strategies to perform a variety of physical activities.

Standard 2: Achieve a level of physical fitness for health and performance while demonstrating knowledge of fitness concepts, principles, and strategies. AR 5030 (g)

Standard 3: Demonstrate knowledge of psychological and sociological concepts, principles, and strategies as they apply to learning and performance of physical activity.

To fulfill the requirement for high school graduation, students must take two years of physical education in high school.

**Integrating Physical Activity into the Classroom Setting** – For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.

**Physical Activity Opportunities Before and After School** – All middle and high schools will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special healthcare needs.

**Physical Activity and Punishment** – Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

## **1024.0 Nutrition**

The Governing Board recognizes that students need adequate, nourishing food in order to grow, learn and maintain good health. Promoting nutritional integrity in school will be a cooperative effort between child nutrition professionals, teachers, staff, administrators, parents, community and students.

### **Schools are encouraged to:**

1. Create an environment which supports healthy eating practices and allows adequate time for food consumption. To the extent possible, students should have at least 10 minutes to eat after sitting down for breakfast, and 20 minutes after sitting down for lunch.
2. Maintain dining areas that are pleasant, clean and inviting places to eat school meals.
3. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program.
4. Establish a greater collaboration between Nutrition Services Department and the classroom, including nutrition education for parents, staff and students.

5. Develop and practice good nutrition. All school activities including fundraising, classroom parties and incentive awards, should reflect the same sound nutritional education practices that are taught in the classroom and implemented by the Nutrition Services Department.
6. Comply with safety and sanitation requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700-114455 as outlined in Attachments A, B, & C.
7. Comply with California Education Code, State and Federal law regarding food as outlined in Attachments A, B, & C.
8. Maintain nutritional integrity. Nutritional integrity is a guaranteed level of performance that assures that foods available in schools for children are consistent with the recommended dietary allowances and dietary guidelines, and when consumed, contributes to the development of lifelong, healthy eating habits. Nutritional standards are outlined in Attachments A, B, & C.
9. Encourage all children to have breakfast, either at home or at school.
  - a. Schools will, to the extent possible, operate the School Breakfast Program.
  - b. Schools will, to the extent possible, utilize methods to serve school breakfasts that encourage participation, including promotion of service breakfast in the classroom, “grab-and-go” or “second chance” breakfast, or breakfast during morning break, recess, or passing periods.
  - c. Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.
  - d. Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.
  - e. Free and Reduced-Price Meals. Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-price school meals. Toward this end, schools may utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income (Provision II sites); promote the availability of school meals to all students, including field trips; and/or promote nontraditional methods for serving school meals, such as “grab-and-go” or classroom breakfast.

**Sharing of Foods and Beverages** – Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies, disease transmission and other restrictions on some children’s diets.

**Fundraising Activities** – The district administration expects the sale of nutritious foods and beverages. Therefore, all fundraising activities involving the sale of food must be in conjunction with all State and Federal regulations regarding child nutrition. Student and parent organizations must plan food sales at least 30 minutes after school hours so that there is no interference with the school’s breakfast or lunch programs. Attachments A, B, & C clarify what is permissible in the district’s schools. Student and parent organizations may contract with Nutrition Services for acquisition of food to be sold on campus for the purpose of fundraising after school. (cf. 1321 – Solicitation of Funds From and By Students)

**Rewards/Punishment** – Schools and staff will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for

academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment. See attachments A & B.

**Celebrations** – Celebrations and classroom parties offering food and/or beverages may not occur more than twice per year, and must be held after the end of the lunch period. Items offered must be commercially prepared, and stable at room temperature. School staff shall ensure parents/guardians or other volunteers support the district's nutrition education program by ensuring nutritional quality and adherence to the District's Wellness Policy when selecting any snacks which they may donate for occasional class parties and by eliminating foods or beverages that do not meet nutritional standards.

**Attachment A**

6/30/11

**Wellness Policy 5030: Food and Beverages Sold or Served in Middle Schools**

| <b>Issue</b>                                                                        | <b>Standards</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Rationale</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>General Statement:<br/>District Non-Profit Food Service Program</p>              | <p>Items sold a la carte by the food service program are intended to supplement meals from school or home, and not to compete with the reimbursable meal. In addition, limited entrée items may be offered for sale for those students who choose not to participate in the meal program.</p> <p>All snack and beverage items offered outside the meal program may not exceed 200 calories.</p> <p>Beverage sales shall be only juices containing a minimum of 50% juice, milk, and unflavored water, with no beverage larger than 12 oz., except water. Beverages of either minimal nutritional value or containing artificial sweeteners may not be sold.</p> <p>Snacks offered for sale, except food served as part of the USDA meal program, shall meet the following standards:<br/>Not more than 35% of its total calories should be from fat.<br/>Not more than 10% of its calories shall be from saturated fat.<br/>Not more than 35% of its total weight shall be composed of sugar, including naturally occurring and added sugar.<br/>Exemptions are nuts, nut butters, seeds, cheese packaged for individual sale, fruits &amp; vegetables that have not been deep fried, and legumes.</p> <p>Entrées may be offered for sale by the District food service department only. Entrées not part of the regular meal may not exceed 400 calories per serving, and contain no more than 4 gms. of fat per 100 calories.</p> | <p>Children who consume the reimbursable meal receive more nutrients than those who purchase a la carte.</p> <p>Extra food/beverages consumed may result in rejection of meal items and/or overeating.</p> <p>S.B. 965</p> <p>S.B. 12</p> <p>7 CFR</p> <p>The caloric standard for middle school students is 588 calories for breakfast and 783 calories for lunch. Caloric needs for individual students may vary.</p> <p>Snacks are intended to supplement either the school meal program, or meals brought from home.</p> <p>Nutritious entrées may be available for students choosing not to participate in the regular meal program.</p> <p>All foods made available on campus must comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food borne illness in schools.</p> |
| <p>Food and beverage sales outside the District Non-Profit Food Service Program</p> | <p>ASB's may sell up to 3 snack and/or beverage items each day, including vending, providing that:<br/>Items selected for sale must meet the nutritional standards outlined above for snacks and beverages.</p> <p>Have approval from the District prior to the sale.</p> <p>The items offered for sale are intended to supplement the meal program or meals brought from home.<br/>Not be offered for sale by the district food service program.<br/>All items offered for sale must be commercially prepared, individually packaged, and stable at room temperature.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Title 5</p> <p>To ensure optimum participation in the District's non-profit meal program.</p> <p>Consuming nutritious meals leads to lifelong healthy eating habits.</p> <p>Snacks are intended to supplement either the school meal program, or meals brought from home.</p> <p>S.B. 965</p> <p>S.B. 12</p> <p>Health Department Regulations</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                                                              | <p>Schools may select no more than 4 school days on which any number of organizations may sell any number of items, providing that:<br/> The sale is approved by the District<br/> The items selected for sale meet the nutritional requirement outlined above.<br/> The school cafeteria staff is given a minimum of two weeks notice.</p> <p>All other fundraising sales of food and beverages may only occur off campus, or ½ hour after the end of the school day.</p> <p>Sales not approved by the District may not occur at any time on school campuses.</p> <p>"Sold" is defined as any item exchanged for cash, token or voucher.</p> <p>Clubs and school sponsored organizations may not sell food and beverage products during the school unless approved by the school ASB. These sales when approved must meet the district standards for food sales.</p> |                                                                                                                           |
| Other food and beverages used outside District meal programs | <p>Parents and staff are strongly encouraged not to use food and beverage items for rewards and celebrations.</p> <p>Celebrations and classroom parties offering food and/or beverages shall be held after the end of the lunch period. The food and beverage items offered shall follow the same guidelines outlined above.</p> <p>Items offered must be commercially prepared, and stable at room temperature.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Extra calories can result in overeating. Using non-nutritious foods for rewards can lead to poor life-long habits.</p> |

#### Attachment A: Middle Schools



## Attachment B

### Wellness Policy 5030: Food and Beverages Sold or Served in High Schools

| Issue                                                                        | Standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Rationale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Statement: District Non-Profit Food Service Program                  | <p>Items sold a la carte by the food service program are intended to supplement meals from school or home, and not to compete with the reimbursable meal. In addition, limited entrée items may be offered for sale for those students who choose not to participate in the meal program.</p> <p>All snack and beverage items offered outside the meal program may not exceed 200 calories.</p> <p>Beverage sales shall be only juices containing a minimum of 50% juice, milk, and unflavored water, and electrolyte replacement beverages containing no more than 42 gms. of added sweetener per 20 oz. serving. Beverages of either minimal nutritional value or containing artificial sweeteners may not be sold.</p> <p>Snacks offered for sale, except food served as part of the USDA meal program, shall meet the following standards:<br/>         Not more than 35% of its total calories should be from fat.<br/>         Not more than 10% of its calories shall be from saturated fat.<br/>         Not more than 35% of its total weight shall be composed of sugar, including naturally occurring and added sugar.<br/>         Exemptions are nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits &amp; vegetables that have not been deep fried, and legumes.</p> <p>Entrées may be offered for sale by the District food service department only. Entrées not part of the regular meal may not exceed 400 calories per serving, and contain no more than 4 gms. of fat per 100 calories.</p> | <p>Children who consume the reimbursable meal receive more nutrients than those who purchase a la carte.</p> <p>Extra food/beverages consumed may result in rejection of meal items and/or overeating.</p> <p>S.B. 965</p> <p>S.B. 12</p> <p>7 CFR</p> <p>The caloric standard for middle school students is 588 calories for breakfast and 783 calories for lunch. Caloric needs for individual students may vary.</p> <p>Snacks are intended to supplement either the school meal program, or meals brought from home.</p> <p>Nutritious entrées may be available for students choosing not to participate in the regular meal program.</p> <p>All foods made available on campus must comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food borne illness in schools.</p> |
| Food and beverage sales outside the District Non-Profit Food Service Program | <p>ASB's may sell up to 3 categories of snack and/or beverage items each day, including vending, providing that:<br/>         Items selected for sale must meet the nutritional standards outlined above for snacks and beverages.<br/>         Have approval from the District prior to the sale.<br/>         The items offered for sale are intended to supplement the meal program or meals brought from home.<br/>         Not be offered for sale by the district food service program.</p> <p>All items offered for sale must be commercially prepared, individually packaged, and stable at room temperature.<br/>         Categories may include eligible fruit drinks, isotonic, waters, grain products, confections, dairy, and nuts &amp; seeds.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Title 5</p> <p>To ensure optimum participation in the District's non-profit meal program.</p> <p>Consuming nutritious meals leads to lifelong healthy eating habits.</p> <p>Snacks are intended to supplement either the school meal program, or meals brought from home.</p> <p>S.B. 965</p> <p>S.B. 12</p> <p>Health Department Regulations</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                                                              | <p>Schools may select no more than 4 school days on which any number of organizations may sell any number of items, providing that:<br/>The sale is approved by the District.<br/>The items selected for sale meet the nutritional requirement outlined above.<br/>The school cafeteria staff is given a minimum of two weeks notice.</p> <p>All other fundraising sales of food and beverages may only occur off campus, or ½ hour after the end of the school day.</p> <p>Sales not approved by the District may not occur at any time on school campuses.</p> <p>"Sold" is defined as any item exchanged for cash, token or voucher.</p> |                                                                                                                           |
| Other food and beverages used outside District meal programs | <p>Parents and staff are strongly encouraged not to use food and beverage items for rewards and celebrations.</p> <p>Celebrations and classroom parties offering food and/or beverages shall be held after the end of the lunch period. The food and beverage items offered should follow the same guidelines outlined above.</p> <p>Items offered must be commercially prepared, and stable at room temperature.</p>                                                                                                                                                                                                                       | <p>Extra calories can result in overeating. Using non-nutritious foods for rewards can lead to poor life-long habits.</p> |

#### Attachment B: High Schools

## SECTION XI GENERAL INFORMATION

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### **1101.0    Student Organizations**

In order to be recognized as an official student organization and operate on campus, clubs must be chartered by the Associated Student Body (ASB) organization, and approved by the site principal, and then forwarded to the District office for approval. Clubs must follow the rules for a club established by ASB. Forms for organizing a club may be obtained in the ASB Office. The District's ASB Operating Manual must be followed by every club advisor and coach who must also sign and return the last page of this manual in order to be able to have transactions processed in their ASB account.

### **1101.1    Club Sponsors**

Every school club must have a certificated sponsor, constitution, application and projected budget on file with the ASB and the District.

### **1101.2    Initiations**

Initiations involving any form of student hazing or special dress are forbidden. Other types of initiation must have the approval of the principal.

### **1102.0    Extracurricular Activities**

Any event that a student participates in and is sponsored by members of the faculty, is a school activity and, therefore, all district and school rules apply.

- Calendar: In order to avoid conflicts, it is essential that each extracurricular activity be scheduled by the sponsor on the master calendar maintained in the school office.
- Events scheduled during school holidays and on Sundays are to be discouraged, and may only be held by pre-arrangement and approval of the site principal and the District Office.
- School sponsored dances are to be held on campus or at school approved off campus sites.
- Regular Scheduled Athletic Events and Field Trips: All coaches, teachers and advisors are required to distribute to the faculty AT LEAST TWO (2) days PRIOR to the first scheduled sport activity of the season or field trip a MASTER STUDENT EXCUSE LIST. It is the teacher's responsibility to communicate without delay to the faculty any name changes that occur on the Master Student Excuse List.
- A Weekly Activity Calendar will list ALL forthcoming events.

**NOTE:** Failure to follow this procedure may result in cancellation of the event.

All athletic and social activities of pupils, wherever held, if conducted under the name or auspices of a public school or of any class or organization thereof, shall be under the direct supervision of certificated employees of the district. (Calif. Admin. Code, Title V, Sec. 553)

### **1103.0 Conferences with Parents**

Parent-teacher conferences are encouraged. Teachers should meet parents in the lobby of the administration building. The conference can then be conducted in a prearranged school location. The teachers' lounges may not be used for conferences. Conferences also may not be held during a regularly assigned class period. State Education Code 48910 requires that anytime a student is suspended from class, the teacher shall, as soon as possible, ask the parent or guardian to attend a parent conference. Whenever practicable, a counselor or a school psychologist shall attend this conference. A school administrator may be invited to attend this conference either by the teacher or the parent. It is recommended that teachers do not meet alone with a parent in their classroom.

The teacher should always review a student's work and/or grades prior to a parent conference and take his/her grade book, or a copy of a computer printout from Infinite Campus, to the conference. It is recommended that all conferences be held in the counseling / Administration building.

Results of all conferences should be documented through the counseling office.

### **1104.0 Conferences with Students**

Nothing can strengthen the position of the classroom teacher more than the "extra" time devoted to the helping of individual pupils with their school problems. Students should be made to realize that the teacher is available to interested, sincere students needing help.

### **1105.0 Care of Examination**

A great amount of criticism may rise from students and/or parents when a test or tests "get-out" before or during a term or final examination week. Tests should be kept under lock and key and carefully protected. Students are not allowed to type, prepare or grade examinations.

### **1106.0 The Pledge of Allegiance**

The Pledge of Allegiance is to be conducted daily. (Ed Code 52720)

### **1107.0 Assignments for Class Work**

Class assignments should be clearly and definitely made. Students are recommended to keep an assignment log that clearly indicates the date the assignment is given, the pages to be read, the problems to be solved, the collateral reading work to be covered, and the date the assignments are due. This serves as an effective tool for parent notification and negates the parent's criticism that the child has no homework. It is particularly essential for use by substitute teachers. Teachers should use the available technology ( Google Classroom, Haiku) to post all assignments so that students and parents may be able to locate this information as needed.

### **1108.0 Homework**

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and lifelong learning habits, and that time spent on homework directly influences

students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

The Superintendent or designee shall ensure that administrators and teachers develop and implement an effective homework plan at each school site. As needed, teachers may receive training in designing relevant, challenging and meaningful homework assignments that reinforce classroom-learning objectives. Teachers' expectations related to homework may be addressed in their evaluations.

Although it is the student's responsibility to do most homework assignments independently, the Board expects teachers at all grade levels to use parents/guardians as a contributing resource. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher.

To further support students' homework efforts, the Superintendent or designee may establish and maintain telephone help lines and/or after-school centers where students can receive encouragement and clarification about homework assignments from teachers, volunteers and/or more advanced students who are performing community service. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of homework support services. (BP 6154) (Teachers are expected to post homework assignments using the available technology (Google Classroom, Canvas).

#### **1109.0 Makeup Work**

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205)

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure. (BP 6154)

#### **1110.0 Co-Curricular Activities**

All faculty members are encouraged to attend athletic and social events of the school. Students appreciate an interest shown in all of their activities. Such interest will improve faculty-student relationships. By contract, all teachers will provide 2 supervision assignments during the school year.

#### **1111.0 Changing Classrooms**

Teachers are to notify the Principal's Secretary and the Attendance Office of any change, even for one period, from the regular classroom and where the class is meeting. Notice should also be posted on the door of the regular room, indicating where the class is to be found. This is necessary in order to locate teachers and students in case of emergencies.

#### **1112.0    Forms**

School forms are not to be left available where students may have access to them. Students are also not allowed access to the teacher's desk.

#### **1113.0    Requests by Community Groups**

Requests made by community groups for art work, mimeograph work, musical groups, speech groups, etc. must be referred to the principal prior to any commitments.

#### **1114.0    Punctuality**

Teachers are expected to be in their classroom on time and remain there while students are in the room except in an emergency. Many problems are avoided by being in the classroom before the students arrive. Teachers have been sued and damages collected when they failed to provide proper supervision in the classroom.

#### **1115.0    School Faculty Meetings (Monthly)**

These meetings are planned by the principal and staff for the specific purpose of administrative and curriculum coordination within the individual high school. All certificated employees are expected to attend unless excused by the principal. The principal will chair these meetings.

Faculty meetings are usually held on Wednesdays once a month. Principals will determine the necessity of meetings and actual dates.

#### **1115.1    Professional Learning Community (PLC) & Collaborative Meetings (weekly)**

PLC meetings are important meetings where department members are provided time during the school day to work together to improve student learning. This time is provided as part of teachers' work day and, therefore, all teachers are expected to attend and participate in the PLC's and Collaborative Meetings .

#### **1115.2    Subject Area Council Meetings**

The department chairpersons at the individual schools are members of this committee. Curriculum development, articulation and coordination at the individual school level are stressed.

#### **1115.3    Board of Trustee Meetings**

The Board of Trustees holds its regular meeting monthly - usually on the third Wednesday evening at 5:00 p.m. - in open (public) session in the Perris Union High School District Office Board Room at 155 East Fourth Street, Perris, California. Special meetings are scheduled on an "as-needed" basis.

## PUHSD EMPLOYEE SAFETY

More information is available on the District or School Site Webpage from the Staff Tab at the top of each page. Under the pulldown menu go to Employee Benefits and Safety.

### Emergency Response Plan: Hour-Zero



Hour-Zero is the district's Emergency Response web-based tool that provides staff and supporting first responders with all the training, tools, and protocols needed to prepare for and respond to an emergency.

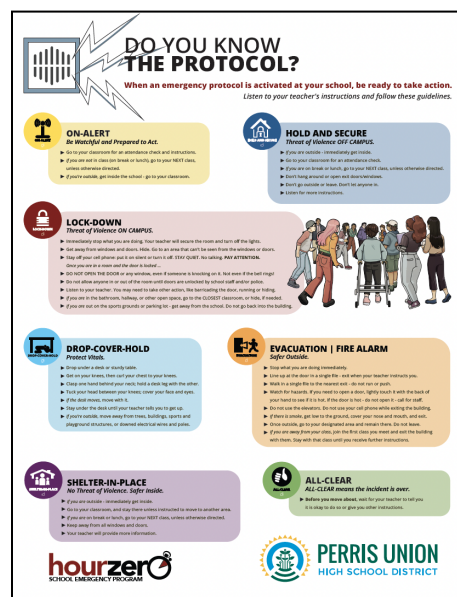
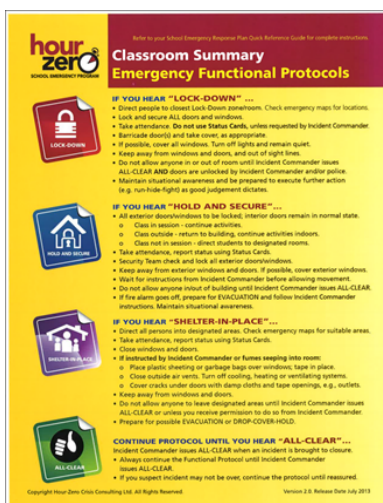
At the beginning of each school year all staff are encouraged to log in to Hour-Zero and:

- ✓ Update their personal contact information (not district or school site number)
- ✓ Update emergency contact information
- ✓ Complete the staff skills assessment.
- ✓ Complete assigned training modules
- ✓ **Please Note:** Entering emergency medical information is strictly voluntary and includes an email notification system that alerts the employee if/when anyone accesses their emergency medical information.

To make sure you can be contacted in an emergency please update your Primary Phone Number in Hour-Zero to a personal or work cell number, or other personal phone number (not a district or school site number.)

If you need your password reset in Hour-Zero, please contact your site Secretary or Risk Management x 80282 or [riskmanagement@puhsd.org](mailto:riskmanagement@puhsd.org).

Each classroom should have the Hour-Zero Classroom Summary Emergency Functional Protocols, the Emergency Response Plan Quick Reference Guide (August 2013), and multiple sets of the Emergency Response Status Cards. Teachers are asked and expected to follow the protocols and use the Status Cards during Emergency Drills, and Evacuations.





## PUHSD Emergency Preparedness

The District Safety Committee determined that all classrooms should have basic emergency supplies because disasters or lockdown situations can happen at any moment. Emergency preparedness kits are a large portion of our emergency readiness and response systems. The kits have been provided to schools to use in the event staff and students are in an extended “lock-down” and unable to leave the classroom/area and/or if they are trapped due to an earthquake or explosion. **EMERGENCY USE ONLY!**



### Classroom Emergency Kits

Classroom kits are mounted on wall brackets inside of each classroom. Each kit contains essential emergency supplies (water, sanitation supplies, basic first aid, duct tape, and emergency blankets).



### Large Emergency Kits

Large Emergency kits have been installed in larger areas and classrooms on campus (libraries, locker rooms, multipurpose rooms, etc.) Each kit contains twice the amount of essential emergency supplies as the Classroom Emergency Kits (water, sanitation supplies, basic first aid, duct tape, and emergency blankets).



### Compact Emergency Response Kits

The Compact Emergency Response Kits include **emergency supplies** for offices and workstations. These kits have been installed at each workstation or desk in administrative areas and contain basic first aid, sanitation supplies, a whistle, etc.



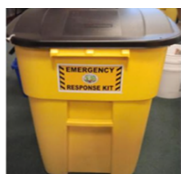
### Bleeding Control Paks

Bleeding Control Paks have been installed next to most Automated External Defibrillators (AED) throughout the District. Each kit contains tourniquets, pressure dressings, QuikClot gauze, and other materials to help respond to critical injuries.



### Incident Command Post Kits

As part of our Emergency Preparedness Program, Incident Command Post (ICP) kits have been created and issued to each school and administration site. The Incident Command Kit contains the basic items needed to set up an ICP. A video with a description of the contents is available for all School Emergency Response Team members (SERT) that may be assigned to assist with the ICP.



### Emergency Response Kits

Emergency Response Kits have been issued to each school and administrative site to ensure there are basic tools and supplies needed in the event students and staff are trapped in areas that are still safe to enter. The kit includes tools for forcible entry and light search and rescue. A video with a description of the contents is available for all SERT members that may be assigned to a search and rescue team.





### **Emergency Food**

Emergency food bars have been provided for each school site. Each vacuum sealed foil package contains 12 individually wrapped 200 calorie bars which are peanut product free. The bars have high energy value and are ready to eat. Each bar also has a 5 year shelf life, even in the harshest environments.



### **Evacuation Chairs**

Evac Chairs are provided for second story buildings to ensure the safe evacuation of students and staff who may be unable to use the stairs in the event of an emergency.

### **Emergencies! When in Doubt Call 9-1-1**

Assess the situation, if there is any doubt whether you need help don't wait, CALL 911. **ALL STAFF HAVE THE AUTHORITY TO CALL 911.** If possible let the front office, your supervisor or your administrator know as soon as possible that 911 has been called.

**Please note:** When 911 is dialed from a site phone (classroom, office, etc.), an e-911 Alert email is generated and automatically sent to administration.

### **Emergencies! Where Are You?**

To make sure staff, students or guests know where they are in an emergency, signs have been posted above the inside door of all classrooms. It is important to let first responders know what room you are in.



**Situational Awareness: It is critical that you know your campus.**

**Be aware of all exit routes and meeting locations in the event of an emergency that requires that you leave your classroom or work area.**

### **Disaster Service Workers Government Code §3100**

As California State Employees, school personnel are designated as Disaster Service Workers subject to service as may be assigned to them by their supervisors or by law. Should a disaster strike during school hours, all employees and volunteers are to remain at their assignment unless officially released by the Superintendent or Site Administrator.

Should a disaster take place in the middle of the night, employees must report to work at their regular work time, if reasonably possible, for assignment as a Disaster Service Worker, unless otherwise instructed by their supervisor.

## Classroom Emergency Communication Protocol

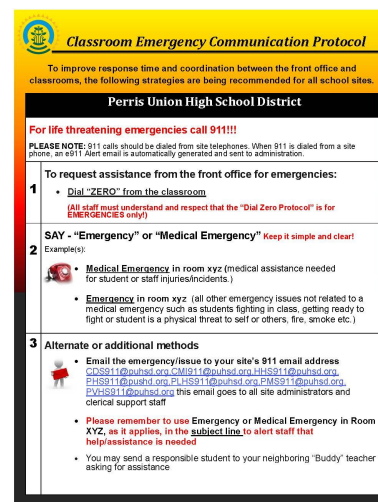
To improve response time and coordination between the front office and classrooms, the following strategies are being recommended for all school sites.

### **For life threatening emergencies Call 9-1-1**

**PLEASE NOTE:** 9-1-1 calls should be dialed from site telephones. When 9-1-1 is dialed from a site phone, an e911 Alert email is automatically generated and sent to administration.

### **To request assistance from the front office for emergencies:**

1. Dial “ZERO” from the classroom  
**(All staff must understand and respect that the “Dial Zero Protocol” is for EMERGENCIES only!)**
2. SAY- Emergency or Medical Emergency!  
**Keep it simple and clear!**  
Example(s):
  - a. **Medical Emergency in room xyz** (medical assistance needed for student or staff injuries/incidents).
  - b. **Emergency in room xyz** (all other emergency issues not related to a medical emergency such as students fighting in class, getting ready to fight or student is a physical threat to self or others, fire, smoke etc.).
3. Alternate or additional methods
  - a. Email the emergency/issue to your site’s 911 email address (XYZ911@puhsd.org). This email goes to all site administrators and their clerical support staff.  
**Examples:** [CMI-911@puhsd.org](mailto:CMI-911@puhsd.org), [HHS-911@puhsd.org](mailto:HHS-911@puhsd.org), [LHS-911@puhsd.org](mailto:LHS-911@puhsd.org), [PALS-911@puhsd.org](mailto:PALS-911@puhsd.org), [PHS-911@puhsd.org](mailto:PHS-911@puhsd.org), [PLHS-911@puhsd.org](mailto:PLHS-911@puhsd.org), [PMS-911@puhsd.org](mailto:PMS-911@puhsd.org), [PVHS-911@puhsd.org](mailto:PVHS-911@puhsd.org), etc.
  - b. Please remember to **use the Emergency or Medical Emergency in Room XYZ, as it applies, in the email subject line** to alert staff that help or assistance is needed.
  - c. May send a responsible student to a neighboring classroom or office to get help.



## Crisis Notification Network

Communication is one of the most important functions of managing an emergency. To keep stakeholders informed during a crisis, beyond email messages, the following has been implemented.

**For the latest information pertaining to an emergency the District has the following Hotlines:**  
**Please note the hotline is NOT monitored, please do not leave a message.**

- Staff Hotline: 951-92-ALERT (922-5378)
- Staff/Community members can also follow us on Twitter, @PUHSD\_911

## Employee Assistance Program

The Employee Assistance Program (EAP) is a confidential service available to you and your family and is a program designed to help with emotional health issues and everyday challenges. All employees are eligible for the EAP benefit. It is easy to use, paid for by the District, and includes:

- Consultation and counseling sessions with an emotional health provider by phone, in-person and online
- Programs, tools, tips, and resources for healthy living
- Information and assistance with relationship issues including marital or partner, parent-child, and work relationships

**To access this service call toll-free 24 hours a day, 7 days a week: (800) 999-7222 or on the web at [anthemEAP.com](http://anthemEAP.com) and provide the PUHSD district code: REEP**

Includes access to mystrength, a free digital resource to support emotional health and wellness; accessible online or through the myStrength app available for both Android and Apple.

Eligible members are entitled to as many telephone or web-video consultations as needed or five (5) office consultations per incident, per calendar year.

### **What to do When a Work Related Injury Occurs**

#### **“Call 911 for any life threatening emergency”**

Immediately report all injuries, no matter how minor, to your Site Secretary and ask for a DWC (Dept. of Worker's Comp) claim form and “Employee Incident Report.” The Perris Union High School District is self-insured for Workers Compensation, which means that coverage for an injured employee comes out of the General Fund. To protect employees and the District, it is important that injuries are reported whether or not medical attention is needed, for three reasons:

1. Protects employees by documenting an injury that occurred at work
2. Protects the District by documenting an injury that occurred at work
3. May identify an unsafe condition

The site secretary will report the “who, what, when, where, and how” information by email to the Director of Risk Management. Risk Management will review the information and work with your supervisor or administrator on a Supervisor’s Investigation Report to determine the root cause(s) of the incident so that the injury does not happen again to you or another employee.

**If medical attention is needed, the site secretary has the location of local physicians that will treat employees right away, without an appointment.**

**If medical attention is not needed, the “Treatment Declination” form should be completed. If symptoms persist, call Risk Management for authorization to seek medical treatment at a later date. (951) 943-6369 x 80284, 80283 or (951) 529-4691 cell.**

**Report all “close calls” to your supervisor. A close call this time might be an injury the next time. “Close Calls” will also be investigated to find out what steps need to be taken to protect staff, students and property in the future.**

**Always follow-up with Risk Management after being treated for a work injury Call or Email:**

- (951) 943-6369 x 80283, or (951) 529-4691 cell
- [workcomp@puhsd.org](mailto:workcomp@puhsd.org)

### **Return to Work Program**

The Perris Union High School District has implemented a transitional Return to Work program to benefit all employees as well as the District. Employees that are injured in the course and scope

of their employment may be assigned to a temporary modified/light duty assignment that is within the medical abilities and limitations outlined by their treating physician; or they may be instructed to modify their current position if able to perform the essential job function(s).

This is a temporary assignment that is not intended to create a new position. The work assignment is subject to change and will not exceed 45 working days, with an option to extend an additional 30 working days if there is medical improvement. The employee will receive their regular pay provided they work their assigned number of hours. No overtime or extra duty is authorized while working in a modified or light duty Return to Work assignment.

### **Dial “7” For An Outside Phone Line**

To eliminate 911 misdialled calls, all District phones are programmed to use 7 instead of 9 to get an outside line. *When placing a 911 call, you **do not** have to dial another number to access an outside line.* The phone system will put the call through by simply dialing 911.

### **Employee Safety Programs**

The District has designed and implemented several employee safety programs for the purpose of providing a safe and healthful workplace. Employees have rights and responsibilities relative to these programs and receive detailed information about them during the District hiring process. Your supervisor will provide you with information about safety programs (other than those below) that may apply specifically to your job or task. The following is an overview of employee safety programs that apply to all employees.

### **Injury and Illness Prevention Program (IIPP) – (C.C.R., Title 8, Section 3203)**

The Governing Board believes that District students and employees have the right to learn and work in a safe and peaceful school environment (BP 3630). The object of every safety program is to provide this safe environment through prevention. By achieving this objective, employee and student injuries, damage to materials or equipment, and the related costs both direct and indirect are eliminated or reduced. The Program Coordinator is Judy Miller, Director of Risk Management and Environmental Safety, (951) 943-6369 x 80281.

This program includes:

1. A system for identifying and evaluating workplace hazards
2. Methods and procedures for correcting unsafe and unhealthful conditions and work practices
3. A system designed to encourage employees to report hazards at the workplace without fear of reprisal
4. A system for ensuring employees compliance with safe and healthful work practices that include disciplinary actions
5. A procedure to investigate workplace injuries and illnesses
6. Identification of a person responsible for implementing the program
7. An employee safety training program

### **EMPLOYEES HAVE THE RIGHT TO:**

1. Receive training specific to the tasks they are required to perform and the equipment/tools they are required to use

2. Report, anonymously if they choose, unsafe working conditions and unsafe work practices without fear of reprisal (see Report of Unsafe Conditions below)
3. Have access to the District's written IIPP (on District's website, and all district locations). Refuse hazardous work that they believe might lead to death or serious injury (L.C. § 6311)

#### **EMPLOYEES HAVE THE RESPONSIBILITY TO:**

1. Work safely
2. Not create unsafe conditions
3. Follow all safety policies/safe practices
4. Report unsafe conditions

#### **Reporting Unsafe Conditions**

Pursuant to the Injury Illness Prevention Plan (IIPP), employees have a right and the responsibility to report unsafe conditions with the option to report anonymously. The first method available to report an unsafe condition is through the Maintenance & Operations Work Order System. Find out who at your site enters Work Orders and report your concerns to them. In addition to the Work Order System, the [Report of Unsafe Conditions](#) can be accessed from Risk Management on the District's or each school's website. Go to the **"Staff"** tab at the top of the website, then from the pull down menu go to Employee Benefits & Safety, then to Employee Safety (on left of page), to Report of Unsafe Conditions. [www.puhsd.org](http://www.puhsd.org)

#### **Environmental Health Management Program / Indoor Air Quality**

The indoor air quality in a classroom or office depends largely on each of us. Because of increased rodent populations and asthma problems in students and/or staff, it is in everyone's best interest not to allow eating or drinking (other than water) in a classroom. Train students to pick up after themselves and practice good housekeeping. In addition, **DO NOT** bring products from home including air fresheners, candles or aerosols of any kind that could create an airborne exposure for those with respiratory or allergy related conditions. It will make everyone's job easier. Please also be mindful about using/wearing strong scents/perfumes that may be offensive (too strong) for those with respiratory or allergy related conditions.

If you have concerns related to smells, ventilation or other conditions please notify your administrator who will start the process by having you complete an occupant survey and/or log, which will also initiate site and District level inspections. A lack of fresh air, poor ventilation, spores, dust and dander can all reduce air quality in schools.

If the issue/concern is not resolved, Risk Management will work with a Certified Industrial Hygienist (CIH) to collect and analyze air and/or surface samples to determine the appropriate response.

**If you notice any leaks or water damage, immediately report them to Maintenance & Operations.**

#### **Bloodborne Pathogens Exposure Control Plan (BBP ECP) – (C.C.R., Title 8, Section 5193)**

This program includes:

1. A written plan
2. Determination of employee potential occupational exposure to bloodborne pathogens
3. Procedures for control of exposure to bloodborne pathogens
4. An employee training program

5. Procedures to offer Hepatitis B vaccinations and post-exposure follow-up, at no cost to the employee

#### **EMPLOYEES HAVE THE RIGHT TO:**

1. Receive training specific to the control of exposure to bloodborne pathogens
2. Receive, at no cost, Hepatitis B vaccinations and post-exposure follow-up
3. Privacy in regards to medical examination reports, testing and other post-exposure follow-up

#### **EMPLOYEES ARE RESPONSIBLE FOR:**

1. Complying with instructions and procedures provided during BPP ECP Training
2. Reporting potential exposure incidents immediately
3. Using personal protective equipment provided
4. Maintaining confidentiality regarding all information about a source individual
5. (Refer also to [PUHSD Bloodborne Pathogens Exposure Control Plan Overview](#) on the District's website, and all district locations)

#### **Hazard Communications: Right to Understand (GHS) Program – (C.C.R., Title 8, Section 5194)**

The Hazard Communication Program, also known as the “**Right to Understand**” law says you have a right to know what chemical hazards you face in the workplace and how to protect yourself against them.

#### **The District wants to protect staff and students from both types of Chemical Health Hazards:**

- Acute - Sudden, short term health effects
- Chronic - Persistent, long term health effects

#### **Exposure to chemical substances may occur through the following routes of entry:**

- Absorption - Skin contact
- Inhalation - Airborne contact (nose/mouth)
- Ingestion - Absorbed into the bloodstream (stomach)
- Injection - Skin puncture

#### **Employees have the right to:**

- Have access to the written plan (on District's website, and all District locations)
- Receive information about specific hazardous substances to which they may be exposed
- Receive emergency information relative to the release of hazardous substances
- Have access to SDS, formerly called MSDS

Employees should review Safety Data Sheets (SDS) prior to using a chemical and take precautions based on information contained on the SDS label.

#### **SDS Labels include:**

- Signal word - “Danger” for most severe and “warning” for less severe
- Symbols/pictograms
- Product name or identifiers
- Hazard statements
- Precautionary statements
- Manufacturer information

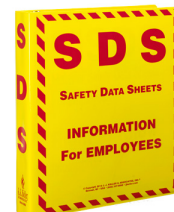




**Employees are responsible for:**

1. Reading and complying with the instructions on container labels and the SDS
2. Only using substances as directed by container labels and SDS
3. Only storing substances as directed by container labels and SDS
4. Properly labeling all substance containers that are not labeled by the substance manufacturer
5. Not introducing to the workplace a substance that is not purchased and authorized for use by the District (bringing items, chemicals from home, etc.)
6. Using personal protective gear provided

**Safety Data Sheets (SDS)** are required for all chemicals or products that contain hazardous materials. The SDS provides important information regarding the health effects of the chemical, routes of entry into the body, appropriate personal protective equipment to use, and first aid treatment if an exposure occurs.



**Perris Union High School District** has provided printed copies of SDSs, as well as electronic copies that can be accessed through the internet, as described below:

1. **Printed Copies - Red and Yellow Binders** containing copies of SDSs for chemicals, or for products that contain a hazardous material, have been installed at each school or district location.
2. **Electronic Files - School SDS** is an internet-based tool for viewing SDSs, for keeping track of chemical inventories, and for adding SDSs when a new chemical or product is purchased or is brought to a PUHSD school or district location. Access the electronic SDS files on the District's or each school's website. Click on "Employee Safety" under the "Staff" heading at [www.puhsd.org](http://www.puhsd.org), or go to <http://puhsd.ca.safeschoolssds.com/>

**Mandatory Online Annual Training**

The District uses two online platforms, Keenan SafeSchools and Hour Zero, to provide mandated training in the areas of safety, emergency preparedness and other related employment topics. Courses are assigned based on job classification and completion is required by all employees within the first six weeks of employment or annually at the beginning of each school year. Each course is, on average, 10 - 20 minutes in length.

**If you have any questions or are unable to login to the online training systems, please contact your site secretary or Risk Management at x80283**

|                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><u>To Access Keenan SafeSchools Online Training:</u></b></p> <p>Using your web browser <b>go to the District or school site's webpage</b>, click "Staff" - click "Employee Safety":</p> <ul style="list-style-type: none"><li>• Select <b>Keenan SafeSchools</b>, and login with your <b>Employee ID #</b>.</li><li>• Courses assigned by classification.</li><li>• Click on a course title to start</li><li>• You must complete each section of the</li></ul> | <p><b><u>To Access Hour Zero Online Training Courses:</u></b></p> <p>Using your web browser <b>go to the District or school site's webpage</b>, click "Staff" - click "Hour Zero":</p> <ul style="list-style-type: none"><li>• Input your username (PUHSD Email/FirstName.LastName@puhsd.org) and password into their respective fields and click "Login"</li><li>• Click Training, then Click "START" next to the desired training module. Once</li></ul> |

|                                                                                                                                                                                        |                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>course and pass any associated assessment to receive full credit.</p> <ul style="list-style-type: none"> <li>The courses have audio, so be sure to turnup your speakers.</li> </ul> | <p>the training module opens, follow the instructions.</p> <p><b>Please take all courses showing “September” under the Month Due column. These are the MANDATORY training courses that need to be completed each school year.</b></p> |
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### **“Universal Waste” Wastes Banned From the Trash**

Regulations to protect public health and the environment have been changing. This is because some common items that have traditionally been thrown in the trash cannot be safely disposed of in landfills. These common items are referred to as “universal waste” (u-waste) and are banned from the trash.

#### ***Universal Waste items banned from the trash:***

- Fluorescent lamps and tubes
- Batteries (AAA, AA, C, D, button cell, 9-volt etc.)
- Computer and television monitors
- Variety of other electronic devices may no longer be thrown in the trash.

For more information on specific items from your home and where to take those for disposal go to: <https://calrecycle.ca.gov/>.

**At your site or department there are buckets to collect old batteries used in the course of your work.** Once the buckets are full, follow the [PUHSD Battery Disposal Procedure](#) for disposal. Site custodians will collect used fluorescent tubes for appropriate disposal through the Maintenance & Operations Department.

Any other electronic equipment that has been purchased by the District and is no longer working should be collected by your site and reported to the Purchasing Department for removal.

### **Integrated Pest Management: Healthy Schools Act of 2000**

The California Healthy Schools Act (HSA) of 2000 is a right-to-know law about pesticide use in public schools. The HSA requires the adoption of an Integrated Pest Management Plan (IPM) that addresses health and environmental concerns related to the use of pesticides at schools. The HSA is enforced by the California Department of Pesticide Regulation (DPR)

The Healthy Schools Act limits what schools can use to control pests, weeds, rodents and germs. Per the State of California, disinfectants and disinfectant wipes are considered **registered pesticides**.

Effective July 1, 2016 anyone who may apply a **pesticide** at a school must take a Department of Pesticide Regulation approved training. This includes using **Disinfecting wipes or hard surface wipes used to kill germs**.

**This means if you use or plan to use disinfectant or disinfectant wipes (any hard surface wipe) in your classroom or work area you are required to take the Integrated Pest Management course for California, in Keenan SafeSchools.**



The law also includes posting/notification requirements, and records that must be kept at school sites for four years.



**Keep Pesticides Out of the Classroom. Report all pests using the District's work order system.**

Help prevent a pest invasion:

1. Keep surfaces clean and dry
2. Use soapy water to clean up ant trails
3. Store food in tight-fitting containers
4. Reduce clutter, like cardboard boxes and old files
5. Make sure trash cans are emptied at the end of each day.
6. **DO NOT BRING PESTICIDES FROM HOME!**

**REMEMBER: Sanitation is the key to eliminating pests.**  
**SAFE PRACTICES – TEACHERS/AIDES**

### **General Classroom Safety Rules**

1. Wipe up or isolate and report spills promptly.
2. Report all accidents and injuries to your administrator, supervisor or Risk Manager.
3. Be aware of where you are walking. Trip and slip hazards – stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords – are common in the classroom.
4. Means of egress/exits shall be kept clear of obstructions, well lighted and unlocked during work hours.
5. Aisles must be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
6. Be aware of the location of the nearest fire extinguisher. Read the instructions on the extinguisher now, before you need to use it.
7. Maintain a minimum 36" clearance in front of fire extinguishers, electrical panels, water heaters, emergency dredge showers, and eyewash stations. Access must be maintained at all times.
8. Familiarize yourself with the emergency exit procedures. An emergency evacuation plan must be posted near the classroom exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble.
9. Chairs are not step stools. Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
10. Don't climb on tables, counters or furniture. Use a step stool or ladder when reaching for elevated supplies and materials or to an elevated surface (shelves, files etc.).
11. Extension cords cannot be used for permanent wiring. Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.
12. Multi-plug adapters cannot be used without surge protection.
13. Surge protectors cannot be "piggy backed" into each other.
14. Only UL recognized, three pronged plugs should be used to ensure proper grounding.
15. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
16. Portable heaters are discouraged. However, only heaters with an emergency shut off switch, that activates if tipped over, can be used on district property.

17. Appliances such as coffee pots, warmers, microwave ovens, refrigerators, toaster ovens etc. are discouraged in the classrooms. However, when used, staff will be responsible to inspect for signs of wear, heat or fraying cords.
18. Lit Candles are not allowed in classrooms or at school sites.
19. Aerosol sprays (air fresheners, cleaners, etc.) should not be used in classrooms or around students/staff with respiratory illness/concerns. If there are air quality concerns/issues, they should be reported to your administrator, supervisor, Maintenance & Operations or Risk Management and not covered up with air fresheners (aerosol, solids, melting pots, plug-ins etc.).
20. Plug-in air fresheners are not allowed in classrooms or any district buildings.
21. Flammable and combustible liquids may not be stored in classrooms. These liquids are the third most common cause of school fires.
22. Be cautious with flammable materials; including paper products on walls. They may not be attached to windows and doors and no more than 20% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshal's fireproofing requirements. Keep decorations for holidays only.
23. Do not store combustibles (paper, boxes, etc.) within 24" of the ceiling.
24. Don't bring products from home unless you have a Safety Data Sheet (SDS) that can be reviewed for hazards and stored on-site (staff lounge, work room etc.) ensuring access to all staff. Contact your administrator, supervisor or Risk Management with questions.
25. Don't bring pesticides from home. Pesticides can only be applied by a licensed or certified applicator. Report all insect, pests or vermin concerns to your administrator, supervisor, Maintenance and Operations or Risk Management; keep work areas free from food and sweet liquids.

### **Office Ergonomic Safety Rules**

Teachers and Teacher Assistants don't spend the majority of time at their desks using the computer, but they still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chance of such an injury:

1. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation (Risk Management) or complete a self-evaluation.
2. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilt of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.
3. **Take the weight on your feet.** Ensure that your feet rest on the floor so that all the weight is not on your lower back. If your feet do not reach the floor, use a footrest.
4. **Type with your wrist at a neutral position.** Adjust the height of the chair and keyboard to ensure that, when typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).

5. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" from the eye, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.
6. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible, it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.
7. **Contact Technology Helpdesk.** [helpdesk@puhsd.org](mailto:helpdesk@puhsd.org), to request an external keyboard, mouse, and monitor if needed to use with your laptop.
8. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

### **Office Equipment Safety Rules**

1. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.
2. **Shut off electrical equipment.** Before leaving the classroom, be sure electrical equipment, like audio visual equipment are shut off and unplugged.
3. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.
4. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.
5. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer.
6. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

### **Materials Storage Safety Rules**

1. **Store materials in an organized way.** Do not overload shelves/drawers. Do not store materials on top of cabinets. Materials may not be stored within 24" (or 18" in rooms with ceiling sprinklers) of the ceiling.
2. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.

3. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.
4. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.
5. **Keep the storeroom neat.** Everything should have its place in the storeroom. Avoid placing old files in there on a permanent basis and keep clutter to a minimum.

### **Lifting Rules**

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can when lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

1. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
2. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with your chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
3. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
4. **Push, don't pull.** Whenever you have to move something that is on a cart, dolly, or a hand truck, push the load. Pushing puts less strain on your back.
5. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist then you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
6. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

### **Classroom Environment Safety Standards**

Teachers are responsible for the safety of students during classroom and instructional periods. While every classroom is designed to be a place for learning, there are a number of potential hazards that can be avoided to make a classroom a safer environment.

If the following standards are followed as a classroom is set up at the beginning of the year, or bulletin boards are changed during the year, the learning environment will be safe from fire and other hazards.

**Classroom hazards addressed here fall into five categories:**

- Fire & Electrical Hazards

- Earthquake Hazards
- Trip Hazards
- Indoor Air Quality Hazards
- Energy Conservation

These standards are designed to proactively address those hazards.

### **Fire & Electrical Hazards**

**Extension cords cannot be used as permanent wiring.** Unplug and roll up after daily use, if needed. Zip cords (extension cords with 2-3 plug-in places at the end) are not allowed at all. (CFC 605.5)

1. No “piggybacked” surge protectors. Make sure surge protectors can handle the equipment plugged into them. (CFC 605.4)
2. Do NOT place electrical cords under carpet or tape. If needed, use UL approved cord cover (reduces friction that can damage wire and create fire danger). (CFC 605.5)
3. Portable heaters need to have an auto shut-off.
4. Do NOT bring or use “plug-in” air fresheners (fire hazard).
5. Do NOT cover small windows on doors. No paper on internal doors or windows other than a class list (heat transfer risk).
6. No items should be posted on exit doors. (CFC 1028.4)
7. No more than 50% of vertical surfaces or walls should be covered with paper, including designated bulletin boards. (CSFM IB -9-1-2009)
8. Leave 18” (if ceiling sprinklers are in the room) or 24” (for rooms with no sprinklers) of clearance from ceiling and floor of continuous paper (isolated laminated items in that space are OK as long as they fall at least 6” below the ceiling line).
9. The tops of items on high shelves should not be within 24” of the ceiling in rooms without ceiling sprinklers and 18” in rooms with ceiling sprinklers. (CFC 315.3.1)
10. All fabric on windows, walls, or furniture needs documentation that it has been treated with a fire retardant. This includes decorative pillows, stuffed toys, bean bag chairs, natural and artificial vegetation. (Title 19, 3.08)
11. No “three-dimensional” paper items on walls or freestanding three-dimensional paper creations.
12. Keep fire extinguishers and fire pulls clear of any distracting paper or notices (approximately 36” clearance). Make sure access to fire extinguisher, fire pulls or safety shower/eye wash is not hampered by furniture.
13. If anything hangs from the ceiling, it must hang by a fish line, not yarn. Keep hanging items to a minimum (no more than 5-6). Items hanging from ceilings must be laminated or treated with a fire retardant (with documentation). (CFC 807.1)

### **Earthquake Hazards**

1. Evaluate stored items and placement of files and mobile cabinets as to what type of hazard it would pose should an earthquake cause an item to fall from the shelf or project across the room and injure you or a student.
2. Rearrange file cabinets and stored items accordingly.
3. Have all file cabinets, bookshelves or other pieces of furniture over 4 ft. in height, anchored to the wall.

4. Ensure all items placed on shelves or on top of cabinets are secured with museum putty (knick-knacks, plants, pictures, pots etc.).
5. Remove all loose items from shelves that could fall and injure you or a student.
6. Keep the area under your desk clear for “Drop, Cover, Hold” drill or incident.

### **Trip Hazards**

1. Design your room in such a way that chairs, backpacks and electrical cords do not pose a trip hazard to you or others.
2. Aisles should be clearly established and be at least 24” wide.

### **Indoor Air Quality**

1. **Do NOT** bring candles to your classroom (or office) for decorating purposes or to burn for “aroma” purposes.
2. **Do NOT** bring items/products from home. PUHSD is required to have a Materials Safety Data Sheet on file for every substance or product.
3. **Do NOT** bring or use aerosols, example: cleaners, air fresheners, sanitizers, fragrance, etc. (respiratory hazard).
4. **Do NOT** bring or use any form of pesticides. Report any pest concerns to the administration for appropriate action.
5. **Keep all** plants free of dead leaves, wilted flowers, etc.
6. **Report all** signs of water intrusion immediately (leaks, unusual condensation in windows, wet ceiling tiles, etc).

### **Energy Conservation**

1. **Setup** power strips so that they can be easily accessed and available to turn off when you leave your classroom at the end of the day.
2. **Always** turn off the HVAC system at the end of the day if it is still running.
3. **Turn off** lights, air purifiers and computers when you leave the classroom at the end of the day.

## SECTION XII TRANSPORTATION AND FIELD TRIPS

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### **1201.0 Field Trip Approval**

All trips involving out-of-state or overnight travel shall require the **PRIOR** approval of the Board of Education. Please allow **six (6) weeks** for processing.

Requests for out-of-state or overnight field trips are to be submitted to the District Office at least eight (8) weeks in advance of the trip for approval **PRIOR TO THE DATE OF THE FIELD TRIP**.

Other trips may be approved by the Superintendent or designee after receiving approval from the site principal or designee. Requests for field trips are to be submitted to the District Office at least three weeks in advance of the trip for approval **PRIOR TO THE DATE OF THE FIELD TRIP**. This includes non-CIF athletic events. (BP 6153). Funding sources must be identified for each request.

### **1201.1 Requests for Bus**

Requests for buses are to be submitted to the business office (after site approval) with the field trip requests if applicable. Request forms are available in the school's office. Please allow eight (8) weeks for processing.

### **1201.2 Parental Permission**

Parental permission forms must be obtained for all students participating in all field trips/off-campus activities (other than athletics). Check with the principal for school policy on parent permission forms.

### **1201.3 Faculty Supervision**

On all field trips and extracurricular trips, a certificated person must be present to be responsible for the welfare and conduct of the students and to enforce all school rules and regulations during the trip. (EC 35330)

### **1201.4 Delivery of Students on Return from Extracurricular Activities**

If the bus arrives at the school after the regular transportation runs have been completed, all students will be discharged at the school and transportation home will have to be furnished by their parents. Timely parent notification is the responsibility of the supervising staff member. Students must be supervised until picked up by parents after school hours. The use of private vehicles is discouraged.

### **1201.5 General Rules Governing Field Trips**

1. All students must go and return by bus unless permission is granted to the students in writing to ride with their parents. Students must obtain such permission from the faculty sponsor of the trip in advance, prior to departure.



2. The use of private vehicles is discouraged.
3. Student groups should be ready on time to board the bus and depart.
4. Caution students about conduct on field trips; they represent our school. Discuss appropriate dress.
5. All district school rules apply on field trips.
6. Students must obey stated safety regulations.
7. Be sure students know where the bus will pick them up and the exact time.
8. Check the roll when students board the bus for the return trip home. Verify the count of students with the bus driver.
9. Write a thank-you note to those who arranged for the trip.
10. It is the responsibility of the teacher to notify the assistant principal and Hemet Unified School District Transportation Department (951-765-5100 x 5880 of any cancellation or changes in the proposed field trip as well as student violation of rules. Failure to cancel transportation prior to the requested date will result in a fee that will be charged to the sponsoring organization.
11. Obtain telephone information card from the driver of the school bus.

For further information, consult AR 6153.

#### **1201.6 Instructions for Adult Drivers Using Private Vehicles**

All drivers must be approved in advance to transport students.

When using your vehicle to transport students on field trips or other school activity trips:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance as listed in Administrative Regulation 3541.1 (currently \$100,000 Bodily Injury and/\$300,000 Property Damage). Contact the business office with questions regarding insurance requirements.
2. Be sure that the students' parents/guardians have signed the appropriate waivers in order to transport their student(s).
3. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
4. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment with a seatbelt.
5. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.
6. Do not smoke a pipe, cigar, or cigarette or any kind while there are minors in the vehicle, as required by law. This includes water vapor products.
7. Obey all traffic laws.
8. Take the most direct route to the destination or event without unnecessary stops.

In case of emergency, keep all students together and call 911 and the District Office at 951.943.6369. (AR 3541.1)



## SECTION XIII EQUIPMENT AND SUPPLIES

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### 1301.0 Purchasing and Contracting

All business operations are under the general supervision of the district office.

Purchasing is the responsibility of the Governing Board. All purchases and formal contracts must be approved by the Governing Board with specific approvals indicated in the official board minutes. All purchase requests must be in accordance with all legal and internal procedures, which govern the District's authority to purchase and contract for goods and services. All purchases must be approved and encumbered against an operating budget before the order is submitted to a vendor. The following is a brief summary of the procedure to be followed when completing a purchase request.

**NOTE: Reimbursements will NOT be processed for purchases made without prior authorized approval.**

Procedure for making a purchase request:

1. Obtain department chairperson approval of the purchase request using the site-designated form.
2. Submit the approved request to the principal for approval and electronic purchase requisition processing by designated site personnel. Purchase requisitions must include a valid funding line(s), complete item description, quantities, unit price, vendor name, address, phone, and fax.
3. Upon approval of the purchase requisition and PO assignment, the Purchasing department will fax or mail the order to the vendor. Teachers may contact site-designated staff regarding questions related to an order.

Procedure for Employee Reimbursement Claims

1. Employee Reimbursements are issued for district related out-of-pocket expenditures resulting from immediate or unplanned needs such as inexpensive supplies or materials, refreshments for a meeting, or items that are deemed emergency in nature and approved by the principal.
2. A "Pre-Authorization" form must be submitted before purchases are made. This procedure must not be used as a method to bypass the Purchasing system. District funds are never to be obligated without authorized approval. Reimbursement to employees is not guaranteed if the purchase is not in accordance with Education Code, Board Policy and/or it has not been previously authorized.
3. To be reimbursed for pre-authorized purchases, the employee must submit an "Employee Reimbursement Claim". The completed claim must include the date of purchase, the vendor name, a description of what was purchased, the reason and the amount of the purchase, and an original itemized store receipt. Tape receipts to 8 ½" x 11" sheets of paper. Do not highlight or write on receipts as this will cause the receipts to deteriorate over time. Also, attach a copy of the approved "Pre-Authorization" form.

4. Employee reimbursements will be sent to the employee's mailing address unless otherwise indicated. Forms are available on the District's website under Business Services.

#### **1302.0 Payroll Accounting**

The Business office is responsible for payroll. No one will be placed on the payroll until he/she is properly authorized by Human Resources and approved by the Board. Payroll warrants and direct deposit stubs will be distributed according to the published payroll schedules. The payroll schedule is available on the District's website under Business Services.

Any pay warrants and direct deposit stubs not picked up by the deadlines according to the published payroll schedules will be mailed to the address of record. Employees who wish to change their mailing address should do so through the Human Resources Department.

#### **1303.0 Borrowing of Equipment**

The law prohibits district or school equipment use for personal reasons. Employees are not authorized to remove or borrow equipment, supplies, etc. for personal or home use. **Any personal property brought to school is at the risk of the owner.**

#### **1304.0 Cash Deposits to Student Accounts**

All deposits are to be made with the account clerk or designated employee in the administration office. If a teacher is collecting cash or checks from students, a triplicate receipt book supplied by the site accountant or ASB accountant must be used and a receipt must be written to each student for all monies collected. The remaining two receipts must be submitted with the money and the account clerk or designated employee will issue a receipt for the total of all monies to the teacher submitting the money.

#### **1305.0 Associated Student Body (ASB) Activities**

ASB adheres to the appropriate rules and regulations as outlined in the [ASB manual](#), the [FCMAT - ASB Accounting Manual, Fraud Prevention Guide and Desk Reference](#), and according to ASB training.

#### **1306.0 Conference and Travel Procedures**

Use the PUHSD Conference/Workshop Request & Approval form to attend workshops, trainings, or other Staff Development activities. Please allow at least 15 working days to process once received in the Business office. These forms are available through your site secretary and/or account clerk. It is imperative that you follow the instructions and timelines outlined on the form to avoid unnecessary delays in the processing of your paperwork. Expense reimbursements are to be submitted on the Conference/Workshop Expense Claim form. Forms are available on the District's website under Business Services. Samples are below.

**The Board of Trustees must approve all out-of-state conferences/workshops.** These require additional time so be sure to submit these requests in plenty of time (minimum of 12 weeks prior).

## SECTION XIV MAINTENANCE AND OPERATIONS

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### **1401.0    Requests for Repairs**

It is expected that all staff report broken equipment or hazardous situations to the site administration immediately. Requests for repair of facilities equipment should be in writing on work order forms and submitted to the Principal's Office for approval. In cases of emergency, contact the Principal's Office immediately.

### **1402.0    Defacing or Destroying of School Property**

Teachers are urged to be especially alert to students defacing or damaging school property and report such action to the principal. Students who willfully destroy or damage school property will be asked to make restitution for such damage.

### **1403.0    Campus, Restrooms and Halls**

Teachers are requested to assist in keeping a clean and orderly campus by being alert to students who are in any way failing to do their part in this regard. A gentle but firm reminder is usually all that is necessary. Flagrant violations should be reported to the principal.

### **1404.0    Classroom Maintenance**

Students and teachers are asked to help keep the buildings clean. A clean and warm friendly atmosphere in a classroom helps to promote good study habits.

***To prevent destruction of property and theft, teachers are to keep their rooms locked at all times when they are not directly supervised by a teacher.***

Teachers using classrooms such as laboratories, art, shops, physical education, etc. are requested to keep the stockrooms under control at all times. Students should not have free access to stockrooms. Teachers need to adhere to fire department regulations concerning fire safety issues.

### **1405.0    Keys**

School keys are issued to teachers for the school year and are to be properly labeled and turned in at the end of the year. Keys are to be issued through the Principal's Office only. If keys are lost, it should be reported to the office immediately. Teachers must lock and secure doors whenever leaving the classroom.

**KEYS ARE NOT TO BE LOANED TO STUDENTS.**

***IT IS A MISDEMEANOR IN CALIFORNIA TO DUPLICATE A SCHOOL KEY.*** (Penal Code 469)

### **1406.0    Lights and Computers**

Teachers are asked to always turn out the lights, log off and shut down any computers, and lock all windows before leaving for the night. Computers and computer labs should be completely shut down during weekends.

## SECTION XV CONTACT INFORMATION

### 1501.0 ADMINISTRATIVE ASSIGNMENTS

|                                                                                    |                                               |                                                                                                            |
|------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>SUPERINTENDENT'S OFFICE</b><br><b>155 East Fourth Street - Perris, CA 92570</b> |                                               |                                                                                                            |
| Grant Bennett                                                                      | District Superintendent                       | (951) 943-6369, Ext. 80101<br><a href="mailto:grant.bennett@puhsd.org">grant.bennett@puhsd.org</a>         |
| Dr. Casaundra McNair                                                               | Director - Diversity, Equity, & Inclusion     | (951) 943-6369, Ext. 81107<br><a href="mailto:casaundra.mcnaair@puhsd.org">casaundra.mcnaair@puhsd.org</a> |
| John Hannon                                                                        | Director - Security                           | (951) 943-6369, Ext. 80285<br><a href="mailto:john.hannon@puhsd.org">john.hannon@puhsd.org</a>             |
| <b>BUSINESS SERVICES</b><br><b>155 East Fourth Street - Perris, CA 92570</b>       |                                               |                                                                                                            |
| Candace Reines                                                                     | Deputy Superintendent - Business Services     | (951) 943-6369, Ext. 80201<br><a href="mailto:candace.reines@puhsd.org">candace.reines@puhsd.org</a>       |
| Mimi Capistrano                                                                    | Director - Fiscal Services                    | (951) 943-6369, Ext. 80211<br><a href="mailto:mimi.capistrano@puhsd.org">mimi.capistrano@puhsd.org</a>     |
| Sylvia Hinojosa                                                                    | Director - Purchasing                         | (951) 943-6369, Ext. 80231<br><a href="mailto:sylvia.hinojosa@puhsd.org">sylvia.hinojosa@puhsd.org</a>     |
| Nathan Camara                                                                      | Accounting Supervisor                         | (951) 943-6360, Ext. 80212<br><a href="mailto:nathan.camara@puhsd.org">nathan.camara@puhsd.org</a>         |
| Audrey Mitchell                                                                    | Director - Nutrition Services                 | (951) 943-6369, Ext. 80241<br><a href="mailto:audrey.mitchell@puhsd.org">audrey.mitchell@puhsd.org</a>     |
| Rick Linsalato                                                                     | Field Supervisor                              | (951) 943-6369, Ext. 80245<br><a href="mailto:rick.linsalato@puhsd.org">rick.linsalato@puhsd.org</a>       |
| Judy Miller                                                                        | Director - Risk Management                    | (951) 943-6369, Ext. 80281<br><a href="mailto:judy.miller@puhsd.org">judy.miller@puhsd.org</a>             |
| Brenna Dorado                                                                      | Risk Management Supervisor                    | (951) 943-6369, Ext. 80286<br><a href="mailto:brenna.dorado@puhsd.org">brenna.dorado@puhsd.org</a>         |
| Hector Gonzalez                                                                    | Director - Facilities                         | (951) 943-6369, Ext. 80274<br><a href="mailto:hector.gonzalez@puhsd.org">hector.gonzalez@puhsd.org</a>     |
| Chad Goodwin                                                                       | Facilities Supervisor                         | (951) 943-6369, Ext. 80275<br><a href="mailto:chad.goodwin@puhsd.org">chad.goodwin@puhsd.org</a>           |
| Jesse Gonzalez                                                                     | Assistant Director - Maintenance & Operations | (951) 943-6369, Ext. 80277<br><a href="mailto:jesse.gonzalez@puhsd.org">jesse.gonzalez@puhsd.org</a>       |
| David Aguilera                                                                     | Plant Supervisor (PVHS)                       | (951) 943-6369, Ext. 80280<br><a href="mailto:david.aguilera@puhsd.org">david.aguilera@puhsd.org</a>       |
| Chris Genton                                                                       | Plant Supervisor (PHS)                        | (951) 943-6369, Ext. 80279<br><a href="mailto:chris.genton@puhsd.org">chris.genton@puhsd.org</a>           |
| Daniel Natividad                                                                   | Plant Supervisor (LHS)                        | (951) 943-6369, Ext. 80280<br><a href="mailto:daniel.natividad@puhsd.org">daniel.natividad@puhsd.org</a>   |

|              |                        |                                                                                                    |
|--------------|------------------------|----------------------------------------------------------------------------------------------------|
| Jose Ramirez | Plant Supervisor (HHS) | (951) 943-6369, Ext. 80279<br><a href="mailto:jesus.ramirez@puhsd.org">jesus.ramirez@puhsd.org</a> |
|--------------|------------------------|----------------------------------------------------------------------------------------------------|

## EDUCATIONAL SERVICES

1151 North A Street - Perris, CA 92570

|                        |                                                 |                                                                                                              |
|------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Robert E. Brough       | Assistant Superintendent - Educational Services | (951) 943-6369, Ext. 81101<br><a href="mailto:robert.brough@puhsd.org">robert.brough@puhsd.org</a>           |
| Amil Alzubaidi         | Director - Special Education                    | (951) 943-6369, Ext. 81301<br><a href="mailto:amil.alzubaidi@puhsd.org">amil.alzubaidi@puhsd.org</a>         |
| Marvin Atkins, Jr.     | Director - Pupil Services                       | (951) 943-6369, Ext. 81201<br><a href="mailto:marvin.atkins@puhsd.org">marvin.atkins@puhsd.org</a>           |
| Dian Martin            | Director - Learning Support Services            | (951) 943-6369, Ext. 81106<br><a href="mailto:dian.martin@puhsd.org">dian.martin@puhsd.org</a>               |
| Charles Tippie         | Director - Learning Support Services            | (951) 943-6369, Ext. 81108<br><a href="mailto:charles.tippie@puhsd.org">charles.tippie@puhsd.org</a>         |
| Shannyn Cahoon         | Director - Curriculum & Instruction             | (951) 943-6369, Ext. 81105<br><a href="mailto:shannyn.cahoon@puhsd.org">shannyn.cahoon@puhsd.org</a>         |
| Dr. Esmeralda Chalfant | Coordinator - Special Education                 | (951) 943-6369, Ext. 82110<br><a href="mailto:esmeralda.chalfant@puhsd.org">esmeralda.chalfant@puhsd.org</a> |
| Bevy Escobar           | District Nursing Coordinator                    | (951) 943-6369, Ext. 81207<br><a href="mailto:bevy.escobar@puhsd.org">bevy.escobar@puhsd.org</a>             |
| Erika Heiliger-Garcia  | Coordinator - Special Education                 | (951) 943-6369, Ext. 82110<br><a href="mailto:erika.hgarcia@puhsd.org">erika.hgarcia@puhsd.org</a>           |
| ChaKwan Jones          | Coordinator - Educational Services              | (951) 943-6369, Ext. 81211<br><a href="mailto:chakwan.jones@puhsd.org">chakwan.jones@puhsd.org</a>           |
| Sandy Shammas          | Coordinator - Student Information Systems       | (951) 943-6369, Ext. 81104<br><a href="mailto:sandy.shammas@puhsd.org">sandy.shammas@puhsd.org</a>           |
| Jeremy Stevens         | Coordinator - Mental Health Services            | (951) 943-6369, Ext. 82200<br><a href="mailto:jeremy.stevens@puhsd.org">jeremy.stevens@puhsd.org</a>         |
| Mark Synnott           | Coordinator - Educational Services              | (951) 943-6369, Ext. 81115<br><a href="mailto:mark.synnott@puhsd.org">mark.synnott@puhsd.org</a>             |
| James Holmes III       | Program Specialist - Special Education          | (951) 943-6369, Ext. 81308<br><a href="mailto:james.holmes@puhsd.org">james.holmes@puhsd.org</a>             |
| Chad Shaner            | Program Specialist - Special Education          | (951) 943-6369, Ext. 81306<br><a href="mailto:chad.shaner@puhsd.org">chad.shaner@puhsd.org</a>               |

## HUMAN RESOURCES

155 East Fourth Street - Perris, CA 92570

|                 |                                            |                                                                                                        |
|-----------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Kirk Skorpanich | Assistant Superintendent - Human Resources | (951) 943-6369, Ext. 80301<br><a href="mailto:kirk.skorpanich@puhsd.org">kirk.skorpanich@puhsd.org</a> |
| Maribel Escobar | Director - Human Resources                 | (951) 943-6369, Ext. 80303<br><a href="mailto:maribel.escobar@puhsd.org">maribel.escobar@puhsd.org</a> |

## TECHNOLOGY

155 East Fourth Street - Perris, CA 92570

|                                                                                   |                                 |                                                                                                              |
|-----------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------|
| Joseph Williams                                                                   | Executive Director - Technology | (951) 943-6369, Ext. 80261<br><a href="mailto:joseph.williams@puhsd.org">joseph.williams@puhsd.org</a>       |
| James Heckman                                                                     | Assistant Director - Technology | (951) 943-6369, Ext. 80256<br><a href="mailto:james.heckman@puhsd.org">james.heckman@puhsd.org</a>           |
| <b>HERITAGE HIGH SCHOOL</b><br><b>26001 Briggs Road - Menifee, CA 92585</b>       |                                 |                                                                                                              |
| Lindsay Chavez                                                                    | Principal                       | (951) 940-5447, Ext. 2100<br><a href="mailto:lindsay.chavez@puhsd.org">lindsay.chavez@puhsd.org</a>          |
| Eric Martin                                                                       | Assistant Principal             | (951) 940-5447, Ext. 20104<br><a href="mailto:eric.martin@puhsd.org">eric.martin@puhsd.org</a>               |
| Lourdes Medrano                                                                   | Assistant Principal             | (951) 940-5447, Ext. 20102<br><a href="mailto:lourdes.medrano@puhsd.org">lourdes.medrano@puhsd.org</a>       |
| Jose Topete                                                                       | Assistant Principal             | (951) 940-5447, Ext. 20103<br><a href="mailto:jose.topete@puhsd.org">jose.topete@puhsd.org</a>               |
| Lourdes Medrano                                                                   | Assistant Principal             | (951) 940-5447, Ext. 20102<br><a href="mailto:lourdes.medrano@puhsd.org">lourdes.medrano@puhsd.org</a>       |
| Brandon Jones                                                                     | Athletic Director/Dean          | (951) 940-5447, Ext. 20105<br><a href="mailto:brandon.jones@puhsd.org">brandon.jones@puhsd.org</a>           |
| <b>LIBERTY HIGH SCHOOL</b><br><b>32255 Leon Road - Winchester, CA 92596</b>       |                                 |                                                                                                              |
| Dr. Erika Tejeda                                                                  | Principal                       | (951) 940-5700, Ext. 23100<br><a href="mailto:erika.tejeda@puhsd.org">erika.tejeda@puhsd.org</a>             |
| Thomas LaRochelle                                                                 | Assistant Principal             | (951) 940-5700, Ext. 23102<br><a href="mailto:thomas.larochelle@puhsd.org">thomas.larochelle@puhsd.org</a>   |
| Cindy Ramos                                                                       | Assistant Principal             | (951) 940-5700, Ext. 23140<br><a href="mailto:cindy.ramos@puhsd.org">cindy.ramos@puhsd.org</a>               |
| Scott Moore                                                                       | Athletic Director/Dean          | (951) 940-5700, Ext. 23105<br><a href="mailto:scott.moore@puhsd.org">scott.moore@puhsd.org</a>               |
| <b>PALOMA VALLEY HIGH SCHOOL</b><br><b>31375 Bradley Road - Menifee, CA 92584</b> |                                 |                                                                                                              |
| Dr. Jennifer Thomasian                                                            | Principal                       | (951) 672-6030, Ext. 22100<br><a href="mailto:jennifer.thomasian@puhsd.org">jennifer.thomasian@puhsd.org</a> |
| Antoinette Miles                                                                  | Assistant Principal             | (951) 672-6030, Ext. 22102<br><a href="mailto:antoinette.miles@puhsd.org">antoinette.miles@puhsd.org</a>     |
| Claire Reis                                                                       | Assistant Principal             | (951) 672-6030, Ext. 22153<br><a href="mailto:claire.reis@puhsd.org">claire.reis@puhsd.org</a>               |
| James Wrede                                                                       | Assistant Principal             | (951) 672-6030, Ext. 22112<br><a href="mailto:james.wrede@puhsd.org">james.wrede@puhsd.org</a>               |
| Julie Blied                                                                       | Athletic Director/Dean          | (951) 672-6030, Ext. 22105<br><a href="mailto:julie.blied@puhsd.org">julie.blied@puhsd.org</a>               |
| <b>PERRIS HIGH SCHOOL</b><br><b>175 East Nuevo Road - Perris, CA 92571</b>        |                                 |                                                                                                              |

|                 |                        |                                                                                                        |
|-----------------|------------------------|--------------------------------------------------------------------------------------------------------|
| Juan Santos     | Principal              | (951) 657-2171, Ext. 21100<br><a href="mailto:juan.santos@puhsd.org">juan.santos@puhsd.org</a>         |
| Douglas Cousins | Assistant Principal    | (951) 657-2171, Ext. 21104<br><a href="mailto:douglas.cousins@puhsd.org">douglas.cousins@puhsd.org</a> |
| David Na'il     | Assistant Principal    | (951) 657-2171, Ext. 21103<br><a href="mailto:david.nail@puhsd.org">david.nail@puhsd.org</a>           |
| Gypsi Perez     | Assistant Principal    | (951) 657-2171, Ext. 21106<br><a href="mailto:gypsi.perez@puhsd.org">gypsi.perez@puhsd.org</a>         |
| Michael Overton | Athletic Director/Dean | (951) 657-2171, Ext. 21105<br><a href="mailto:michael.overton@puhsd.org">michael.overton@puhsd.org</a> |

**PINACATE MIDDLE SCHOOL**  
1990 South A Street - Perris, CA 92570

|                   |                     |                                                                                                            |
|-------------------|---------------------|------------------------------------------------------------------------------------------------------------|
| Deidra Johnson    | Principal           | (951) 943-6441, Ext. 40100<br><a href="mailto:deidra.johnson@puhsd.org">deidra.johnson@puhsd.org</a>       |
| Victor Murillo    | Assistant Principal | (951) 943-6441, Ext. 40125<br><a href="mailto:victor.murillo@puhsd.org">victor.murillo@puhsd.org</a>       |
| Shameeka McKenzie | Assistant Principal | (951) 943-6441, Ext. 40103<br><a href="mailto:shameeka.mckenzie@puhsd.org">shameeka.mckenzie@puhsd.org</a> |

**ALTERNATIVE EDUCATION** (Perris Lake High School, Scholar+ Online Learning Academy, Perris Community Adult School)  
418 Ellis Avenue - Perris, CA 92570

|            |                     |                                                                                              |
|------------|---------------------|----------------------------------------------------------------------------------------------|
| Lee Alfred | Principal           | (951) 657-7357, Ext. 30100<br><a href="mailto:lee.alfred@puhsd.org">lee.alfred@puhsd.org</a> |
| Amy Hall   | Assistant Principal | (951) 657-7357, Ext. 30210<br><a href="mailto:amy.hall@puhsd.org">amy.hall@puhsd.org</a>     |

**PATHWAYS FOR ADULT LEARNING SKILLS**  
515 East 7th Street - Perris, CA 92570

|                       |                                 |                                                                                                    |
|-----------------------|---------------------------------|----------------------------------------------------------------------------------------------------|
| Erika Helieger-Garcia | Coordinator - Special Education | (951) 943-6369, Ext. 82100<br><a href="mailto:erika.hgarcia@puhsd.org">erika.hgarcia@puhsd.org</a> |
|-----------------------|---------------------------------|----------------------------------------------------------------------------------------------------|

**CALIFORNIA MILITARY INSTITUTE**  
755 North A Street - Perris, CA 92570

|                                   |                     |                                                                                                                      |
|-----------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------|
| Dr. Igor "Nicholas" Milosavljevic | Principal           | (951) 443-2731, Ext. 35100<br><a href="mailto:nicholas.milosavljevic@puhsd.org">nicholas.milosavljevic@puhsd.org</a> |
| Dr. Rebecca Beigle                | Assistant Principal | (951) 443-2731, Ext. 35113<br><a href="mailto:rebecca.beigle@puhsd.org">rebecca.beigle@puhsd.org</a>                 |
| Miles Henderson                   | Assistant Principal | (951) 443-2731, Ext. 35102<br><a href="mailto:miles.henderson@puhsd.org">miles.henderson@puhsd.org</a>               |

**2023-2025 EXECUTIVE BOARD**

|                   |                                   |                           |                                                                                            |
|-------------------|-----------------------------------|---------------------------|--------------------------------------------------------------------------------------------|
| Jason Miller      | President                         | Paloma Valley High School | Ext. 22215<br><a href="mailto:jason.miller@puhsd.org">jason.miller@puhsd.org</a>           |
| Debbie Georgiana  | Vice President                    | Perris High School        | Ext. 21354<br><a href="mailto:debbie.georgiana@puhsd.org">debbie.georgiana@puhsd.org</a>   |
| Kimberly Frieberg | 2nd Vice President                | Paloma Valley High school | Ext. 22305<br><a href="mailto:kimberly.frieberg@puhsd.org">kimberly.frieberg@puhsd.org</a> |
| Melinda McCulloch | Treasurer                         | Paloma Valley High School | Ext. 22234<br><a href="mailto:melinda.mcculloch@puhsd.org">melinda.mcculloch@puhsd.org</a> |
| Melanie Yates     | Secretary                         | Perris High School        | Ext. 21347<br><a href="mailto:melanie.yates@puhsd.org">melanie.yates@puhsd.org</a>         |
| Donna Goode       | Director of Ethnic Minority/LGBTQ | Perris High School        | Ext. 21270<br><a href="mailto:donna.goode@puhsd.org">donna.goode@puhsd.org</a>             |

**2023-2025 SITE REPRESENTATIVES**

|                 |                     |                           |                                                                                                        |
|-----------------|---------------------|---------------------------|--------------------------------------------------------------------------------------------------------|
| Paul Clay       | Site Representative | Heritage High School      | (951) 940-5447, Ext. 20234<br><a href="mailto:paul.clay@puhsd.org">paul.clay@puhsd.org</a>             |
| Adam Cyhan      | Site Representative | Heritage High School      | (951) 940-5447, Ext. 20257<br><a href="mailto:adam.cyhan@puhsd.org">adam.cyhan@puhsd.org</a>           |
| Joshua Lepley   | Site Representative | Heritage High School      | (951) 940-5447, Ext. 20263<br><a href="mailto:joshua.lepley@puhsd.org">joshua.lepley@puhsd.org</a>     |
| Mario Moreno    | Site Representative | Heritage High School      | (951) 940-5447, Ext. 20221<br><a href="mailto:mario.moreno@puhsd.org">mario.moreno@puhsd.org</a>       |
| Julia Peacock   | Site Representative | Heritage High School      | (951) 940-5447, Ext. 20279<br><a href="mailto:julia.peacock@puhsd.org">julia.peacock@puhsd.org</a>     |
| Jedidiah Butler | Site Representative | Liberty High School       | (951) 940-5700, Ext. 83134<br><a href="mailto:jedidiah.butler@puhsd.org">jedidiah.butler@puhsd.org</a> |
| Miko Montgomery | Site Representative | Liberty High School       | (951) 940-5700, Ext. 83134<br><a href="mailto:jedidiah.butler@puhsd.org">jedidiah.butler@puhsd.org</a> |
| Diana Pales     | Site Representative | Liberty High School       | (951) 940-5700, Ext. 23248<br><a href="mailto:diana.pales@puhsd.org">diana.pales@puhsd.org</a>         |
| Joe Ellett      | Site Representative | Paloma Valley High School | (951) 672-6030, Ext. 22261<br><a href="mailto:joe.ellet@puhsd.org">joe.ellet@puhsd.org</a>             |
| Stephanie Fomby | Site Representative | Paloma Valley High School | (951) 672-6030, Ext. 22201<br><a href="mailto:stephanie.fomby@puhsd.org">stephanie.fomby@puhsd.org</a> |
| Stephen Kass    | Site Representative | Paloma Valley High School | (951) 672-6030, Ext. 22259<br><a href="mailto:stephan.kass@puhsd.org">stephan.kass@puhsd.org</a>       |



|                      |                     |                                |                                                                                                                  |
|----------------------|---------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------|
| Tara Noonan          | Site Representative | Paloma Valley High School      | (951) 672-6030, Ext. 22275<br><a href="mailto:tara.noonan@puhsd.org">tara.noonan@puhsd.org</a>                   |
| Shelby Purcell       | Site Representative | Paloma Valley High School      | (951) 672-6030, Ext. 22270<br><a href="mailto:shelby.purcell@puhsd.org">shelby.purcell@puhsd.org</a>             |
| Elizabeth Smith      | Site Representative | Paloma Valley High School      | (951) 672-6030, Ext. 22337<br><a href="mailto:elizabeth.smith@puhsd.org">elizabeth.smith@puhsd.org</a>           |
| Sheridan Mayordeleon | Site Representative | Pathways for Adult Life Skills | (951) 943-6369, Ext. 82220<br><a href="mailto:sheridan.mayordeleon@puhsd.org">sheridan.mayordeleon@puhsd.org</a> |
| Donna Goode          | Site Representative | Perris High School             | (951) 657-2171, Ext. 21270<br><a href="mailto:donna.foode@puhsd.org">donna.foode@puhsd.org</a>                   |
| Gabriela Lopez       | Site Representative | Perris High School             | (951) 657-2171, Ext. 21113<br><a href="mailto:gabriela.lopez@puhsd.org">gabriela.lopez@puhsd.org</a>             |
| Matt McDonagh        | Site Representative | Perris High School             | (951) 657-2171, Ext. 21283<br><a href="mailto:matt.mcdonagh@puhsd.org">matt.mcdonagh@puhsd.org</a>               |
| Matt Schmidt         | Site Representative | Perris High School             | (951) 657-2171, Ext. 21227<br><a href="mailto:matt.schmidt@puhsd.org">matt.schmidt@puhsd.org</a>                 |
| Charles Manning      | Site Representative | Pinacate Middle School         | (951) 943-6441, Ext. 40254<br><a href="mailto:charles.manning@puhsd.org">charles.manning@puhsd.org</a>           |
| Natalie Priester     | Site Representative | Pinacate Middle School         | (951) 943-6441, Ext. 40230<br><a href="mailto:natalie.priester@puhsd.org">natalie.priester@puhsd.org</a>         |
| Kelly Warner         | Site Representative | Pinacate Middle School         | (951) 943-6441, Ext. 40204<br><a href="mailto:kelly.warner@puhsd.org">kelly.warner@puhsd.org</a>                 |
| Joe Rossi            | Site Representative | Perris Lake High School        | (951) 657-7357, Ext. 30213<br><a href="mailto:joe.rossi@puhsd.org">joe.rossi@puhsd.org</a>                       |

### 1503.0 District and Student Service Center Office Telephone Extensions

## DISTRICT ADMINISTRATIVE CENTER 2022-23 DIRECTORY

155 East Fourth Street, Perris, CA 92570 - (951) 943-6369

| SUPERINTENDENT'S OFFICE |                                 |       |
|-------------------------|---------------------------------|-------|
| Grant Bennett           | Superintendent                  | 80101 |
| Anna Fetzner            | Executive Assistant             | 80102 |
| John Hannon             | Director - Security             | 80285 |
| Sarah Rico              | Assistant to the Superintendent | 80103 |
| BUSINESS SERVICES       |                                 |       |
| Candace Reines          | Deputy Superintendent           | 80201 |

| NUTRITION SERVICES |                               |       |
|--------------------|-------------------------------|-------|
| Audrey Mitchell    | Director - Nutrition Services | 80241 |
| Rick Linsalato     | Field Supervisor              | 80245 |
| Juanita Nava       | Secretary IV                  | 80243 |
| Veronica Rangel    | Accounting Technician         | 80242 |
| PURCHASING         |                               |       |
| Sylvia Hinojosa    | Director - Purchasing         | 80231 |

|                        |                            |       |
|------------------------|----------------------------|-------|
| Janet Rodriguez        | Administrative Assistant   | 80202 |
| <b>FACILITIES</b>      |                            |       |
| Hector Gonzalez        | Director - Facilities      | 80271 |
| Jesse Gonzalez         | Assistant Director of M&O  | 80277 |
| Chad Goodwin           | Facilities Supervisor      | 80275 |
| Adrienne Bridges       | Secretary II               | 80278 |
| Xochitl Molina         | Accountant                 | 80273 |
| Martha Gonzalez        | Account Clerk              | 80272 |
| Veronica Ruan          | Account Clerk              | 80276 |
| <b>FISCAL SERVICES</b> |                            |       |
| Mimi Capistrano        | Director - Fiscal Services | 80211 |
| Jennifer Prince        | Accountant                 | 80214 |
| Stephanie Termer       | Accountant                 | 80223 |
| Brianna Camarillo      | Accounting Technician      | 80221 |
| Nancy Ulloa            | Accounting Technician      | 80215 |
| Natalie Vasquez        | Accounting Technician      | 80216 |
| Sherry Lima            | Account Clerk              | 80220 |
| Audrey Parada          | Payroll Technician (P-Z)   | 80218 |
|                        |                            |       |
| <b>HUMAN RESOURCES</b> |                            |       |
| Kirk Skorpanich        | Assistant Superintendent   | 80301 |
| Mayra Chavez           | Administrative Assistant   | 80302 |
| Maribel Escobar        | Director - Human Resources | 80303 |
| Brenda Arenas          | Confidential Secretary     | 80304 |
| Ricardo Flores         | Personnel Technician       | 80308 |
| Delisa Provost         | Personnel Technician       | 80307 |
| Karyna Solis           | Personnel Technician       | 80316 |
| Patricia Martinez      | Receptionist               | 80319 |
| Anjanette Barjas       | Senior Clerk               | 80306 |

|                           |                                     |       |
|---------------------------|-------------------------------------|-------|
| Lupe Lopez                | Confidential Secretary              | 80234 |
| Elizabeth Carvajal        | Buyer                               | 80233 |
| Stefanie Marmolejo        | Purchasing Clerk                    | 80232 |
| <b>RISK MANAGEMENT</b>    |                                     |       |
| Judy Miller               | Director - Risk Management          | 80281 |
| Brenna Dorado             | Risk Management Supervisor          | 80286 |
| Arie Schmutzer            | Risk Management Technician          | 80283 |
| Tim Hall                  | Risk Management Technician          | 80284 |
| Taylor Angus              | Risk Management Technician          | 80282 |
| <b>TECHNOLOGY</b>         |                                     |       |
|                           | HELP DESK                           | 80250 |
| Joseph Williams           | Executive Director                  | 80261 |
| James Heckman             | Assistant Director - Technology     | 80256 |
| Xochitl Trujillo          | Administrative Assistant            | 80252 |
| Justin Brecht             | Programmer Analyst                  | 80258 |
| Tom Hong                  | Network Engineer                    | 80253 |
| Ken Womack                | System Analyst                      | 80257 |
| Brandon Baker             | Information Technology Technician I | 80254 |
|                           |                                     |       |
| <b>IMPORTANT NUMBERS</b>  |                                     |       |
| Absence Management        | 800-942-3767                        |       |
| Animal Control            | 951-210-1000 or 951-358-7387        |       |
| Child Protective Services | 800-442-4918 or 951-413-5000        |       |
| <b>Emergencies</b>        | <b>911</b>                          |       |
| Menifee Fire Dept.        | 951- 679-5163                       |       |
| Menifee Police Dept.      | 800-950-2444 #5 or 951- 776-1099    |       |
| Perris Fire Dept.         | 951-940-6900                        |       |
| Perris Police Dept.       | 800-950-2444 #5 or 951-210-1000     |       |
| Poison Control            | 800-222-1222                        |       |

|        |              |     |
|--------|--------------|-----|
| Vacant | Senior Clerk | TBD |
| Vacant | Senior Clerk | TBD |

|                          |                                  |
|--------------------------|----------------------------------|
| Riverside Sheriffs Dept. | 800-950-2444 #5 or 951- 696-3000 |
| Transportation           | 951-943-6640                     |

## EDUCATIONAL SERVICES (SSC)

### 2022-23 DIRECTORY

STUDENT SERVICES CENTER: 1151 North A Street, Perris, CA 92570

SPECIAL EDUCATION OFFICE: 515 East 7th Street, Perris, CA 92570

| STUDENT SERVICES CENTER     |                                           |       | SPECIAL EDUCATION                     |                                 |       |
|-----------------------------|-------------------------------------------|-------|---------------------------------------|---------------------------------|-------|
| Jamelia Adams-Berry         | Receptionist                              | 81110 | Amil Alzubaidi                        | Director I Special Education    | 81301 |
| Anabell Arreola             | Custodian                                 | 81110 | Dr. Esmeralda Chalfant                | Coordinator Special Education   | 82110 |
| EDUCATIONAL SERVICES        |                                           |       | James Holmes III                      | Program Specialist              | 81308 |
| Robert E. Brough            | Assistant Superintendent                  | 81101 | Chad Shaner                           | Program Specialist              | 81306 |
| Helene Astorga              | Administrative Assistant                  | 81102 | Deanna Fritz                          | Secretary II                    | 81302 |
| Dr. Casaundra McNair        | Director - Diversity, Equity, & Inclusion | 81107 | Myrna Sanchez                         | Secretary IV                    | 81303 |
| Sandy Shammass              | Coordinator - SIS                         | 81104 | RoseMarie Puente                      | Registrar                       | 81304 |
| CURRICULUM & INSTRUCTION    |                                           |       | PATHWAYS FOR ADULT LIFE SKILLS (PALS) |                                 |       |
| Julie Zierold               | Director - Curr. & Instruction            | 81105 | Erika Heiliger-Garcia                 | Coordinator - Special Education | 82100 |
| Mark Synnott                | Coordinator - Ed. Services                | 81115 | Heliezer Espinoza                     | School Secretary                | 82112 |
| Beth Heyden                 | Secretary II - Inst. Data Support         | 81114 | MENTAL HEALTH SERVICES                |                                 |       |
| Andrew Cruz                 | Librarian (PHS)                           | 40115 | Jeremy Stevens                        | Coordinator Mental Health Svs.  | 82200 |
| Cheri Adame                 | District Counselor (ASPIRE)               | 81127 | Jennifer Navarro                      | ERMHS Therapist                 | 82211 |
| Christopher Tinajero        | District Counselor (ASPIRE)               | 81125 | Karna Humbert                         | ERMHS Therapist                 | 82203 |
| Betty Tran                  | District Counselor (ASPIRE)               | 81126 | Amanda Lazo                           | ERMHS Therapist                 | 82201 |
| Julie Harris                | Academic Coach (ELA)                      | 81129 | Heather Hopkins                       | ERMHS Therapist                 | 82202 |
| Matthew Thomas              | Academic Coach (ELD)                      | 81128 | SPECIAL EDUCATION SERVICES            |                                 |       |
| ASSESSMENT & ACCOUNTABILITY |                                           |       | Lucia Barragan                        | Speech Therapist                | 82204 |
| Charles Tippie              | Director - Learning Support Services      | 81108 | Esterlita Baxa                        | Speech Therapist                | 20332 |
| Sofia Rubio                 | Secretary II                              | 81118 | Chelsea Long                          | Speech Therapist                | 22216 |
| PROJECTS & CATEGORICALS     |                                           |       | Garrett Sadowski                      | Speech Therapist                | 23151 |
| Dian Martin                 | Director - Learning Support Services      | 81106 | Lael Starika                          | Speech Therapist                | 82210 |
| Susan Hudson                | Secretary II                              | 81113 | Karrl Vitor                           | Speech Therapist                | 82205 |

|                                                 |                                        |       |                                           |                                  |       |
|-------------------------------------------------|----------------------------------------|-------|-------------------------------------------|----------------------------------|-------|
| Susan Smyth                                     | Account Clerk                          | 81109 | Harry McKoy                               | Occupational Therapist           | 82212 |
| Alejandra Garcia                                | Job Development Specialist             | 81123 | Jennifer Molina                           | Occupational Therapist           | 82209 |
| Monica Anaya                                    | Professional Dev. Technician           | 81103 | Dr. Amy Gelert                            | Physical Therapist               | 82206 |
| <b>COMMUNITY &amp; FAMILY ENGAGEMENT</b>        |                                        |       | Lusiza Felix                              | Adapted PE Specialist            | 82208 |
| Sonia Rezkalah                                  | Community Engmt. Specialist            | 81209 | Pamela Karg                               | Adapted PE Specialist            | 82207 |
| Viviana Carrillo                                | Community Liaison - Bilingual          | 81119 | <b>DISTRICT NURSES @ PALS</b>             |                                  |       |
| Maria Cruz-Smith                                | Community Liaison - Bilingual          | 81124 | Bevy Escobar                              | District Nursing Coordinator     | 81207 |
| Marisol Gonzalez                                | Community Liaison - Bilingual          | 81116 | Amanda Horta                              | District Nurse                   | 81205 |
| Teresa Gonzalez                                 | Community Liaison - Bilingual          | 81131 | Sarah Young                               | District Nurse                   | 81122 |
| Azucena Navarette                               | Community Liaison - Bilingual          | 81130 | <b>SCHOOL PSYCHOLOGISTS (SITE BASED)</b>  |                                  |       |
| <b>PUPIL SERVICES</b>                           |                                        |       | Dr. Antoinette Armijo                     | Heritage High School             |       |
| Dr. Pauline Garcia                              | Director - Pupil Services              | 81201 | Joseph Jones                              | Heritage High School             |       |
| ChaKwan Jones                                   | Coordinator - Educational Services     | 81211 | Kevin Lam                                 | Perris High School               |       |
| Porsche Calhoun                                 | School Social Worker (District Office) | 81121 | Amin Skaf                                 | Paloma Valley High School        |       |
| Helen Stimach                                   | Secretary II                           | 81202 | Kathryn Carpenter                         | Paloma Valley High School        |       |
| <b>DISTRICT ATTENDANCE OFFICE</b>               |                                        |       | Dolores Gonzalez                          | Liberty High School              |       |
| Marlene Hernandez                               | Attendance Specialist                  | 81212 | Martha Samaniego                          | PALS, NPS, RTC                   |       |
| Elizabeth Chavarria                             | Attendance Specialist                  | 81213 | Tonya Jenkins                             | Pinacate MS, Perris Lake HS, CMI |       |
| Janie McWilliams                                | Senior Clerk/SARB                      | 81203 | <b>SCHOOL SOCIAL WORKERS (SITE BASED)</b> |                                  |       |
| Alice Kelly                                     | Community Liaison - Bilingual          | 81111 | Porsche Calhoun                           | Student Services Center (DO)     | 81207 |
| Gloria Webster                                  | Community Liaison - Bilingual          | 81120 | Marina Cunningham                         | California Military Institute    | 35242 |
| <b>DISTRICT SPANISH TRANSLATION</b>             |                                        |       | Nanci Garcia                              | Perris High School               | 21324 |
| Analuisa (Ana) Ruiz                             | Translator (PHS, CMI, PVHS, PALS)      | 81204 | Charis Washington                         | Heritage High School             | 20219 |
| Mariela Chaidez                                 | Translator (HHS, PMS, PLHS, PALS)      | 81210 | Maria Betancourth                         | Paloma Valley High School        |       |
| Claudia Prevost                                 | Temporary Translator (DO, SSC)         | 81120 | Sylvia Gudino                             | Liberty High School              |       |
| <b>STUDENT SERVICES CENTER - TRAINING ROOMS</b> |                                        |       | Cynthia Castro                            | Perris Lake High School          |       |
|                                                 | Training Room #1                       | 81402 | VACANT                                    | Pinacate Middle School           |       |
|                                                 | Staff Lounge                           | 81406 |                                           |                                  |       |
|                                                 |                                        |       |                                           |                                  |       |

### PERRIS UNION HIGH SCHOOL DISTRICT SITES

|                                                            |                                                         |       |
|------------------------------------------------------------|---------------------------------------------------------|-------|
| District Administrative Office                             | 155 East 4th Street - Perris, CA 92570 / (951) 943-6369 | 80319 |
| Student Services Center (Ed Services)                      | 1151 North A Street - Perris, CA 92570 / (951) 943-6369 | 81110 |
| Special Education Office (Ed Services)                     | 515 East 7th Street - Perris, CA 92570 / (951) 943-6369 | 81302 |
| Heritage High School                                       | 26001 Briggs Road - Menifee, CA 92585 / (951) 940-5477  | 20126 |
| Liberty High School                                        | 32255 Leon Road - Winchester, CA 92596 / (951) 940-5700 | 23110 |
| Paloma Valley High School                                  | 31375 Bradley Road - Menifee, CA 92584 / (951) 672-6030 | 22123 |
| Perris High School                                         | 175 East Nuevo Road - Perris, CA 92570 / (951) 657-2171 | 21127 |
| Pinacate Middle School                                     | 1990 South A Street - Perris, CA 92570 / (951) 943-6441 | 40112 |
| California Military Institute                              | 755 North A Street - Perris, CA 92570 / (951) 943-6441  | 35110 |
| Perris Lake High School / Scholar+ Online Learning Academy | 418 Ellis Avenue - Perris, CA 92570 / (951) 657-7357    | 30107 |
| Pathways for Adult Education                               | 515 East 7th Street - Perris, CA 92570 / (951) 943-6369 | 81300 |

*EDUCATIONALLY RELATED MENTAL HEALTH SERVICES (ERMHS) THERAPISTS*

|                  |                                                 |                                                                                                          |
|------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Jennifer Navarro | Ed. Related Mental Health Svs (ERMHS) Therapist | (951) 943-6369, Ext. 82211<br><a href="mailto:jennifer.navarro@puhsd.org">jennifer.navarro@puhsd.org</a> |
| Karna Humbert    | Ed. Related Mental Health Svs (ERMHS) Therapist | (951) 943-6369, Ext. 82203<br><a href="mailto:karna.humbert@puhsd.org">karna.humbert@puhsd.org</a>       |
| Amanda Lazo      | Ed. Related Mental Health Svs (ERMHS) Therapist | (951) 943-6369, Ext. 82201<br><a href="mailto:amanda.lazo@puhsd.org">amanda.lazo@puhsd.org</a>           |
| Heather Hopkins  | Ed. Related Mental Health Svs (ERMHS) Therapist | (951) 943-6369, Ext. 82201<br><a href="mailto:heather.hopkins@puhsd.org">heather.hopkins@puhsd.org</a>   |

*SCHOOL SOCIAL WORKERS (SITE BASED)*

|                   |                                               |                                                                                                            |
|-------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Porsche Calhoun   | Social Worker (Student Services Center)       | (951) 943-6369, Ext. 81207<br><a href="mailto:porsche.calhoun@puhsd.org">porsche.calhoun@puhsd.org</a>     |
| Monique Martin    | Social Worker (Pinacate Middle School)        | (951) 943-6441, Ext. 40227<br><a href="mailto:monique.martin@puhsd.org">monique.martin@puhsd.org</a>       |
| Charis Washington | Social Worker (Heritage High School)          | (951) 940-5447, Ext. 20219<br><a href="mailto:charis.washington@puhsd.org">charis.washington@puhsd.org</a> |
| Silvia Gudino     | Social Worker (Liberty High School)           | (951) 672-6030, Ext. 23288<br><a href="mailto:silvia.gudino@puhsd.org">silvia.gudino@puhsd.org</a>         |
| Maria Betancourth | Social Worker (Paloma Valley High School)     | (951) 672-6030, Ext. 22210<br><a href="mailto:maria.betancourth@puhsd.org">maria.betancourth@puhsd.org</a> |
| Nanci Garcia      | Social Worker (Perris High School)            | (951) 657-2171, Ext. 21324<br><a href="mailto:nanci.garcia@puhsd.org">nanci.garcia@puhsd.org</a>           |
| Cynthia Castro    | Social Worker (Perris Lake High School)       | (951) 657-7357, Ext. 30222<br><a href="mailto:cynthia.castro@puhsd.org">cynthia.castro@puhsd.org</a>       |
| Marina Cunningham | Social Worker (California Military Institute) | (951) 443-2731, Ext. 35242<br><a href="mailto:marina.cunningham@puhsd.org">marina.cunningham@puhsd.org</a> |

**SECTION XVI  
INSTRUCTIONAL PRACTICES**

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### **1601.0 Fidelity of Implementation**

Administrators will observe classroom instruction regularly to validate program implementation. Test data will be reviewed by the site teachers, site administration, and district coaches quarterly.

### **1602.0 Master Schedule**

The master schedules will be designed to balance Reading Intervention course offerings during the school day. Counselors will use data from reading assessments to move students as needed. District coaches will assist counselors and administrators in master schedule offerings and placement of individual students. Teachers with obligations that remove them from the classroom on a regular basis should not be teaching Reading Intervention during class periods they are chronically absent from (i.e., coaches who are regularly absent during 5th, 6th, and 7th periods for games should not have Reading Intervention scheduled during those periods).

### **1603.0 District Adopted, Research Based Instructional Strategies**

The Perris Union High School District has adopted the following Research Based instructional strategies for the purpose of increasing student achievement.

1. Knowledge objectives are clearly and explicitly stated for every exercise for both teacher and students.
  - a. Standard and Objective written and accessible to students
  - b. Used interactively throughout the lesson
2. Continuous and intensive interaction and communication between teacher and students.
  - a. Varied and frequent communication styles
  - b. T-S, S-T, T-G, G-T, S-S (T=Teacher; S=Student; G=Group)
3. Instructional Communication is predetermined.
  - a. Classroom communication norms are consistent and automatic.
  - b. Clear visual and verbal protocols
4. During the structured/scripted dialogue, teachers wording and demonstrations are clearly defined
  - a. Teacher knows who, what, when, where, why, and how of lesson
  - b. Teacher questions and Student responses are explicit
  - c. Use of Instructional Material
  - d. Completed examples of all student work
5. Students participate in a sequence of short, quick-paced interactive exercises.
  - a. Explicit and purposeful use of time (min/sec)
  - b. Structured student interaction
  - c. Chunked, short periods of time

6. Teacher reinforces student learning with explicit procedures,
  - a. Total physical response (TPR)
  - b. Constant checking for understanding (e.g. choral response)
  - c. Model Example
7. Students receive immediate correctives and feedback from teachers.
  - a. Motor, Memory, Discrimination, Process
  - b. Targeted, immediate, and reinforcing feedback
8. Throughout the lesson, there is a high level of intensity and a high level of orientation for success.
  - a. Students aware of what they are learning
  - b. Work directly correlated to content and cognition of standard/objective
  - c. Active" learning environment

### **1703.0 Credit Recovery**

#### *Purpose of the Program*

The Credit Recovery program allows students to complete previously failed courses in a timely manner, with the intent of allowing them to graduate on time.

#### *Administration of Program*

Site administration is charged with ensuring that the program is being administered as designated by District regulations.

Questions and/or administrative approvals must be sought through the District's designated program administrator.

#### *Enrollment Rules*

1. Students are recommended for program participation by their counselor, after failing a course.
2. Students may not be concurrently enrolled in both direct instruction (classroom) and Credit Recovery for the same course.
3. Students may not be placed into a course that was not previously failed without specific administrative approval.
4. Students may not take the Lifetime Fitness course in lieu of the PE requirement without specific administrative approval.

#### *Class Overview and Rules*

1. All of the work assigned is administered on a computer within the context of the Credit Recovery Program, in a classroom environment with a credentialed teacher present. Students work at-their-own-pace with the expectation that progress is made on a daily basis. Attendance is the key to getting the work completed in a timely manner.
2. Credit recovery is a serious commitment to getting a diploma. Students must have the motivation and willingness to work at the quickest pace possible in order to complete the assignments in a timely manner. Teachers assigned to oversee a Credit Recovery

lab are responsible for motivating students to progress in their courses, and to assist students with their course material as needed.

3. The Credit Recovery program may not work for every student. Special Needs, English Learners, and students with very low reading skills may not progress well in the program; however, they have a right to attend and should be given the opportunity for success before making the determination that they are not right for the program. Special Needs students may have an aide assist them within the confines of the requirements listed below.

Students must make progress **EVERY DAY**. This is not an option. Students are expected to complete the following **at a minimum**:

- ✓ Two 2 lessons per hour
- ✓ Completion of one course every 6-8 weeks (i.e.: complete *Health* for a grade)

#### *Attendance Policy*

While the Credit Recovery program is generally self-paced, student success in the program is dependent upon consistent attendance in the lab.

Students are assigned to a lab that is open at specific times for the purpose of completing A+ courses. Students are expected to attend every day until they finish their course work. *Every day that they miss class is one less day they have to complete their work.* There is no make-up or extra credit work available.

#### *Lab Rules*

1. All regular school rules apply while in the lab, including dress code and conduct rules. All regular school discipline applies. Students are expected to attend class everyday and arrive to class on time.
2. No food, drink or chewing gum allowed in the lab – no exceptions.
3. Students should respect the equipment – computers, chairs, etc. are school property. Vandalism is not acceptable and will receive appropriate discipline per school rules. Students are responsible for their work station.
4. Students should respect other students in the room – everyone needs the right environment to study and master the material.
5. No cell phones, iPods, or other electronic devices allowed – except at the discretion of the teacher.
6. No Internet or other computer program use on lab computers *except* as required through the Credit Recovery software.

#### *Note-Taking*

Students are required to take notes from the Study Guide which can be used on all of the tests. The notes they complete are part of their overall grade for each course and must be relinquished at the end of the course when they request a grade check. Notes, after review, should be shredded to prevent reuse.

#### *Cheating Policy*

There are several forms of cheating in the A+ program:



1. Copying test questions and/or answers
2. Using others' notes
3. Use of the Internet while taking an exam (either on a computer, cell phone, or other electronic device)
4. Logging in as another student, no matter what the reason

None of these actions are acceptable; if caught, students should receive *one* warning (reminder); a second offense will result in:

1. Restarting the course currently working on (if you do not have another course to complete) **AND/OR**
2. Removal from the course currently working on and start in another course

#### *Testing Requirements (minimum to pass)*

- ✓ Study - Minimum 15 minutes in the Study section before the practice and mastery tests open for access - Notes must be hand-written by the enrolled student. Note-taking is not allowed in any software program or on any electronic device.
- ✓ Practice Test - Not required\* / only one opportunity to take / allows test taker to re-access the study guide during the test / Practice Test will average into overall lesson percentage
- ✓ Mastery Test - 70% (7/10)
- ✓ Review Test - 70% (14/20)
- ✓ Essay/Projects/ Short Answers - varies by course - graded by teacher when coursework is complete
- ✓ Midterm - 60% (24/40) - MUST BE COMPLETED IN THE THE WBA+ LAB WITH A CERTIFICATED TEACHER
- ✓ Final - 60% (45/75) - MUST BE COMPLETED IN THE THE WBA+ LAB WITH A CERTIFICATED TEACHER

**After three failed attempts on the final, the notes are submitted to the teacher and the student must restart the course. The notes remain with the teacher. The student will have to redo the notes as they work their way through the new course.**

All assignments listed for each course must be completed to receive a grade. Writing assignments/projects are part of your grade and are graded by the instructor. You will not receive a grade until you have completed all of the work assigned.

#### *Grading*

Once you have completed the final in an WBA+ lab session, you are to notify the teacher who will then calculate your grade based on the following weights. The teacher will give you a grade report before you leave and submit a signed copy to the site registrar. Students are encouraged to save their grade report to compare with their updated transcript.

Notes - 15% ( hand-written )  
 Practice tests / Mastery tests / Writing Assignments (average of all attempts\*) - 15%  
 Review Tests (average of all attempts\*) - 15%  
 Midterm - No Weight  
 Final (average of all attempts\*) - 55%

## **SECTION XVII**

**1700.0 Board Approved Curriculum**

Teachers will teach the Board approved curriculum. The curriculum is based on the California Content Standards.

**1700.1 District Benchmark Assessments**

Teachers will administer the district benchmarks and end-of-level assessments to students following the established District pacing guides.

## HEAT ILLNESS PREVENTION STAFF AND STUDENTS

---

Below are PUHSD's guidelines for responding to high heat conditions. These Guidelines are not exhaustive. Reason and good judgment must be used at each site to protect students and staff from heat illnesses and unhealthy air conditions.

***The Superintendent's Office will make the determination, when it is appropriate, to cancel competitive sporting events and other school functions. Athletic Coaching staff shall be in contact with their Athletic Director when air quality/temperature conditions cause concern.***

PUHSD through the Earth Networks weather stations generates:

- [Employee Heat Index Protocol](#) - email alerts to remind supervisors/administrators of heat conditions and protocols to follow for employees that work outdoors
- [Athletic Heat Index Protocol](#) - email alerts sent to site administrators, athletic directors, and coaches for protocols to follow for student athletes

Staff and students need to **stay hydrated, take frequent breaks if outside, and watch for any of the following signs or symptoms:**

- Headache
- Dizziness
- Weakness or muscle pains
- Nausea and vomiting

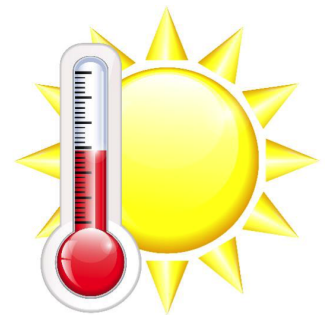
If any symptoms are present, they should get to and remain in a cool place and drink water to prevent dehydration.

**Call 911 if sweating stops, any signs of confusion, loss of consciousness, irrational behavior, unusually hot & dry skin with a high body temperature - **Heat Stroke: THIS IS A MEDICAL EMERGENCY!****

Heat illness is a serious medical condition resulting from the body's inability to cope with a particular heat load and can include:

- **Heat Cramps** - Painful spasms of muscles caused by the body's loss of salt and lack of water replenishment.
- **Heat Exhaustion** - Cool, moist, pale, flushed skin, heavy sweating, headache, nausea or vomiting, dizziness or weakness caused by the body's loss of fluids.
- **Heat Syncope** - A person standing erect and immobile may faint; caused by blood vessels in the lower extremities that dilate causing blood to pool rather than return to the heart to be pumped to the brain (dizziness or fainting).
- **Heat Stroke** - Sweating stops, confusion, loss of consciousness, irrational behavior, unusually hot & dry skin with a high body temperature.

**THIS IS A MEDICAL EMERGENCY!!** Survival depends on how quickly the individual can be



cooled down.

*Before help arrives, it is necessary to:*

1. Have the victim lie down in a shady area or get them indoors.
2. Soak clothing in cool water or remove clothing, apply cool water to skin followed by fanning to stimulate sweating.
3. Apply ice packs to the groin and armpits.

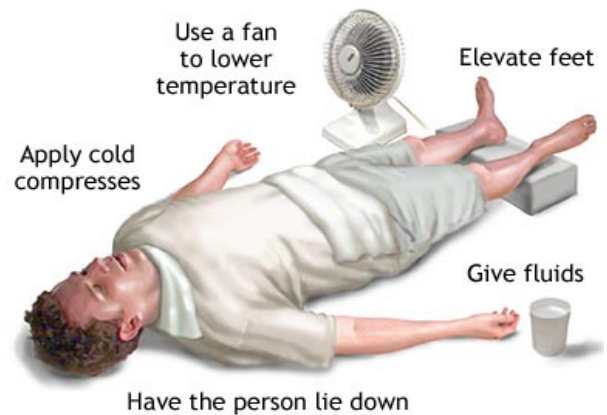
*Risk factors can be environmental or personal.*

#### **Environmental Risk Factors:**

- Air temperature
- Relative humidity
- Radiant heat from the sun & other sources
- Conductive heat sources (the ground)
- Air movement
- Workload severity & duration
- Protective clothing

#### **Personal Risk Factors:**

- Age
- Weight
- Physical fitness
- Metabolism
- Water consumption
- Prescription drugs
- Alcohol consumption
- Caffeine consumption
- Level of acclimatization
- Any other factors that alter one's ability to retain water or respond to heat



#### **It is important for you to understand:**

- How the body handles heat
- How to recognize the symptoms
- The risk factors, both personal and environmental
- How to prevent heat illness by staying hydrated, using shade, acclimatization, and taking rest breaks
- 

## **APPENDIX #2 UTILITY CART/VEHICLE SAFETY POLICY AND PROCEDURES**

---

### **What are Utility Vehicles?**

Motorized vehicles including utility carts and other 3 or 4-wheeled vehicles that are powered by electric or internal combustion motors. NOTE: Does not apply to tractors or other machinery.

#### **Who is authorized to operate?**

**“Only drivers who have been authorized by the employer and trained in the safe operations of industrial trucks shall be permitted to operate such vehicles.”**

Per CCR Title 8, Section 3203 and CCR Title 8, Art 25, Section 3664

#### **Authorization to operate is contingent on:**

- Must be at least 18 years old and have a valid driver's license. Employees shall immediately notify their supervisor if and when their driver's license is suspended or revoked.
- Successfully completing utility vehicle training.
- Signing the “Acknowledgement & Certification” form and returning to their supervisor.
- Demonstrate a working knowledge of the utility vehicle policy.

#### **Authorized Personnel include:**

Custodians, Campus Supervisors, Coaches, PE Teachers, Administrators, Band Teachers, any other personnel who have received pre-authorization from their administrator or supervisor, and pre-authorized board approved adult volunteers.

#### **Authorized Use:**

- Transporting equipment/supplies for events on PUHSD Property.
- Transporting equipment/supplies.
- Delivering products and goods.
- Transporting **injured students** or staff (with Administration or medical authorization)

#### **Student use of utility vehicles is prohibited!**

#### **Pre-Operation Inspection**

CAUTION! Before operating any utility vehicle, inspect the vehicle for safe working conditions. Take the vehicle out of service if any safety malfunctions are identified. Do not operate the utility vehicle until the problem/issue is resolved. Always check, at a minimum, the following:

1. Ignition is only operational using a key (**this is the number one safety concern**).
2. Brakes; check to assure presence of a firm pedal with minimal travel. Check parking brake engagement and release.
3. Battery; check to assure that the batteries are fully charged and that the cord is disconnected from the vehicle.
4. Tire pressure/inflation; check for proper inflation.
5. Horn (if available): check for proper operation.
6. Steering; check for responsiveness and absence of excessive play.
7. Vehicle damage; visually check for any damage or vandalism.
8. Cargo; secure all cargo/equipment.

#### **Operation**

Your safety and the safety of others depend on the safe operation and maintenance of District utility vehicles. Prior to operating any utility vehicle, you, the operator, must be thoroughly familiar with the specific vehicle as they are all unique.

#### **General:**

- Always operate utility vehicles with consideration for the safety of pedestrians. Pedestrians shall always be given the right-of-way.

- Always keep a clear view of the path of travel, slowing down (sound horn, if available) at turns, blind corners and intersections where vision is impaired.
- Do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.
- All occupants must remain seated when the vehicle is in motion.
- Keep arms, legs, knees, and feet inside the cart at all times when the cart is moving.
- Utility vehicles shall only be driven on District property and not driven on public streets or right-of-ways except under the following circumstances:
  - ◆ Police or medical emergencies.
  - ◆ District approved functions/events. (i.e. Band competition, sporting events)
  - ◆ If on public streets vehicle traffic laws apply.
- Operators of utility vehicles shall be responsible for the security of ignition keys for the time period the vehicle is assigned to them.
- If the vehicle has no headlights, do not use the utility vehicle in the dark. Utility vehicles must only be used in well-lit areas.
- Keep vehicles clear of hazardous locations.
- Drive slowly and travel straight up and down on all slopes (do not make any turns when driving on any slope or incline).
- Maintain a safe distance from the edge of ramps and platforms.
- Modifications of campus vehicles are prohibited.
- Horseplay or other careless operation of the vehicle is prohibited.

#### **Parking:**

- When parked the ignition **key must be removed** from the vehicle and the emergency brake engaged. Parking is allowed only on hard covered surfaces (e.g., asphalt, concrete, and brick). Parking is prohibited on soft services, including but not limited to: landscaping, unpaved surfaces, tanbark-covered areas, etc.
- Do not block entrances to buildings, stairways, disability ramps, or main thoroughfares.
- Do not park on a sharp incline or slope unless the parking brake is set, front wheels of the vehicle turned to the right (or into the curb or parking stop, where applicable).

#### **Passenger Limit/Load Capacity:**

- Allow only one occupant per seat. Do not carry any other persons on the vehicle.
- CAUTION! Do not overload the utility vehicle. Operators must ensure that all cargo or equipment is secured.

#### **Restricted areas:**

- Do not drive utility vehicles through buildings or walk-through gates.
- When driving down walkways, stay outside of painted door lines.

#### **Speed Limits:**

- The operating speed of a utility vehicle should equal a fast walk (5-10 mph).
- Operators must reduce speed on walkways and in pedestrian areas. In crowded pedestrian areas, operators must park or proceed at a slow walking pace.

#### **Using the Utility Vehicle**

- Insert key in switch – turn to “ON” position.
- Position directional selector for the direction of desired travel.
- Release the parking brake.
- Slowly depress the accelerator pedal to obtain desired utility vehicle speed.
- To slow down or stop a utility vehicle, release foot from accelerator and depress the brake pedal.
- Utility vehicles must be at a complete stop before placing in forward or reverse.

- Never rest your foot on the brake pedal while operating. This creates drag, causes excess battery discharge, and may lead to motor overheating and damage and brake failure
- When parking the utility vehicle, move the directional selector to neutral "OFF," position, engage the parking brake, and remove the key from the key switch.
- Never leave the utility vehicle until you are fully stopped, have set the parking brake, positioned the direction lever to "Neutral", turned the key switch to "OFF" and have removed the key.
- When parking downhill, turn the front wheel(s) into the curb or toward the side of the road, and engage the parking brake. If a curb is not available, you must block the wheels.
- When parking uphill, turn the front wheel(s) away from the curb and let the utility vehicle roll back a few inches until the rear of one front wheel gently touches the curb and engage the parking brake. If a curb is not available, you must block the wheels.
- Double parking or blocking any street or walkway is prohibited.
- Always lock and secure the utility vehicle when not being used, such as when storing overnight.

#### **Refueling internal combustion vehicles:**

- Fueling will be done outdoors at locations designated for such activities.

#### **Recharging (Batteries) in Electric Vehicles:**

Charging (lead acid) batteries for utility vehicles can be dangerous because of the development of hydrogen gas, which is explosive. To eliminate and reduce the risk of danger, the following procedures must be observed when recharging batteries:

- Do not recharge near an open flame or source of ignition (no smoking).
- Recharge in a well ventilated area.
- Only an approved battery charger will be used to recharge the batteries (e.g., using a properly grounded 3-prong outlet and a charger designed to shut off automatically when the batteries are fully charged).
- Only recharge at locations designated for such use. Use of extension cords from inside buildings to vehicles is prohibited.
- Disconnect all battery charger cords before using the utility vehicle.
- Cover any spilled battery acid with baking soda before reporting the spill.
- Wash your skin thoroughly with cold water if it comes in contact with battery acid.

#### **Regular Inspections, Maintenance & Repairs:**

Regular inspections shall include and document the following:

- Check the electrolyte levels, and fill as needed using the appropriate protective equipment (gloves, safety goggles).
- Check battery cables for corrosion, and clean as needed. Employees shall wear appropriate protective equipment when cleaning corrosion from battery cables (gloves, safety goggles).
  - ◆ Battery cables can be washed/cleaned with water by using a hose or pressure washer on asphalt or grass (concrete surfaces will stain).
  - ◆ Check battery cables for loose terminals or connections.
- Maintenance and/or needed repairs must be completed through purchase agreements with outside vendors or coordinated through the PUHSD Maintenance & Operations Department.

#### **Reporting Accidents/Injuries**

Promptly report all vehicle accidents to an immediate supervisor. For serious injuries, contact Risk Management at (951) 943-6369 Ext. 80282 or (951) 529-4691 or [judy.miller@puhsd.org](mailto:judy.miller@puhsd.org)

**Supervisors/Administrators:**

- Supervisors shall assure that employees authorized to operate utility vehicles receive the required initial training in the safe operations of utility vehicles as well as the annual policy refresher and conduct on-going training, as needed.
  - ◆ If Supervisor conducts staff training, send completed Utility Vehicle Exam and Acknowledgement & Certification for each trained employee to Risk Management.
  - ◆ Utility Vehicle Policy, Exam, Acknowledgement and Inspection documents can be found on the district website under Risk Management/Employee Safety.
- Supervisors shall ensure that employees who have been trained are issued and carry the current PUHSD Utility Vehicle Operator's License, which will be color coded by school year.
- Supervisors shall assure that each utility vehicle is inspected on a regular basis and documentation of inspections submitted to Maintenance & Operations.
- Supervisors shall consider comments and concerns, observed or reported, regarding each operator's compliance with the District's utility vehicle safety policy at the time of employee performance evaluations.

**Purchased/Donated Utility Vehicles:**

- Any utility vehicle that is purchased or accepted as a gift must meet the minimum safety requirements. The minimum safety equipment required must include, but not limited to:
  - ◆ Key operation
  - ◆ Deadman switch
  - ◆ Reverse alarm
- If the cart does not come with such equipment, the manufacturer should be contacted to see if it can be modified to add the missing equipment.
- A utility vehicle must be certified in writing as meeting cart manufacturer safety requirements before it is purchased or accepted as a donation.
- **Please note: All donated carts must be inspected and approved by the Transportation Department before the board will accept the donation.**
- District utility vehicles must be added to the liability coverage policy by contacting the Risk Management Office (951) 943-6369 Ext. 80282.

***Please contact your Site Administrator for the policy and procedure of accepting donations.***

**APPENDIX #3**  
**DISTRICT COMPLAINT PROCEDURES AND TIMELINE**

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**PERRIS UNION HIGH SCHOOL DISTRICT  
DISTRICT COMPLAINT PROCEDURES AND TIMELINES  
For use with BP 4119.11, 4219.11, 4319.11 (Sexual Harassment) and  
BP/AR 4144, 4244, and 4344 (Complaints)**



### **STEP 1: INFORMAL COMPLAINT**

Within seven (7) working days of the offense and prior to instituting a formal written complaint, the complainant shall first discuss the complaint with his/her supervisor or the principal of the school where the alleged act took place. Formal complaint procedures shall not be initiated until the complainant has first attempted to resolve the complaint informally. If the complaint is against the complainant's immediate supervisor, the complainant may proceed to Step 3 in the complaint process.

### **STEP 2: SITE LEVEL FORMAL COMPLAINT PROCESS**

If the complaint has not been satisfactorily resolved through the informal process in Step 1, the complainant may file a written complaint (using the "District Complaint Form") with his/her immediate supervisor or principal within twenty(20) working days of the offense. If the complaint is against the complainant's immediate supervisor, the complainant may proceed to Step 3 in the complaint process. If the complainant fails to file a written complaint within twenty (20) working days, the complaint shall be considered settled.

The written complaint shall include the nature of the problem, names, dates, locations, witnesses, and the remedy sought by the complainant. Within fifteen (15) working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant to resolve the complaint. Within ten (10) working days after the meeting, he/she shall prepare and send a written response to the complainant.

### **STEP 3: DISTRICT LEVEL APPEAL**

If the complaint has not been satisfactorily resolved at Step 2, the complainant may submit the written complaint to the Superintendent or designee within five (5) working days of receipt of Step 2 response. Complaint shall include all information presented at Step 2.

Within fifteen (15) working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation and meet with the complainant to resolve the complaint. Within ten (10) working days after the meeting, he/she shall prepare and send a written response to the complainant.

### **STEP 4: APPEAL TO THE GOVERNING BOARD**

If the complaint has not been satisfactorily resolved at Step 3, the complainant may submit a written appeal to the Board within five (5) working days of receiving the Superintendent or designee's response. The written appeal shall include all information presented at Step 2 and Step 3.

The Board may uphold the findings by the Superintendent or designee without hearing the complaint or may hear the complaint at a regular or special Board meeting.

The Board shall make its decision within thirty (30) working days of the hearing and shall send its decision to all concerned parties. The Board's decision will be final.

*For questions or clarification, you may contact the Human Resources Department at (951) 943-6369 x80304.*



**PERRIS UNION HIGH SCHOOL DISTRICT  
DISTRICT COMPLAINT FORM**

For use with BP 4119.11, 4219.11, 4319.11 (Sexual Harassment) and

BP/AR 4144, 4244, and 4344 (Complaints)  
(Refer to appropriate Board Policy and Administrative Regulation for timelines)

☐ **Check here if this is a Sexual Harassment complaint**

☐ **Step 2** (Immediate Supervisor)

☐ **Step 3** (Superintendent/Designee)

☐ **Step 4** (Governing Board)

**Complainant Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

**Date of Alleged Incident:** \_\_\_\_\_

**Location of Alleged Incident:** \_\_\_\_\_

**Narrative Summary of Alleged Incident include time, place, participants and witnesses to the alleged violation (If more space is needed, please attach additional sheets):**

**Desired Outcome of Investigation:**

\_\_\_\_\_  
**Complainant's signature**

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

Complainants may, in some circumstances, have the right to appeal decisions to the California Department of Education, or to seek review by the U.S. Department of Education, Office of Civil Rights, or may seek civil remedies for allegations of employment discrimination through the U.S. Equal Employment Opportunity Commission and the California Dept. of Fair Employment and Housing.

*For questions or clarification, you may contact the Human Resources Department at  
(951) 943-6369, Ext. 80304.*

**APPENDIX #4**  
**PERRIS UNION HIGH SCHOOL DISTRICT EDUCATIONAL EQUITY**

## **Nondiscrimination/Harassment/Intimidation/Bullying Policy**

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, or gender expression; 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. School personnel must take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation or bullying. ([BP 5145.3](#))

## **Sexual Harassment Policy**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes. ([BP 5145.7](#))

## **Sexual Harassment Policy (Personnel)**

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. ([BP 4030](#) Personnel)

## **To report complaints, please contact:**



Kirk Skorpanich  
Assistant Superintendent, Human Resources  
155 East 4th Street  
Perris, CA 92590  
(951) 943-6369, Ext. 80302  
[kirk.skorpanich@puhsd.org](mailto:kirk.skorpanich@puhsd.org)  
<http://www.puhsd.org/pages/haveacomplaint>



Provided By The California Department of Education  
Categorical Programs Complaints Management Office  
1430 N Street, Suite 6308, Sacramento, CA 95814-5901  
916-319-0929

July 2022

The Perris Union High School District annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process. The Perris Union High School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

**Programs and Activities subject to the UCP:**

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education, Career Technical, Technical Training (state)
- Career Technical Education (federal)
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans For Student Achievement
- School Safety Plans
- School Site Councils

## **Pupil Fees**

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

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity. A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fee and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint. A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

## **Filing a UCP Complaint**

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

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

## **Additional Information**

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

## **Contact Information**

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

Kirk Skorpanich

Assistant Superintendent - Human Resources  
155 East 4th St.  
(951) 943-6369 Ext 80302  
kirk.skorpanich@puhsd.org

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

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

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

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

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