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Panama-Buena Vista Union School District

KATIE RUSSELL
District Superintendent

4200 Ashe Road
Bakersfield, CA 93313
(661) 831-8331 FAX (661) 398-2141



BOARD OF TRUSTEES
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**ANNUAL NOTICE TO PARENTS/GUARDIANS
CONCERNING THEIR RIGHTS AND RESPONSIBILITIES
2024-2025**

I am pleased the 2024-2025 Parent Handbook is available for viewing online at the district website, www.pbvUSD.k12.ca.us or through ParentSquare. Printed copies of the District Handbook are available at any school site or the district office.

Each school district must notify parents and guardians of their legal rights and obligations relating to specified programs and/or activities at the beginning of the first semester or quarter of the regular school year. The handbook summarizes those programs and activities. Note all references are to the California Education Code unless otherwise indicated.

After your review, please sign and return the acknowledgment attached below, indicating you have received and reviewed these materials. If you received this notice electronically, you may download/print and sign this page or sign the Parent Acknowledgement sheet sent home with your student. Signed forms are to be returned to your child’s teacher.

If you have any questions, please contact the district office.

Sincerely,

Katie Russell
District Superintendent

PARENTAL ACKNOWLEDGMENT

E.C section 48982 requires parents to sign and return this acknowledgment.

By signing below I am neither giving nor withholding my consent for my student(s) to participate in any program. I am merely indicating I have received and read the parent handbook regarding my rights relating to activities which might affect my student(s).

Date: _____

Signature of Parent

Printed Name of Student(s)

Printed Name of Parent

Printed Name of Student(s)

Panama-Buena Vista Union School District



4200 Ashe Road
Bakersfield, CA 93313
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August 2024

The Panama-Buena Vista Union School District will continue to implement the Professional Readiness and Education Program (PREP) block of time each week during the 2024-25 school year, beginning Wednesday, August 14. Please note this block of time will remain at 90 minutes at all P-BVUSD schools. **Accordingly, students in grades TK-8 will be dismissed 90 minutes early on Wednesdays** to provide time in which principals and teachers are able to engage in regular, ongoing professional collaboration for the following:

- Developing student assessments to measure mastery of academic standards
- Examining student assessment data and using those results to plan instruction
- Providing training on new programs and instructional strategies
- Focusing on school improvement.

To implement the PREP block, each school added minutes to their daily schedules to “bank” enough time to allow for the Wednesday afternoon early release days. Be advised, the instructional minutes for students remain the same. The last day of instruction for students is May 29, 2025.

For your convenience, a listing of school start and dismissal times is provided below.

Elementary School	Start Time	Primary Dismissal	Intermediate Dismissal	Junior High School	Start Time	Junior High Dismissal
Berkshire	8:28	2:50	3:00	Actis	8:28	3:40
Buena Vista	8:28	2:50	3:00	Stonecreek	8:28	3:40
Castle	7:38	2:00	2:10	Tevis	8:28	3:40
Hart	8:28	2:50	3:00	Thompson	8:28	3:40
Highgate	8:28	2:50	3:00	Warren	8:28	3:40
Laurelglen	7:38	2:00	2:10	Alt Ed	8:28	3:40
Loudon	8:28	2:50	3:00	Whitley	8:28	3:40
McAuliffe	7:38	2:00	2:10	<u>NOTE: Dismissal time every Wednesday afternoon will be 90 minutes earlier than the times listed here.</u>		
Miller	7:38	2:00	2:10			
Old River	8:28	2:50	3:00			
Panama	7:38	2:00	2:10			
Reagan	7:38	2:00	2:10			
Sandrini	7:38	2:00	2:10			
Seibert	7:38	2:00	2:10			
Sing Lum	8:28	2:50	3:00			
Stine	7:38	2:00	2:10			
Stockdale	7:38	2:00	2:10			
Van Horn	7:38	2:00	2:10			
Whitley	8:28	2:50	3:00			
Williams	8:28	2:50	3:00			

EXCUSED ABSENCES

According to law (E.C. section 48205), your child will be excused for absence when it is:

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
5. For the purpose of jury duty in the manner provided by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district. Attendance at religious retreats shall not exceed one school-day per semester.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in E.C. section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. For the purpose of participating in a cultural ceremony or event.

12. For the purpose of a middle school or high school pupil engaging in a civic or political event, provided that the pupil notifies the school ahead of the absence. Pupils will only be excused for only one school day-long absence per school year. Pupils may be permitted additional excused absences at the discretion of a school administrator.
13. For the purpose of accessing services from a victim services organization or agency, accessing grief support services, or participating in a safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation if an immediate family member of the pupil, when a pupil is grieving the death of an immediate family member or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family.
14. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

Obtaining Confidential Medical Services (E.C. section 46010.1)

A pupil may be excused from the school for the purpose of obtaining medical services that are private in nature and scheduled confidentially, that is, without the consent of the pupil's parent or guardian.

Absence for Religious Purposes (E.C. section 46014)

With your written permission, your child may be excused to attend religious exercises or to receive moral and religious instruction away from school. However, your child will be required to complete a certain number of minutes for that day. Such absences are limited to four days per month.

No Grade Reduction or Loss of Academic Credit for an Excused Absence (E.C. section 48205)

A pupil's grade shall not be reduced or lose academic credit for any excused absence(s) if missed assignments and tests can be reasonably provided and are satisfactorily completed in a reasonable time.

SCHOOL ATTENDANCE OPTIONS

Enrollment in Neighborhood School (E.C. section 48980)

Generally, children may attend a school run by the district in which their parents reside. Districts usually enroll children in their neighborhood school. Their neighborhood school is the school which the district has designated to serve the area in which their parents reside.

In addition, the district tries to provide options so that parents who reside in one attendance area may choose to enroll their child in a school that is designated to serve another attendance

area. Further, families may choose to enroll their child at a school run by another school district all-together instead of attending a school run by their own school district.

The rules governing enrollment/attendance options are designed to not only address the diverse needs and interests of district families, but also balance enrollment in order to maximize the efficient use of district facilities. There are limitations and requirements associated with each such option and transportation assistance to and from the receiving school receiving the student is generally not provided.

Intradistrict Open Enrollment (E.C. section 35160.5(b))

The parents/guardians of any student who is residing within a district's boundaries may apply to enroll their student in any district run school instead of their neighborhood school. However, no student currently residing within a school's attendance area may be displaced by another student transferring from outside the attendance area.

Enrollment priority is given to:

- The victim of an act of bullying (if there is no available school for an intradistrict transfer, the district cannot prohibit the student's interdistrict transfer). (E.C. section 46600(d)(2).)
- Students whose neighborhood school has been classified as "persistently dangerous." (20 USC 7912; 5 CCR 11992-11993.)
- Any student who is a victim of a violent crime while on school grounds. (20 USC 7912; 5 CCR 11992-11993.)

Additional priorities are set forth in the school district's intradistrict open enrollment policy (BP and AR 5116.1).

The district determines the number of spaces available for each grade level and/or program at each district school to which a student attending another district school may transfer. Except for priorities listed above, the school district uses a random, unbiased selection process to determine who shall be admitted whenever the school receives enrollment requests that are in excess of the school's capacity at the pertinent grade level or in the pertinent program.

The application and selection process is more fully explained in the school district's intradistrict open enrollment policy (BP and AR 5116.1).

Interdistrict Transfers (E.C. sections 46600(a)(b) and 46601)

A. Interdistrict Attendance Agreements and Permits

A student who resides in one district may transfer to and enroll at a school in another district pursuant to a permit issued under an interdistrict attendance agreement between the two school districts. Both districts must consent to the transfer.

The victim of an act of bullying, committed by a pupil of the district of residence, is given priority for interdistrict attendance. Until the district is at maximum capacity, the district shall accept any student who has been determined by personnel of either school district to be the victim of an act of bullying or whose interdistrict transfer application is based on being a child of an active-duty military parent/guardian. Unless the interdistrict attendance agreement expressly provides otherwise, the student does not have to reapply annually, or at all, and must be allowed to continue to attend the school in which he or she first enrolls. Neither the sending nor receiving districts are required to consent to the transfer. A parent may appeal a school district's denial within 30 calendar days of the date of the school district's final denial to the county board of education (E.C. section 46601).

The application, selection process and appeals process are more fully explained in the school district's interdistrict enrollment policy (BP and AR 5117).

B. School District of Choice Program (E.C. sections 48300-48317)

A school district may enact the School District of Choice Program. The program allows the receiving district to enroll non-district students without the agreement of their district of residence. Under this program, priority must be given to siblings of children already in attendance, students who are eligible for free or reduced-price meals and to children of military personnel, in that order.

Once enrolled pursuant to the School District of Choice Program, the transfer is renewed automatically unless the governing board withdraws the program. However, the student does not have a regulatory right to stay at the same school. Additionally, the district of residence may impose a statutorily-set cap on the total number of students transferring out of the district, and the district of choice is required to give certain notices to districts of residence.

The process is more fully explained in the school district's interdistrict enrollment policy (BP and AR 5117).

Alternative Residency Compliance (E.C. section 48204)

A student complies with the residency requirements for school attendance in a school district if they are any of the following:

- A student who is placed within the boundaries of that school district in a regularly established licensed children's institution or a licensed foster home; or
- A student for whom interdistrict attendance has been approved; or
- A student whose residence is located within the boundaries of that school district and whose parent or legal guardian is relieved of responsibility, control, and authority through emancipation; or
- A student who lives in the home of a caregiving adult that is located within the boundaries of that school district; or
- A student residing in a state hospital located within the boundaries of that school district; or

- A student whose parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of three days during the school week; or
- A school district *may* deem a student to have complied with the residency requirements for school attendance in a school district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week.

The process is more fully explained in the school district’s interdistrict enrollment policy (BP and AR 5111.1).

Foster Youth (E.C. sections 48204(a)(2) and 48853.5)

Students who are or become “Foster” children must be permitted to continue their education at their “school of origin” through the end of the academic year and maybe longer if that placement is in their best interests. This rule applies as long as they remain “Foster” children. On the other hand, if the district’s Educational Liaison and the Foster family agree that enrollment in a “new” school is in the best interest of the “Foster” child, the new school must immediately enroll the child. Foster children must be allowed to matriculate with their peers in accordance with the established feeder patterns of the school district when transitioning to middle school or high school.

The process is more fully explained in the school district’s education for foster youth policy (BP and AR 6173.1).

“Homeless” Students (42 USC 11431-11435)

A student whose parents come within the McKinney-Vento criteria for homelessness may, if they so choose, continue enrollment in the school they were attending prior to becoming homeless even if now living elsewhere in or outside of the district’s boundaries. Note that they may also choose the neighborhood school in their new district instead.

Also note that McKinney-Vento gives homeless students transportation rights. The new district and old district, together, must make transportation arrangements for the student.

The process is more fully explained in the school district’s education for homeless children policy (BP and AR 6173).

Students Receiving Special Education Services Pursuant to an Individualized Education Program (IEP) or a 504 Plan (20 USC 1400 and following; 34 CFR 300.114-300.118)

IEP teams and the Individuals with Disabilities Education Act (IDEA), not district administrators and/or other federal/state legislation, determine the placement of IDEA eligible students. The requirements of IDEA necessitate placement where the student can receive a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). LRE tends to create a preference favoring sites in relatively close proximity to the student’s home provided that the student can receive FAPE at that site.

The same is generally true of students receiving special education services pursuant to Section 504 of the Rehabilitation Act of 1973 (29 USC 794; CFR 104.33 and 104.34).

The process is more fully explained in the school district's policies on Identification and Education Under Section 504 and on Individualized Education Programs (BP and AR 6164.6 and 6159).

Individualized Instruction (E.C. sections 48206.3 and 48980(b))

If your child has a temporary disability which prevents your child from attending regular classes, the district will provide individual instruction when possible.

Students in Hospitals Outside of School District (E.C. sections 48206.3, 48207 and 48208)

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

Alternative School or Class Group Within the District (E.C. section 58500)

A school district may establish and maintain an "alternative" school or a separate class group within the district that is designed to:

(a) Maximize the opportunity for students to develop the positive values of self-reliance, self-motivation, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

(b) Recognize that the best learning takes place when the student learns because of his desire to learn.

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.

(d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.

(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for

your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

Charter Schools (E.C. sections 47600-47663; 5 CCR 11963)

Charter Schools are governed by the Education Code, but free of most of the code's restrictions. The two main forms of charter schools are classroom-based or non-classroom-based instruction. Non-classroom-based instruction, commonly referred to as "independent study," takes place primarily at home or outside the traditional classroom-based school setting.

Private Schools (E.C. section 48222)

Children may be instructed in a private full-time day school by persons qualified to teach in the State of California. Private schools are selected and paid for by the student's parents.

Mentally Gifted Students (E.C. section 48223)

Children who are mentally gifted and who are being instructed in a private full-time day school by persons capable of teaching, where all or part of the courses of instruction required to be taught in the public schools of this state is taught in a world language with not less than 50 percent of the total daily instructional time taught in the English language, shall be exempted. The attendance of the pupils shall be kept pursuant to Section 48222.

Instruction by Tutor (E.C. section 48224)

As an alternative to a private school, children may be instructed by a private tutor, who must hold a valid state credential for the applicable grade level. Private tutors are selected and paid for by student's parents.

Homeschooling (*Jonathan L. v. Superior Court (2008) 165 Cal.App.4th 1074*)

Homeschooling in California is either performed by a parent who files a private school affidavit or a parent who qualifies as a private tutor. For more information regarding a private school affidavit, please visit the California Department of Education's website at <https://www.cde.ca.gov/sp/ps/affidavit.asp>

STUDENT MISCONDUCT AND DISCIPLINE

The Obligations of a Student While at School (5 CCR 300)

Every student must:

- Attend school punctually and regularly;
- Conform to the regulations of the school;
- Obey promptly all the directions of his teacher and others in authority;
- Observe good order and propriety of deportment;

- Be diligent in study; respectful to his/her teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

Teachers Are Required to Hold Students to Strict Account for Misconduct (E.C. section 44807)

Every teacher must hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. Teachers may exercise the amount of physical control that is 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.

Rules of the District Pertaining to Student Discipline (E.C. section 35291)

Student discipline is regulated by the California legislature and by board policy and procedures. The student discipline rules are detailed and exhaustive. Their purpose is to give school officials the legal authority to impose student discipline and also provide accused students with due process. The rules governing student discipline are more fully explained in board policies BP and AR 5144 and 5144.1.

Prohibited Behavior (E.C. section 48900 and following)

If a student engages in prohibited behavior, in addition to other forms of corrective action, he/she may be disciplined, including in school suspension, suspension from school and expulsion from the school district, depending on the circumstances.

Prohibited behavior includes volitional conduct amounting to or related to: assault, battery, threat, alcohol, drugs including Soma, firearms, knives, explosives, other dangerous objects, drug paraphernalia, robbery, extortion, destruction of property, stealing, receiving stolen property, tobacco, obscene acts, habitual profanity, disrupting school activities, defying the valid authority of teachers, administrators, or other school personnel, possessing an imitation firearm, sexual battery, sexual assault, intimidation of student witnesses, hazing, bullying sexual harassment, hate violence, harassment, intimidation and terroristic threats.

Classroom Correction and Non-Punitive in School Correction Preferred When Appropriate (E.C. sections 48900.5, 48900.6 and 48900.9)

Other means of correction are always preferred over in-school suspension, suspension from school, expulsion and any other form of exclusionary discipline that results in a pupil being removed from his/her regular classroom.

Suspension from School (E.C. section 48911)

A school principal (or the principal's duly assigned designee or the Superintendent) may suspend a pupil from school for any conduct prohibited by Education Code section 48900. The maximum duration of any single suspension is five school days. In a case where expulsion from a school or suspension for the balance of the semester from continuation school is being processed by the governing board of the school district, the district superintendent or other

person designated by the district superintendent may extend the suspension in writing until the governing board of the school district has rendered a decision in the action.

Expulsion from the School District (E.C. section 48918)

When appropriate, the governing board may expel a student from the school district for any conduct proscribed by the Education Code, except 48900(k) disruption/defiance. The student is entitled to a hearing and due process. If expelled, the student is to receive a Rehabilitation Plan and a copy of the procedures to apply for readmission to the district pursuant to Education Code section 48916.

Discipline of a Disabled Student Who Is Eligible for Special Education Pursuant to IDEA or Section 504 (E.C. section 48915.5 and 20 USC 1415(k))

Federal law governs the authority of school districts to suspend and expel disabled children from school. If the misconduct is a manifestation of the student's disability, after 10 days of suspension, the student must be returned to the pre-suspension placement unless his/her IEP team and parents agree otherwise. A disabled student may not be expelled for misconduct which is a manifestation of the student's disability. The rules governing the discipline of students with disabilities are more fully explained in board policy AR 5144.2.

Student Searches (*New Jersey v. T.L.O.* (1985) 469 U.S. 325)

A warrant or probable cause is not necessary for searches of students by school officials and the level of suspicion to justify the search need not rise to the level of probable cause. Rather, such a search by school officials must be:

- Justified in its inception - it must be reasonable to suspect the items searched contain evidence of prohibited conduct;
- Reasonably related in scope to the circumstances which justified the search in the first place. That is, the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The rules governing search and seizure are more fully explained in board policy BP and AR 5145.12.

Law Enforcement Notification (E.C. section 48902)

The Education Code requires the school principal to notify law enforcement in cases of student misbehavior involving:

- Assault with a deadly weapon or other instrument;
- Assault by means of force likely to produce serious bodily injury;
- Use, possession or sale of drugs and alcohol;
- Arranging for the sale of a substance represented to be drugs or alcohol;
- Possession of a firearm within a school zone;
- Possession of other weapons such as dirks or daggers at school; and
- Possession or furnishing of a firearm or an explosive at school.

Release of a Student to a Peace Officer (E.C. section 48906)

If a school official releases your student from school to a peace officer for the purpose of removing your student from the school premises, the school official will take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or responsible relative that the child is in custody and the place where the child is being held, unless the child would be endangered by disclosure of the place.

Property Damage or Personal Injury - Parents Liable (E.C. section 48904(a) and Civ. Code section 1714.1)

Parents are liable for property damage or personal injuries caused by their child's willful misconduct in an amount up to \$25,000.00.

Damaged Library Materials - Parents Liable (E.C. section 19910)

The parent or guardian of a minor who willfully and maliciously cuts, tears, defaces, breaks, or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus, or other work of literature, art, mechanics, or object of curiosity, deposited in any public library, gallery, museum, collection, fair, or exhibition is liable for all damages so caused by the minor.

Overdue Library Materials - Parents Liable (E.C. section 19911)

The parent or guardian of a minor who willfully and maliciously detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after the expiration of the time for which by the rules of the institution the article or property may be kept, is liable for all damages so caused by the minor.

Withholding Grades, Diploma, or Transcript (E.C. section 48904(b))

When your child willfully damages school property or if school property is loaned to your child and your child refuses to return it when due, grades, diplomas and transcripts may be withheld. A voluntary work program in lieu of the payment of money may be arranged.

Attendance by Parent for a Portion of the School Day (E.C. 48900.1)

If your student willfully defies the authority of his/her teacher, disrupts classroom activity, commits an obscene act or habitually uses profanity or vulgarity, you may be required to attend school with your student for a portion of the school day.

Dress Code or Uniforms (E.C. section 35183(d))

Pupils attending the schools of the Panama-Buena Vista Union School District are expected to wear clothing appropriate for the promotion of an effective educational program. It is not the intent of the District to oppose the rights of students regarding dress, but rather to assure the

rights of all students are considered and upheld. It is the responsibility of the school to provide an atmosphere where all children will be able to learn. It is the responsibility of the students and their parents to help create and maintain this atmosphere.

Conditions of dress and appearance are:

1. Excessively large trousers, pants, and overalls may not be worn. All trousers and pants must be worn at the waist. Belt ends may not hang down. Overalls must be worn with straps on the shoulders, not hanging loose.
2. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is appropriate for school. No clothing may be personalized other than with a given name. Any personalized printing or writing on clothing, backpacks, binders, etc. is not acceptable, nor is writing on the hands or other parts of the body.
3. Pants, shorts, or skirts with holes or heavy fraying above the knee are not acceptable.
4. Clothing that is excessively revealing is unacceptable. This includes:
 - a. Backless halter tops or dresses; tube tops; tops cut low at armpits or neckline.
 - b. Clothing that shows bare midriffs.
 - c. Shorts and skirts the length of which are shorter than mid-thigh.
 - d. Clothing that is transparent or revealing.
5. Suggestive clothing or objects may not be worn which are libelous, obscene, or depict illegal or gang-related activity. This includes buttons, arm bands, shirts, insignias, etc. Clothing with crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages or clothing that is sexually suggestive or disruptive is not acceptable.
6. Shoes must be worn at all times.
 - a. At elementary school sites, students may be restricted to wear footwear that has a strap or are completely enclosed. During Physical Education (P.E.), Intramurals, or any other designated physical activity, athletic shoes or completely enclosed shoes should be worn unless other arrangements have been made.
 - b. At junior high school sites, students may wear shoes or sandals without heel straps that do not present a safety concern. During P.E., Intramurals, or any other designated physical activity, athletic shoes or completely enclosed shoes should be worn unless other arrangements have been made.
 - c. Modifications will be at the discretion of the site principal or designee.
7. Cosmetics to the face and hair that distract from the educational process are unacceptable.

The Board and administration reserve the right to declare any mode of dress, in their estimation, inhibits the educational process or threatens the safety and protection of all students as unacceptable. If students are dressed in an unacceptable manner, parents will be notified and corrective measures must be taken before the student will be allowed to return to class.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (E.C. section 49066)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (E.C. section 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety. The principal or designee shall give parents/guardians at least six months' notice before a school uniform policy is implemented.

Student Sexual Harassment (E.C. section 231.5; 5 CCR 4917)

The district takes allegations of sexual harassment seriously. The district prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The district also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. Students in grades 4 through 12 may be suspended or expelled for engaging in sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another

student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in BP and AR 5145.7.

A copy of the district's policy on student sexual harassment is enclosed for your review in the appendix of this booklet.

Social Media Monitoring (E.C. section 49073.6)

The district intends to and will collect data from pupils' social media, and may use such data in disciplinary actions involving students and/or district employees. The information gathered and/or maintained will pertain directly to school or student safety.

Pupils and their parents/guardians may inspect this information and request correction or deletion. The information will be deleted within one year of the pupil reaching the age of 18 or within one year of the pupil no longer being enrolled in the district, whichever comes first. The social media records of a pupil may be inspected by the pupil or the pupil's parent/guardian and corrections or deletion of the information may be requested. Requests to inspect a pupil's collected social media information, or to correct or delete the information, may be made to the principal or other site administrator who, within five school days, shall make the records available for inspection or respond to the request for correction or deletion of the information. Students and their parents/guardians also may have a district-level hearing to appeal the decision not to change or delete records.

Involuntary Transfer of a Student Convicted of a Violent Felony or Misdemeanor Where Victim Enrolled at Same School (E.C. section 48929)

Pursuant to board policy, a student perpetrator who has been convicted of a violent felony or a misdemeanor involving a firearm may be involuntarily transferred to another school site if the victim of the offense is enrolled at the same school as the perpetrator. District policy provides that (i) the school first attempt to resolve their conflict using restorative justice or counseling, if the victim will participate; (ii) the student perpetrator be notified of the pupil's right to request a meeting with the school principal before the principal makes a recommendation; (iii) the Superintendent or the pupil's designee make a recommendation to the governing board; and (iv) the board deliberate in closed session as may be necessary to maintain the confidentiality of student information. The board's decision will be final.

STUDENT SERVICES

Special Education Services for Disabled Pupils (E.C. sections 56020 and following and 56301; 34 CFR 104.36)

If you have reason to believe that your child (ages 0 through 21 years) has a disability which requires special services or accommodations, bring this to the attention of the school office. You may request an assessment for eligibility for special education instruction or services

through the school principal. Your child will be evaluated to determine whether your child is eligible for special instruction or services.

Any request for assessment must be made in writing and received by the district. If a request for assessment is made via email, the request will be considered received by the district when the email is opened.

You will be notified in writing of all district decisions regarding the identification, evaluation, or educational placement of your student if your student has a disability or suspected disability. All such notifications will include a statement regarding procedural safeguards, including but not limited to your rights to (1) examine relevant records, (2) have an impartial hearing with an opportunity for participation by you and your counsel, and (3) a review procedure.

The rules governing the rights and obligations associated with Special Education are more fully explained in board policy BP and AR 6159-6259.4.

Prospectus of School Curriculum (E.C. sections 49063 and 49091.14)

The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus which contains the titles, descriptions, and instructional aims of every course offered by each school. Each school prospectus is available for review upon request at each school site.

Fingerprinting (E.C. section 32390)

Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, on your child's initial enrollment you will be notified of procedures, any applicable fee, and your right to decline your child's participation.

Sex Equity in Course Selection and Career Counseling; Advance Notice (E.C. section 221.5)

Commencing with the 7th grade, parents must be notified in advance of Course Selection and Career Counseling. Parents may participate in such counseling along with their child. Recommendations by counselors cannot differentiate between students on the basis of the student's sex and shall affirmatively explore with each student the possibility of careers and courses leading to careers that may be considered nontraditional for that student's sex.

HEALTH AND SAFETY

Immunizations (E.C. sections 49403, 48216 and 48853.5; Health and Safety Code sections 120335, 120370, 120372, 120372.05 and 120375; 17 CCR 6025-6051, 6055 and 6070; 42 USC 11431; also see district BP/AR 5141.31.)

In order to protect the health of all students and staff and to curtail the spread of infectious diseases, the school district cooperates with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases. Accordingly, parents must provide documentation of full immunization, in accordance with the age/grade

and dose required by the California Department of Public Health (CDPH), against the following diseases:

1. Measles, mumps, and rubella (MMR);
2. Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap);
3. Poliomyelitis (polio);
4. Hepatitis B;
5. Varicella (chickenpox);
6. Haemophilus Influenzae Type B (Hib meningitis); and
7. Any other disease designated by the CDPH.

TABLE A: CALIFORNIA IMMUNIZATION REQUIREMENTS FOR PRE-KINDERGARTEN¹					
Table A , “California Immunization Requirements for Pre-Kindergarten,” sets forth, according to age or grade, the required immunizations and number of doses for admission to and attendance at a pre-kindergarten facility.					
AGE WHEN ADMITTED	TOTAL NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION^{2 3}				
2 through 3 months	1 Polio	1 DTaP	1 Hep B	1 Hib	
4 through 5 months	2 Polio	2 DTaP	2 Hep B	2 Hib	
6 through 14 months	2 Polio	3 DTaP	2 Hep B	2 Hib	
15 through 17 months	3 Polio	3 DTaP	2 Hep B	1 Hib ⁴	1 Varicella
	On or after the 1st birthday:				1 MMR
18 through 5 years	3 Polio	4 DTaP	3 Hep B	1 Hib ⁵⁴	1 Varicella
	On or after the 1st birthday:				1 MMR

¹ A pupil's parent or guardian must provide documentation of a pupil's proof of immunization to the governing authority no more than 30 days after a pupil becomes subject to any additional requirement(s) based on age, as indicated in Table A.

² Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.

³ Any vaccine administered four or fewer days prior to the minimum required age is valid.

⁴ One Hib dose must be given on or after the first birthday regardless of previous doses. Required only for children who have not reached the age of five years.

TABLE B: CALIFORNIA IMMUNIZATION REQUIREMENTS FOR GRADES K-12					
Table B, “California Immunization Requirements for Grades K-12,” sets forth, according to age or grade, the required immunizations and number of doses for admission to and attendance at a school.					
GRADE	NUMBER OF DOSES REQUIRED				
ADMITTED	OF EACH IMMUNIZATION^{61 72 83}				
K-12 Admission (7th-12th) ¹³⁸	4 Polio ⁹⁴ (K-12 doses)	5 DTaP ¹⁰⁵	3 Hep B ¹¹⁶	2 MMR ¹²⁷	2 Varicella
7th Grade Advancement ^{169 1710}	2 Varicella ¹⁴¹⁰	1 Tdap ¹⁵⁸			

⁶¹ Requirements for K-12 admission also apply to transfer pupils.

⁷² Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.

⁸³ Any vaccine administered four or fewer days prior to the minimum required age is valid.

⁹⁴ Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday.

¹⁰⁵ Four doses of DTaP meet the requirement if at least one dose was given on or after the fourth birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

¹¹⁶ For 7th grade admission, refer to [Health and Safety Code section 120335](#), subdivision (c).

¹²⁷ Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the first birthday meet the requirement.

¹³⁸ For 7th through 12th graders, at least one dose of pertussis-containing vaccine is required on or after the seventh birthday.

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¹⁶⁹ For children in ungraded schools, pupils 12 years and older are subject to the 7th grade advancement requirements.

¹⁷¹⁰ The varicella requirement for seventh grade advancement expires after June 30, 2025.

The Cancer Prevention Act (E.C. section 48980.4 and H&S Section 120336)

Students entering 6th grade are advised to adhere to current immunization guidelines regarding full human papillomavirus (“HPV”) immunization before admission or advancement to the 8th grade of any private or public elementary or secondary school. Vaccination against HPV is recommended by the Federal Advisory Committee on Immunization Practices, the American Academy of Pediatrics and the American Academy of Family Physicians.

Any first time newly admitted student who has not obtained the required immunization(s) within 10 school days following the parent/guardian's receipt of notice, must be excluded from school unless the student is exempt from immunization for medical reasons.

A medical exemption must be submitted using the standardized form developed by the California Department of Public Health (CDPH) and transmitted through the California Immunization Registry (CAIR). The information must include a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary.

A student who has a medical exemption issued prior to January 1, 2020, will be allowed to continue enrollment until the next grade span, except that after July 1, 2021, a student may not be admitted or advanced to grade 7 unless the student has been immunized or a medical exemption form filed as stated above.

A temporary exemption cannot exceed one year, and all medical exemptions cannot extend beyond the grade span.

If a student’s medical exemption is revoked by CDPH on the basis that the exemption does not meet applicable criteria for medical exemptions, the student shall continue in attendance and, within 30 calendar days of the revocation, commence the immunization schedule required for conditional admittance.

The student’s parent/guardian may appeal a revocation to the Secretary of California Health and Human Services. If a revocation is appealed, the student may continue in attendance and cannot be required to commence the immunization schedule required for conditional admittance provided the appeal is filed within 30 calendar days of the revocation.

If it is determined, however, that a child has been exposed to one of the 10 diseases named in the immunization requirements and does not have proof of immunization, the child may be temporarily kept out of school.

A student may also be exempt from the state immunization requirements if the student is enrolled in an independent study program pursuant to Education Code sections 51745-51749.6 and does not receive any classroom-based instruction.

The “personal beliefs” exemption to the immunization requirements requires that parents submit a letter stating that they object to immunizations based on their personal beliefs and that letter must have been submitted no later than January 1, 2016. As most newly enrolling students were not born by January 1, 2016, this exemption is not available to them. For any

continuing student, note that any personal beliefs exemption granted prior to January 1, 2016 is only effective until the student enters the next grade span. For this purpose, Health and Safety Code 12335 defines three grade spans: birth through preschool, grades K-6 (including TK), and grades 7-12. For example, a student granted a personal beliefs exemption in preschool must be immunized when entering kindergarten, and a student granted such an exemption in grade 4 must be immunized when entering grade 7.

If the student has not been granted a valid exemption, the student must remain excluded from school until an immunization record is provided that certifies that the student has received a dose of each required vaccine due at that time.

An immunization record must be either a personal record with entries made by a physician or agency performing the immunizations or a school record from the student's previous school documenting the student's immunizations.

A special education student who is not fully immunized must nevertheless continue to receive all special education and related services. That is, the IEP must continue to be fully implemented.

Homeless children and foster youth must be immediately enrolled even if they are unable to produce records normally required for enrollment, including medical records.

Military families must be given 30 days from the date of enrollment to show that their children are fully immunized before being excluded. A transfer student must be given 30 days while his/her records are being transferred from a previous school before being excluded.

The rules governing the rights and obligations associated with immunizations and exclusion from school are more fully explained in board policy BP and AR 5141.31 and AR 5112.2.

If you have questions or concerns, you may contact and discuss those questions and concerns with the school nurse. If you are having financial difficulty fully immunizing your child or difficulty locating a medical provider, contact the school nurse for guidance. If you need a short extension of this timeline, also contact the school nurse.

Disclosure of Immunization Information

Pursuant to Health and Safety Code section 120440, Health care providers, and other agencies, including, schools...shall disclose certain information from a student's medical record to local health departments operating countywide or regional immunization information and reminder systems and the State Department of Public Health. The following information shall be subject to disclosure:

- (1) The name of the student and their parent or guardian.
- (2) Date of birth of the student.
- (3) Types and dates of immunizations received by the student.
- (4) Manufacturer and lot number for each immunization received.
- (5) Adverse reaction to immunizations received.

- (6) Other nonmedical information necessary to establish the student's unique identity and record.
- (7) Results of tuberculosis screening.
- (8) Current address and telephone number of the student and their parent or guardian.
- (9) Student's gender.
- (10) Student's place of birth.
- (11) Student's race and ethnicity.
- (12) Student's information needed to comply with Chapter 1 (commencing with Section 120325), but excluding Section 120380.

Control of Communicable Disease (E.C. section 49403)

The district cooperates with the local health office in the control and prevention of communicable disease in school-age children. If you consent in writing, the district may permit any person licensed as a physician and surgeon, or any person licensed as a registered nurse, to administer an immunizing agent to your child. You will be advised in writing before any immunization program is instituted.

Diabetes Information

Type 1 diabetes (T1D) is an autoimmune disease that can be caused by genetic, environmental, and other factors. Today, type 1 diabetes is not preventable and must be treated with daily insulin injections or an insulin pump to control blood glucose levels. Onset of T1D has nothing to do with diet or lifestyle.

Type 2 diabetes (diabetes mellitus) is a disease in children and can be managed by diet and a healthy lifestyle. Overweight children and youth are more prone to develop serious health problems, including type 2 diabetes, high blood pressure, heart disease, and asthma. If left unchecked, diabetes can lead to complications such as kidney failure, blindness, heart attack, and amputations. Type 2 diabetes in children is a preventable/treatable disease and this guidance provided is intended to raise awareness about this disease.

Managing diabetes at school is most effective when there is a partnership between students, parents/guardians, school staff, health care providers, and administrators. Students can be assisted to perform blood glucose monitoring, hypoglycemia treatment, ketone testing, carbohydrate counting, and insulin administration during school hours when there is written authorization from their health care provider and parent/guardian. Contact your student's health care provider if you have questions. Please contact the registered credentialed school nurse (RCSN) at your child's school to initiate planning for diabetes management.

The Seizure Safe Schools Act (E.C. sections 49468-49468.5)

If a student is diagnosed with seizures, a seizure disorder, or epilepsy, has been prescribed an emergency anti-seizure medication by a healthcare provider, the school, upon request from the student's parent or guardian, may designate one or more volunteers at the student's school to receive specific initial and annual refresher training regarding the emergency use of anti-seizure medication from a qualified person. Prior to administering any emergency anti-seizure

medication or therapy, the district shall obtain from the pupil's parent or guardian a "Seizure Action Plan" as specified in Education Code section 49468.3.

Emergency anti-seizure medication prescribed to a student shall be provided to the school with the label affixed by the dispensing pharmacy intact.

A student who has been diagnosed with seizures, a seizure disorder, or epilepsy may qualify for services or accommodations pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794) or an individualized education program. The district shall assist the parent or guardian with the exploration of that option. The district may ask the parent or guardian to sign a notice verifying that the parent or guardian was given this information.

Administering Medication and Monitoring Health Conditions (E.C. sections 49414.1, 49414.5, 49423 and 49423.1; 5 CCR 600-611; American Nurses Association v. Torlakson (2013) 57 Cal. 4th 570)

The district recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider to be able to fully participate in the educational program. A student who is required to take medication or receive a health related procedure that is prescribed by a physician during the regular school day, may be assisted by the school nurse or other designated school personnel if the district receives:

1. A written statement from the physician detailing the method, amount and time schedules the medication or procedure is to be administered.
2. A written statement from the student's parent or guardian authorizing the school district to administer the medication or procedure (E.C. section 49422, 49423).
3. A release by the parent, foster parent, or guardian of civil liability for such self-administration.

All medications must be in the original pharmacy container with the original prescription label adhered to the container. Students may carry and self-administer prescription auto-injectable epinephrine and asthma inhalers if certain requirements are met. Parents/guardians who request school staff members to assist with the administration of medications, perform procedures or provide health related accommodations at school must recognize school personnel will communicate with the student's prescribing health professional if the school requires clarification about the procedure, accommodation or medication delivery such as the dose, scheduling, side effects or indications.

No other prescription or over-the-counter medications, vitamins, herbs or alternative medications may be carried by students on their person, or in a backpack or other container, except as indicated above and with the express knowledge and permission of the school nurse. Contact the school nurse if you have questions. **Forms for medication administration or procedure are available at your child's school.**

Any medication prescribed by an authorized health care provider, including an emergency anti-seizure medication for a student with epilepsy, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received a written statement from you indicating your desire for the district to assist your child in taking the medication and a written statement from your child's authorized health care provider

detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken. If the medication, dosage, frequency of administration, or reason for administration changes at some point in the year, you must provide a new written statement from your child's authorized health care provider.

When unlicensed personnel are authorized by law to administer a medication, such as emergency anti-seizure medication, epinephrine auto-injector, or glucagon, the Superintendent or designee will ensure that school personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. Additionally, such unlicensed personnel will be supervised by, and provided immediate communication access to, a school nurse or physician. In an emergency situation, such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to a student.

The District's BP 5141.21 more fully explains rights, obligations and policy regarding administering medication and monitoring health conditions.

Use of Sunscreen Permitted (E.C. section 35183.5)

Students may carry and use sunscreen without a doctor's note or prescription, and may also wear sun-protective clothing.

Health Care Coverage Information (E.C. sections 49452.9 and 49557.2)

The district has information on health care coverage options and enrollment assistance. If interested, please contact the school office for this information.

Physical Examinations (E.C. section 49451; 20 USC 1232h)

Physical examinations and screenings may be conducted at various times throughout the year. If you want your child to be exempt from physical examinations at school, file a written statement signed by you with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, your child may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist.

Dental Fluoride Treatment (Health and Safety Code section 104830)

Pupils may be provided the opportunity to receive topical application of fluoride or other decay-inhibiting agent to their teeth. Parents/guardians or eligible pupils should submit a written request for this treatment.

Medical and Hospital Services (E.C. section 49472)

The district provides coverage for immediate medical and surgical treatment of bodily injuries to a regularly enrolled student resulting from an accident occurring on school grounds or other facilities being used in the district's educational programs or during transportation to and from

those places. This includes field trips and all interscholastic athletic competitions with the exception of tackle football.

Coverage may be applicable for up to 52 weeks following the accident, with a limit of \$2,500, and the coverage applies for expenses that exceed the limit of, are less than the deductible of, or are simply not covered by, other insurance available to the student.

Hearing and Vision Screenings (E.C. sections 49452)

Hearing screenings will be provided as required by state law at the following levels:

- Hearing screenings for all students in grades K, 2, 5 and 8.
- New students and students referred by teachers, parents, or other school personnel may also be screened.

Vision Appraisal

- The district is required to appraise each student's vision in grades TK, K, 2, 5, and 8, except that a student first enrolling in grade 4 or grade 7 will not be reappraised the following year. The appraisal will include tests for tests for near vision, far vision, and color vision; however, color vision will only be conducted for 2nd grade males. The evaluation may be waived upon presentation of a certificate from a physician and surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision. The appraisal does not apply to a pupil whose parent/guardian files with the principal a written statement that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depend on prayer for healing in the practice of their religion.
- The district is required to provide for testing the sight and hearing of each student enrolled in its schools unless you submit a written denial of consent.
- In addition, please note, in accordance with state regulations, EC Section 49452 and the 5 CCR Section 591, vision screenings may be performed by a district nurse or by a credentialed teacher trained by the district nurse.

Health Screening (H&S sections 124025–124110; E.C. section 49452.8)

Good health, including good oral health, is important to your child's learning and successful academic career. State law requires that students have a comprehensive health screening within 18 months prior to each child entering into the first grade or within 90 days thereafter. The parent must present evidence of the comprehensive health screening on the "Report of Health Examination for School Entry" certification form provided by the Department of Health Care Services, signed by the student's health examiner certifying that the student has completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter. Likewise, state law requires that by May 31 of your child's first school year in a public school, proof of an oral health assessment by a licensed dentist must be presented. You may file with the district a written objection or waiver stating the reasons if you are unable to obtain such services. Your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the comprehensive health screening is conducted.

These services may be available to you at no cost with Children's Presumptive Eligibility through the Department of Health Care Services. To learn more visit <https://www.dhcs.ca.gov/> and search for "Children's Presumptive Eligibility".

Physical Education Modifications

For a student whose temporary or permanent disability keeps him or her from full participation in physical education, the parent/guardian shall have a health care provider (MD or DO, NP, PA) responsible for managing the student's condition, describing restrictions and allowances for a modified physical education program. Parents/guardians can request a copy of the form entitled, "Physical Education Modification for Injury or Illness."

Assistive Devices

Occasionally, students may need to use assistive devices such as crutches, wheelchairs, casts or walking boots to attend school. To reduce risk to a student and others, parents/guardians will provide notification from a physician responsible for managing the student's condition. The notification must:

- Specify equipment prescribed for use at school
- Acknowledge the student received instructions on safe use of the device
- Include parent permission for district staff to communicate with prescribing health professional if clarification is required, and
- Include anticipated amount of time equipment will be needed.

Medical Supplies

Parents/guardians are responsible for supplying medical and orthopedic equipment and related supplies as ordered by their physician. Examples include formula, catheters and tubing, diapers, wipes, syringes, respiratory medication holding chambers, masks and nebulizers, insulin-delivery systems, and glucose monitoring equipment/supplies.

Wheelchairs: Only school staff members are permitted to propel an injured student in a wheelchair, unless the student can self-propel safely. Other students are prohibited from pushing an injured student in a wheelchair. The purpose of school-site wheelchairs is for urgent use immediately after an injury.

Information for Use in Emergencies (E.C. section 49408)

For protection of your child's health and welfare, we ask you to fill out and return the green Emergency Information Card provided to you through your school site annually.

Confidential Medical Services Without Parental Consent (E.C. section 46010.1)

According to the law, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents.

Management Plan for Asbestos-Containing Material (40 CFR 763.84 and 40 CFR 763.93)

A complete, updated management plan for asbestos-containing material in school buildings is available at each school office.

Pesticide Warnings (E.C. sections 17612 and 48980.3)

The district has implemented an integrated pest management program designed to effectively control pests using a combination of techniques. Pesticides posing the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds.

Pursuant to the Healthy Schools Act of 2000, the district is required to notify staff and parents of the name of all pesticide products expected to be applied at the school facility during the upcoming year. Those products are as follows:

Herbicide Treatments:		Spray Dates:	
Football Fields and Volleyball Courts		July 20 - August 3, 2024 (Summer Recess)	
Fence Lines and Flowerbeds		December 21, 2024 - January 4, 2025 (Winter Recess)	
Track and Field Marking		February 10 - 23, 2025 (Instruction in Session)	
Fence Lines and Flowerbeds		April 12-21, 2025 (Spring Recess)	
Group I Sites:		Saturday Spray Dates:	
Actis	Laurelglen	July 06, 2024	January 04, 2025
Castle	Lum	August 03, 2024	February 01, 2025
DOE	Tevis	September 07, 2024	March 01, 2025
Old River	Maintenance Yard	October 05, 2024	April 05, 2025
		November 02, 2024	May 03, 2025
		December 07, 2024	June 07, 2025
Group II Sites:		Saturday Spray Dates:	
Berkshire	Stockdale	July 13, 2024	January 11, 2025
Miller	Stonecreek	August 10, 2024	February 08, 2025
Sandrini	Thompson	September 14, 2024	March 08, 2025
Seibert	Van Horn	October 12, 2024	April 12, 2025
		November 09, 2024	May 10, 2025
		December 14, 2024	June 14, 2025
Group III Sites:		Saturday Spray Dates:	
BV	DO/DOS/DOSW	July 20, 2024	January 18, 2025
Loudon	McAuliffe	August 17, 2024	February 15, 2025
Warren	Williams	September 21, 2024	March 15, 2025
		October 19, 2024	April 19, 2025
		November 16, 2024	May 17, 2025
		December 21, 2024	June 21, 2025
Group IV Sites:		Saturday Spray Dates:	
Highgate	Panama	July 27, 2024	January 25, 2025
Reagan	Special Services	August 24, 2024	February 22, 2025
Stine	Whitley	September 28, 2024	March 22, 2025
		October 26, 2024	April 26, 2025
		November 23, 2024	May 24, 2025
		December 28, 2024	June 28, 2025

Pesticide Name	Active Ingredient(s)	Interior/Exterior Treated
Demand	Lambda-cyhalothrin	THESE PESTICIDES ARE USED ON AN I.P.M. PROGRAM BASIS (Integrated Pest Management) <i>ONLY WHEN NEEDED</i>
Demand CS	Lambda-cyhalothrin	
Optigard	Thiamethoxam	
Vendeatta Plus	Abamectin, Pyriproxyfen	
Nygaurd Concentrate	Pyriproxyfen	
Precor	Methoprene	
Precor 2000 Plus	Methoprene	
Termidor SC	Fipronic	
Talstar P	Bifenthrin	
Tekko Pro	Pyriproxyfen, Novaluron	
Herbicide Name		
ROUNDUP PRO	Glyphosate, Isopropylamine salt of N-Phosphonomethyl Glycine	THESE HERBICIDES ARE USED OUTDOORS ON LANDSCAPE AREAS ONLY
Turf Mark Blue	Blue Dye, water soluble liquid	

If you wish to receive individual notification of pesticide applications at the school facility, forms are available at the District Office. These forms will be mailed 72 hours prior to application. Notification will be posted at the school site at least 24 hours before and 72 hours after the application.

Information regarding pesticides may be obtained at the California Department of Pesticide Regulation website: <http://apps.cdpr.ca.gov/schoolipm/>

School Safety Plans (E.C. section 32280 and following)

Each school site has established a Safety Plan. Details of the Safety Plan are available to the public through the district office on request, and copies are provided to local law enforcement.

Safe Storage of Firearms (E.C. sections 49390- 49392 and 48986)

Parents and legal guardians of all students in the [Insert Name of School District] are responsible for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

Below are the laws in California regarding the storage of firearms. Please take some time to review them and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child’s parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others. (California Penal Code sections 25100 through 25125 and 25200 through 25220)
 - Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child’s parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm. (California Penal Code section 25100(c))
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years. (California Civil Code Section 29805)
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person’s child or ward. (California Civil Code Section 1714.3)

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

*Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

School Buses and Passenger Safety (E.C. section 39831.5)

The responsibility of the Panama-Buena Vista Union School District is to safely transport students to and from school each day. Transportation to and from school by a school bus is a privilege and is not required by law. The responsibility of the student is to behave in a safe manner while waiting at designated bus stops and while riding the school bus. Parents should notify the bus driver of any significant health conditions. **No students in grades pre kindergarten through third grade may sit in seats next to an emergency exit door. Students in fourth through eighth grade may sit in these seats.**

Unauthorized Entry (EC 39842)

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

Students in Grades 1 through 8

- Students are NOT required to be met by a parent/guardian and WILL be released at the bus stop with or without parent/guardian supervision. **Parents/Guardians are responsible for supervision of students prior to the loading of the bus before school, and also upon the unloading of students at designated bus stops after school.**

Kindergarten Students

- Kindergarten students are NOT required to be met by a parent/guardian and WILL be released at the bus stop with or without parent/guardian supervision. **Parents/Guardians are responsible for supervision of students prior to the loading of the bus before school, and also upon the unloading of students at designated bus stops after school.**
- **Parents/Guardians of Kindergarten students who wish for their student NOT to be released from the bus if a parent/guardian/designee is not present to receive the student MUST fill out a “Request for Transportation Release to Parent/Guardian/Designee” form.** This form requires the approval of both the School Site Principal and the Director of Transportation. Transportation for these students WILL NOT begin until: (1) the request has been approved, (2) the student has been properly routed, and (3) the parent/guardian has been contacted by the Transportation Department and given pick-up and drop-off locations and times. If, after the request has been approved, the parent/guardian/designee is not present to take custody of the student at the designated bus stop and drop time, the student will be returned to their home school site. The parent/guardian will then be responsible to pick up their student at school. Repeated occurrences of this nature may result in suspension of transportation privileges.

Safe Bus Stop Behavior

- Students need to be at the bus stop, **on the correct side of the road**, PRIOR to the scheduled bus arrival (PBVUSD recommends a minimum of 5 minutes prior to bus arrival time). **Please Note:** If upon the arrival of the bus, **the student is NOT on the correct side of the street** and must cross the street to get to the bus (even if accompanied by an adult), **the student will be issued a bus ticket.** California Vehicle Code Section 22112 requires bus drivers to provide an escort for pupils pre-kindergarten through 8th grade when a school bus is stopped on a highway or private road for the purpose of loading and unloading at a location where traffic is not controlled by a traffic officer or official traffic control signal. Providing pupil escorts in the morning creates delays in transportation and results in a loss of educational minutes for students; therefore, P-BVUSD Transportation **DOES NOT SCHEDULE** student escorts for morning pick-ups.

- Students shall use their designated bus stop only. Students shall not attempt to use any other stop without prior written consent and written approval from the office staff.
- Students shall be organized and in line prior to scheduled pick up time to avoid situations where the safety of students is compromised by running toward a school vehicle as it approaches a planned stop.
- No student shall save a place in line for another student.
- Students shall behave in an orderly and safe manner going to or from the bus stop and while loading or unloading the bus.
- Students shall respect and not damage other people's property while walking to or from the bus stop.
- The signal for pupils to begin loading will be the opening of the entrance door and not the activation of the flashing red signal lights or the bus simply coming to a stop.
- Any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the driver or other school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than six months, by a fine of not more than one thousand dollars (\$1,000), or by both (EC 39842).

Safe School Bus Behavior

- Students shall not engage in any activity which leads to altercations with other students, destruction of public or private property, or any unsafe behavior while going to or from the bus stop.
- Students shall obey the bus driver at all times and show respect for their authority.
- Students shall be truthful and give proper identification to the bus driver upon request.
- Students shall not attempt to ride the bus after receiving a “no ride” penalty.
- Students shall not use profane language or obscene gestures.
- Students shall not engage in any abusive bodily contact, slapping, poking, shoving, pulling hair, etc., with other students, while waiting in line or while loading or unloading the bus.
- Students shall remain safely in their seats at all times. At no time shall students put any part of their bodies out of bus windows.
- Students shall use the passenger restraint systems if equipped. The driver or school district shall not be charged for a violation if a passenger on the school bus or school pupil activity bus fails to use or improperly uses the passenger restraint system (EC 14105).
- Students shall not bring and eat any food or drinks on the bus.
- Students shall not throw objects in the bus, at the bus or out the windows.
- Students shall not create any excessive noise or distractions.
- Students shall not vape, smoke, light matches, lighters or cigarettes, eat, drink or chew gum while standing in line or while riding the bus.
- Students shall not bring any weapons or dangerous objects on the bus.
- Students shall not bring any live animals, insects, glass objects, or balloons on the bus.
- Students shall not tamper with bus radios or controls, or open or close any doors, emergency exits or windows without consent of the bus driver.
- Students shall not damage or deface the bus or any other school property.
- Students shall not transport any oversize instruments that cannot be properly secured inside the bus. These must be transported by the parent or guardian.

- Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes such monitoring will deter misconduct and help to ensure the safety of students and staff.
- District Administrative Policy 5131.1(b) shall be used as a guideline for the enforcement of disciplinary consequences as a result of infractions of established rules. Penalties may range from a warning to suspension of transportation privileges.

Video Camera Surveillance: BP 5131.1

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes such monitoring will deter misconduct and help to ensure the safety of students and staff. The Superintendent or designee may routinely review recordings taken on school buses and may document any evidence of student misconduct. When an incident of student misconduct is reported to the Superintendent or designee, by a student, staff member or parent/guardian, the Superintendent or designee may view the recording in order to observe the specific problem and work toward its solution.

Appropriate signage will be/is posted at entrances to the school campus, at major entrances into school buildings, and on school buses notifying students, staff, and the general public of P-BVUSD’s use of surveillance cameras. **THIS IS YOUR NOTICE** of the district’s use of video and/or audio surveillance. All P-BVUSD school buses have signs posted notifying students entering a school bus the bus is equipped with audio and video recording devices. Any video and/or audio recording used for surveillance purposes on P-BVUSD school buses shall be the sole property of P-BVUSD and may be used in disciplinary proceedings and may be referred to and shared with local law enforcement, as appropriate. All video and audio recordings will be secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Release of such videos and audio recordings will be made available only as permissible pursuant to applicable law.

Penalties

Transportation to and from school by school bus is a privilege and is not required by law. Minimum penalties, in accordance with District Administrative Policy 5131.1(b), as listed below shall be used as guidelines for infractions of established rules:

First Referral Warning and possible bus riding privilege suspension.

Second Referral Bus riding privilege suspension for one (1) to three (3) days. Length of suspension determined by the Principal.

Third Referral Bus riding privilege suspension for three (3) days for kindergarten students (third and subsequent referrals) and five (5) days for students in grades 1 through 8.

Fourth Referral Bus riding privilege suspension for ten (10) days.

Fifth Referral Bus riding privilege suspension for ten (10) days for students in grades 1 through 3 (fifth and subsequent referrals), twenty (20) days for students in grades 4 through 6 (fifth and

subsequent referrals), and the remainder of the year for students in grades 7 and 8.

A conference may be requested by the driver, parent/guardian, or principal regarding any bus referral.

IMMEDIATE SUSPENSION FOR THREATENED OR BODILY HARM TO A BUS DRIVER.

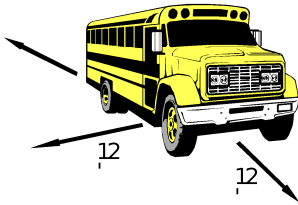
California Administrative Code Title 5; Section 14263 (Authority of Bus Driver)

(a) Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver, shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus on route between home and school or other destinations.

(b) The Board of Trustees shall adopt rules and regulations to enforce this section. The regulations shall include, but not be limited to, specific administrative procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

Parents are required to furnish transportation for those students who have been denied transportation by the school district.

Danger Zones



DANGER ZONES around the school bus shall be at least 12 feet to the sides and front of the bus. Upon arrival or approach of a school bus, students should be in line facing the bus and standing no closer than 12 feet. The driver shall not proceed unless visibility in danger zones is clear. Unless loading or unloading, students must be aware of the danger zones and observe the proper distance from the bus.

Red Light Crossings

RED LIGHT CROSSINGS will be conducted for students who must cross a street in an uncontrolled situation. The driver will:

- Set the emergency brake, shut off the engine, remove the key, and leave the bus in gear or in park.
- Stand and direct students to line up in the aisle behind the first row of seats and wait for directions to leave the bus.
- Check for oncoming traffic and start flashers when traffic is clear, opening the door at the same time.
- Exit the bus, check to see that flashers are operating and proceed to the center of the street when it is safe.
- Direct students to exit the bus and cross the street.
- When all students are safely across, return to the bus, turn off flashers, and proceed to the next stop.

School Bus Signal Lights

California Vehicle Code §22112(a) requires:

- a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber warning light system after reaching the school bus stop.
- b) The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The school bus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.
- c) The school bus driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school district superintendent or authorized by the superintendent for school activity trips.
- d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, the driver shall, before opening the door, ensure the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the school bus.
- e) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:
 - (1) Escort all pupils in pre-kindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped.
 - (2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.
 - (3) Ensure all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.

Sex Offender Information: “Megan’s Law” (Penal Code section 290.4)

The California Department of Justice operates a website that lists designated registered sex offenders in California. The district does not disseminate this information but you may visit <http://www.meganslaw.ca.gov> to learn more and find helpful information for you and your family.

Tobacco-Free Schools/No Smoking Policy (Health and Safety Code section 104420)

The district's governing board recognizes that the health hazards associated with smoking and the use of tobacco products, including breathing second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff. The law requires that all recipients of any state and/or federal grant or contract maintain tobacco-free school sites.

Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for use or possession of prescription nicotine products.

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate. Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from use of tobacco products. If the person fails to comply with this request, the Superintendent or designee may direct the person to leave school property, request local law enforcement assistance in removing the person from school premises, and/or prohibit him/her from entering district property for a specified period of time.

Synthetic drug dangers (E.C. section 48985.5)

The use of synthetic drugs that are not prescribed by a physician represents an emerging and ongoing public health threat in California.

A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade existing restrictions against illegal substances. Synthetic drugs include but are not limited to synthetic cannabinoids ("synthetic marijuana," "spice," "k2"), methamphetamines, bath salts, and fentanyl.

The CDPH has expounded on the extreme danger of drugs laced with fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive. Illicit fentanyl has been found in many drugs, including heroin, methamphetamine, counterfeit pills, and cocaine. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Furthermore, it is nearly impossible to tell if drugs have been laced with fentanyl without additional testing because fentanyl cannot be seen, smelled, or tasted when used as a lacing agent.

The fentanyl crisis, specifically, has impacted communities across the state, leading to a sharp increase in fentanyl poisonings and deaths in recent years.

Concussion/Head Injury During Athletic Activity (E.C. section 49475)

The district offers an athletic program in which your child may wish to participate. By law we must provide you with information regarding concussions and head injuries. Please review with your child the information sheet about concussion and head injuries in the Appendix of this booklet. You and your child must sign and date the sheet where indicated and return it to your child's school prior to your child beginning practice or competition in our athletic program.

Pupil Mental Health Services Available on Campus or in the Community (E.C. section 49428 AND 49429.5)

Mental Health Services on School Campus

School counselors, intervention counselors, social workers, and/or school psychologists are available at each campus in the district to provide counseling, crisis intervention, and other mental health services as needed. Students, parents or guardians can initiate access to these mental health services by contacting the school principal, the school office, their teacher, or the Special Services Center. If needed, these staff members can assist parents and students with a referral for mental health services from a community agency.

A student who is 12 years of age or older may consent to mental health treatment or counseling services if, in the opinion of a professional person, the minor is mature enough to participate intelligently in the mental health treatment or counseling services. These services could be provided by a licensed educational psychologist, a credentialed school psychologist, a licensed clinical social worker, or a social work intern working under the supervision of a licensed professional pursuant to Business and Professions Code section 4996.20. Parents shall be involved unless the professional person treating the student determines that it would be inappropriate. [Health and Safety Code section 124260]

A student that is 12 years of age or older that provides confidential information to a school counselor shall not be disclosed to the parent or guardian when the school counselor has reasonable cause to believe that the disclosure would result in a clear and present danger to the health, safety, or welfare of the student. [Education Code section 49602]

Mental Health Services in the Community

A parent or guardian may initiate access to available mental health services in the community by contacting the following community agencies or by contacting their private insurance for a listing of approved mental health service providers.

CSUB University Counselor Training Clinic

9001 Stockdale Hwy.

Bakersfield, CA 93311

Phone: 661-654-3402

<http://www.csub.edu/uctc>

Clinica Sierra Vista
Bakersfield Behavioral Health Center: Children and Family Services
3105 Wilson Road
Bakersfield, CA 93304
Phone: 661-397-8775
<https://www.clinicasiterravista.org>

Clinica Sierra Vista
South Bakersfield Community Health Center: Counseling and Psychiatry Services
2400 Wible Rd
Bakersfield, CA 93304
Phone: 661-835-1240
<https://www.clinicasiterravista.org>

Clinica Sierra Vista
34th Street Community Health Center
2400 Physicians Blvd
Bakersfield, CA 93301
Phone: 661-324-1455
<https://www.clinicasiterravista.org>

Henrietta Weill Memorial-Child Guidance Clinic
West Bakersfield
3628 Stockdale Hwy
Bakersfield, CA 93309
Phone: 661-322-1021
www.hwmcgc.org

Kern County Behavioral Health and Recovery Services
Children's System of Care 661-868-8300
Information and Referral Helpline 661-336-5200
<https://www.kernbhhrs.org>

Crisis Hotlines

Kern County Crisis Hotline	1-800-991-5272
California Youth Crisis Line	1-800-843-5200
The Trevor Project Lifeline (LGBTQ)	1-866-488-7386
National Suicide Prevention Hotline	Dial 988 or (800) 273-8255
Crisis Text Line	Text HELLO to 741741

Family Supports

CAPK Kern County 211 Dial 211
Information and Referral services linking residents to community health and human services and support. www.capk.org

WarmLine 661-323-3531
Support for parents with children ages 0-6 years old. <https://e-warmline.org/>

PARTICULAR EDUCATION ISSUES

Comprehensive Sexual Health Education, HIV Prevention Education, and Assessments Related to a Student's Health Behaviors and Risks Including Attitudes Concerning or Practices Relating to Sex (E.C. sections 51934-51939)

A parent or guardian of a pupil has the right to excuse their student from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a written "opt-out" process. You may opt out by advising the district in writing.

The written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

Comprehensive sexual health education or HIV prevention education may be taught by school district personnel or by outside consultants.

You may request a copy of Education Code sections 51934-51939.

If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.

Anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a written "opt-out" process. You may opt out by advising the district in writing.

You will be notified in writing if and when such a test, questionnaire, or survey is to be administered. You have the right to review the test, questionnaire, or survey.

If the school has received a written request from the student's parent or guardian excusing the pupil from participation in comprehensive sexual health education, HIV prevention education, and assessments related to that education, the student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose

parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

More information regarding sexual health and HIV/AIDS prevention instruction may be found in the district's BP and AR 6142.1.

Health Instruction Conflicting with Religious Training and Beliefs of Parents or Guardian (E.C. section 51240)

Upon written request, a parent or guardian has the right to excuse their student from any part of a school's instruction in health that may conflict with their religious training and beliefs or personal moral convictions.

Assessments Containing Questions About a Student's Personal Beliefs or Those of His/Her Family (E.C. section 51513; 20 USC 1232h)

No test, questionnaire, survey, or examination containing any questions about a student's personal beliefs or practices in sex, family life, morality, and religion, or any questions about the pupil's parents' or guardians' beliefs and practices in sex, family life, morality, income, political affiliations, mental/psychological problems and religion may be administered unless:

- The parent or guardian of the pupil is notified in writing that this test, questionnaire, survey, or examination is to be administered; and
- The parent or guardian of the pupil gives written permission for the pupil to take the test, questionnaire, survey, or examination.

More information regarding family privacy and questions pertaining to personal beliefs may be found in the district's BP and AR 5022.

Statewide Pupil Assessment Program (E.C. sections 60604 and 60615; 5 CCR 852)

The California Assessment of Student Performance and Progress (CAASPP) is a statewide assessment program that tests the degree to which pupils are achieving the academically rigorous content and performance standards, adopted by the state board, that reflect the knowledge and complex skills that student will need in order to succeed in the information-based, global economy of the 21st century.

A parent or guardian may annually submit to the school a written request to excuse his or her child from any or all parts of the test for the school year. Such a request will be granted.

Right to Refrain from Harmful Use of Animals (E.C. sections 32255-32255.6)

Your child may participate in a course during this year that utilizes live or dead animals or animal parts to help your child obtain knowledge, information, or experience required in the course. If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with your pupil to develop and agree upon an alternative education project for the purpose of providing

your child an alternate avenue for obtaining the information required by the course. The school will need a signed note from you indicating your child's objection.

Homeless Youth Education (42 U.S. 11432; E. C. section 48851)

Children and youth who lack a fixed, regular, and adequate nighttime residence are considered “homeless” under federal law and have various rights regarding public education.

Children and youth experiencing homelessness have the right to:

- **Immediate enrollment** with full & equal opportunity to succeed in school.
- **Choice** between neighborhood school or school of origin (school last enrolled in or attended), as is feasible.
- **Transportation** to school of origin.
- **Immediate access** to free school meals & educational services for which they are eligible.
- **Referrals** to appropriate community support services.
- **Access** to dispute resolution process.

For any questions or assistance related to Homeless Youth Education, feel free to contact Greg Adkins, the District Liaison for Homeless/Foster Children & Youth in the Student Support Services department at (661) 831-8331, Extension 6602 or gadkins@pbvUSD.k12.ca.us or visit our District website.

Homeless students and their parents have various rights regarding public education. Information on this subject is explained in the school district’s Education for Homeless Children Policy BP/AR 6173.

Minimum Days or Pupil Free Staff Development Days (E.C. section 48980(c))

All District schools will have minimum days for professional development every Wednesday of the 2024-2025 school year, beginning August 14, 2024.

Minimum days for Report Card Conferences are October 28 – November 1, 2024. Parents will be notified of dates of Family/Community Engagement dates (also minimum days).

The following dates have been scheduled for minimum days for **elementary schools**:

Back-to-School Night, 9-4-2024;	Day Prior to Autumn Recess, 11-22-2024;
Day Prior to Winter Recess, 12-20-2024;	Day Prior to Spring Recess, 4-11-2025;
Open House/Family Engagement	Last Day of School, 5-29-2025
Community Night, 5-15-2025;	

Back-to-School Night, 9-4-24 **Whitley School**

Minimum days for **junior high schools** will be:

Back-to-School Night, 8-28-2024;	Day Prior to Autumn Recess, 11-22-2024;
Day Prior to Winter Recess, 12-20-2024;	Day Prior to Spring Recess, 4-11-2025;
Last Day of School, 5-29-2025	

School Meals (E.C. sections 49501.5; USC 1758 and 1773)

A school district or County Superintendent of School maintaining kindergarten or any of grades 1 to 12, inclusive, shall provide two school meals free of charge during each school day to any pupil who requests a meal without consideration of the pupil’s eligibility for a federally funded free or reduced-priced meals, with a maximum of one free meal for each meal service period.

Meal Prices for 2024/2025	
Student Lunch	Free*
Student Breakfast	Free*
Student Extra Milk	0.50

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (E.C. section 49557.5.)

The Superintendent or designee may enter into an agreement with a student’s parent/guardian for payment of the student’s unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year. (CDE’s Nutrition Services Division Management Bulletin SNP-03-2017.)

The district shall not direct any action toward a student to collect unpaid school meal fees. (E.C. section 49557.5.)

The district’s efforts to collect debt shall be consistent with 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges. (CDE’s Nutrition Services Division Management Bulletin SNP-03-2017.)

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss. (CDE’s Nutrition Services Division Management Bulletin SNP 06-2015 and SNP-03-2017.)

Funding for Costs of Advanced Placement Examinations (E.C. section 52242)

A school district may help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged pupils.

The Rights of Pregnant and Parenting Pupils (E.C. sections 46015, 221.5, and 222.5)

Pregnant and parenting pupils have the right to the following options and accommodations:

- Absence to care for a sick child is an excused absence and the school is prohibited from requiring a note from a doctor for such an absence.

- The school may not exclude nor deny any pupil from any educational program or activity, including class or extracurricular activity, solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.
- The school may require any pupil to obtain the certification of a physician or nurse practitioner that the pupil is physically and emotionally able to continue participation in the regular education program or activity.
- The school may not require pregnant or parenting pupils to participate in pregnant minor programs or alternative education programs. Pregnant or parenting pupils who voluntarily participate in alternative education programs shall be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.
- The school must treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disabling condition.
- Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children.
- A pregnant or parenting pupil is entitled to eight weeks of parental leave, which the pupil may take before the birth of the pupil's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the pupil who gives, or expects to give, birth and the infant, and to allow the pregnant or parenting pupil to care for and bond with the infant.
- A pregnant or parenting pupil who does not wish to take all or part of the parental leave to which they are entitled shall not be required to do so.
- A pregnant or parenting pupil is entitled to receive more than eight weeks of parental leave if deemed medically necessary by the pupil's physician.
- When a pupil takes parental leave, the supervisor of attendance shall ensure that absences from the pupil's regular school program are excused until the pupil is able to return to the regular school program or an alternative education program.
- During parental leave, schools shall not require a pregnant or parenting pupil to complete academic work or other school requirements.
- A pregnant or parenting pupil may return to the school and the course of study in which he or she was enrolled before taking parental leave.
- Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during his or her leave including, but not limited to, makeup work plans and re enrollment in courses.

- Notwithstanding any other law, a pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the pupil is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.
- A pupil who chooses not to return to the school in which he or she was enrolled before taking parental leave is entitled to alternative education options offered by the local educational agency.
- A pregnant or parenting pupil who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.
- A pupil shall not incur an academic penalty as a result of his or her use of the accommodations specified in this subdivision.

LIMITED ENGLISH PROFICIENT STUDENTS AND AVAILABLE LANGUAGE ACQUISITION ISSUES

English Learners/Available Language Acquisition Programs (E.C. sections 310(b) (2), 313.1, 313.2 and 440)

If your child is an English learner, your child may be offered English language development instruction targeted to their English proficiency level and designed to ensure English acquisition as rapidly and effectively as possible. Such programs are designed to be aligned with the state content standards and curriculum framework. They are based on sound instructional theory, use standard-aligned instructional materials, and will assist students in accessing the full educational program.

You will be notified when your child is assessed for English language proficiency within 30 days after the start of the school year. The notice will include:

1. Whether the child is a long-term English learner or English learner at risk of becoming a long-term English learner, as those terms are defined in Section 313.1.
2. The manner in which the program for English language development instruction will meet the educational strengths and needs of long-term English learners or English learners at risk of becoming long-term English learners.
3. The manner in which the program for English language development instruction will help long-term English learners or English learners at risk of becoming long-term English learners develop English proficiency and meet age-appropriate academic standards.

A teacher who is assigned to provide either English language development (ELD), specially designed academic instruction in English, and/or primary language instruction to English

learners, must hold an appropriate authorization from the California Teaching Commission. The District's language acquisition programs for grades K-3 comply with class size requirements.

Parents/guardians of English learners may choose a language acquisition program best suiting their child. The district offers a structured English immersion program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At a minimum, students are offered ELD and access to grade level academic subject matter content. If interested in a different program, please contact your child's school to ask about the process or search "Language Programs" on the District website at www.pbvUSD.k12.ca.us.

Parents/guardians may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. (E.C. Section 52062) Parents of English learners have a right to decline or opt their children out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. (20 U.S.C. Section 6312[e][3][A][viii]) However, LEAs remain obligated to provide the student meaningful instruction until the student exits the program, inform the parent when progress is not made, and offer the parent programs and services to consider at the time. (5 CCR Section 11302)

SCHOOL RECORDS

Pupil Records/Notice of Privacy Rights of Parents and Students (E.C. sections 49060 - 49085; 20 USC 1232g; 20 USC 1232h; 34 CFR 99.3; 34 CFR 99.7; 34 CFR 99.30; 34 CFR 99.31; 34 CFR 99.33; 34 CFR 99.34; 34 CFR 99.35; also see district board policy BP/AR 5125)

With certain exceptions, pupil records are confidential and will not be disclosed without your consent. If you have completed and signed a Caregiver's Authorization Affidavit for the purpose of enrolling a minor student in school, you have the right to access the student records of the child for whom you provide care. If you are 14 years old or older and are identified as both homeless and an unaccompanied youth, you may access your student records without parental consent.

Pupil records are any items of information (in handwriting, print, tape, film, microfilm, or other medium) that are directly related to an identifiable student, other than "directory information," and are maintained by the district or required to be maintained by an employee in the performance of his/her duties. Pupil records include the student's health record. District officials responsible for maintaining your child's records are as follows: School Principals and the Custodian of Records/Assistant Superintendent of Educational Services.

When your child enrolls or intends to enroll in another district, agency, or institution, we will forward his or her records to that district, agency, or institution within 10 school days of receiving a request as long as the disclosure is for purposes related to the student's enrollment. Various original records or copies of those records shall be retained permanently by the district.

Additionally, your child's records may be shared with school officials and employees of the district, and other persons connected with the district who have a legitimate educational interest, or other legally authorized purpose, and who may need your child's records to perform

his or her tasks. "School officials and employees" are individuals whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. A "legitimate educational interest" is an interest held by a school official, employee, or person outside the district, as further defined here and in board policy, whose duties, responsibilities or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records. Persons outside the district who may have access to particular records that are relevant to their legitimate educational interest, or other legally authorized purpose, include those with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district, including: contractors, consultants, insurance carriers, claims adjusters, accountants, attorneys, investigators, or other parties to whom the district has outsourced institutional services or functions, including third-party vendors and service providers who provide online educational software and/or services that are part of the district's educational program or who manage certain data stored in a secure cloud computing or web-based system for the district. To obtain information regarding technology based District programs, please contact Trina Lovio, Director of Assessment, Curriculum and Technology at 661-831-8331 ext. 6349.

For additional information, please see E.C. section 49076 and 34 Code of Federal Regulations section 99.1 and following, or contact Jennifer Irvin, Assistant Superintendent Educational Services or the Student Privacy Policy Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Pursuant to E.C. section 49064, a log or record must be maintained for your child's records listing all persons, agencies, or organizations requesting or receiving information from the records and legitimate interests for that information. This log can be inspected at your child's school.

As a parent, you have a right to inspect and review your child's school records, including records possessed by a vendor under contract with the district to provide online services or products, and also including any information about your child collected from social media if the district is operating a social media collection program. To access individual student records, please contact your child's school. You also have a right to challenge the contents of your child's records, have an administrator assist you in interpreting the records, request amendment to ensure they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights, seek expungement of those records, have a district-level hearing to appeal the decision not to change records, and file a complaint with the state and/or United States Department of Education if the district fails to comply with state and federal law with regard to your child's records. If your child's records include information concerning any disciplinary action taken in connection with your student, you have the right to include in the record a written statement or response concerning the disciplinary action. To review policies related to the review and/or expungement of your child's records, please contact your child's school. You also have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

Release of Pupil Directory Information (E.C. sections 49061(c)), 49070, 49073 and 51938; 34 CFR 99.37; 20 USC 7908; 20 USC 1232h; also see district board policy BP/AR 5125)

With certain exceptions, the law requires that the district obtain your written consent prior to disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district that you do not wish this information to be released in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Outside organizations to which directory information may be disclosed include but are not limited to companies that sell class rings, school photography, graduation attire, and/or publish school yearbooks; news media; including but not limited to newspapers, magazines, and radio and television stations; nonprofit organizations; military recruiters; employers; and institutions of higher education.

Directory information is defined by district policy as information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information may include a student's name, address, phone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, degrees and awards received, and the most recent previous school attended by the student.

Also, pictures and video footage of students participating in school activities regularly appear in district or school newsletters, websites, or social media, and school yearbooks. Pictures and video footage of students participating in school activities may also appear in the district's non-profit education foundation promotional materials, websites, or social media.

By law, the district must give notice to parents of the district's decision to release designated directory information, and must allow a parent to inform the district in writing that any or all of the information designated as directory information should not be released without parental consent. **THIS IS YOUR NOTICE.** If you do not want directory information about your student to be disclosed without your written consent, you must inform your child's school within thirty (30) days from the date of receiving this notification.

Directory information regarding a student identified as a homeless child or youth will not be released unless a parent, or student accorded parental rights, has provided written consent that directory information may be released.

School Accountability Report Card (E.C. section 35256)

The School Accountability Report Card is available on request and is accessible at the following webpage: <https://www.pbvusd.k12.ca.us/>. This contains information regarding the quality of the district's programs and its progress toward achieving stated goals.

COMPLAINTS

Uniform Complaint Procedures (E.C. sections 32289 and 52075; 5 CCR 4600-4670 and 4687; also see district board policy BP/AR 1312)

The district annually notifies its students, employees, parents or guardians of its students, advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (“UCP”) process.

The district is 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.

- A. Programs and Activities Subject to the UCP
1. Accommodations for pregnant and parenting students (E.C. section 46015)
 2. Adult education programs (E.C. sections 8500-8538, 52334.7, 52500-52617)
 3. After School Education and Safety programs (E.C. sections 8482-8484.65)
 4. Agricultural career technical education (E.C. sections 52460-52462)
 5. Career technical and technical education and career technical and technical training programs (E.C. sections 52300-52462)
 6. Child care and development programs (E.C. sections 8200-8498)
 7. Compensatory education (E.C. section 54400)
 8. Consolidated categorical aid programs (E.C. section 33315; 34 CFR 299.10-299.12)
 9. Course periods without educational content when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met (E.C. sections 51228.1-51228.3)
 10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person’s actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in E.C. section 200 or 220, Gov’t Code section 11135, or Penal Code section 422.55, or based on the

person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (E.C. sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2)
12. Every Student Succeeds Act (E.C. section 52059; 20 USC 6301, et seq.)
13. Local Control and Accountability Plan (E.C. section 52075)
14. Migrant education (E.C. sections 54440-54445)
15. Physical education instructional minutes (E.C. sections 51210, 51222, and 51223)
16. Student fees (E.C. sections 49010-49013)
17. Reasonable accommodations to a lactating student (E.C. section 222)
18. Regional occupational centers and programs (E.C. sections 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (E.C. section 64001)
20. School safety plans (E.C. sections 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (E.C. section 65000)
22. State preschool programs (E.C. sections 8235-8239.1)
23. State preschool health and safety issues in license-exempt programs (E.C. section 8235.5)

The district's UCP shall be used to investigate and resolve any complaints alleging failure to comply with federal and state laws and regulations governing any district program or activity subject to the UCP and/or alleging unlawful discrimination, harassment, intimidation or bullying.

B. Contact Information

The staff member responsible to receive UCP complaints in the district is:

Jennifer Irvin, Assistant Superintendent Educational Services
4200 Ashe Rd, Bakersfield, CA, 93313, (661) 831-8331, extension 6132
jirvin@pbvusd.k12.ca.us

C. Investigation and Decision

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 the district's UCP policies and procedures.

The complainant has a right to appeal the district's Decision to the California Department of Education by filing a written appeal within fifteen (15) days of receiving the district's Decision. The appeal must be accompanied by a copy of the originally filed complaint and a copy of the district's Decision.

The district advises 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 the district's UCP shall be available free of charge.

Complaints Regarding Textbooks and Other Instructional Materials, Teacher Vacancies or Mis-assignment and the Condition of School Facilities (E.C. sections 17592.72, 35186 and 35292.5; 5 CCR 4680-4687)

The district has a complaint process specifically designed to help identify and resolve insufficiencies related to textbooks and other instructional materials, teacher vacancies or mis-assignment, the condition of school facilities, and non-compliance with the requirement that feminine hygiene products are made available in bathrooms at no charge to students in low income schools. The complainant is entitled to an investigation and a response from the district. Additionally, such complaints may be filed anonymously.

Complaints Regarding Employees

The district also has a process which permits the public to submit complaints against district employees in an appropriate and expeditious way which protects the rights of involved parties and holds employees accountable for their actions without disrupting the educational process.

Complaints Regarding Discrimination and Discriminatory Harassment (Section 504 of the Rehabilitation Act of 1973, Title VI Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; 34 CFR 104.8, 34 CFR 106.9 and 34 CFR 110.25)

The district is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the district Section 504 Coordinator Jennifer Irvin, Assistant Superintendent Educational Services, 4200 Ashe Rd, Bakersfield, CA, 93313, (661) 831-8331 or to the Director of the Office for Civil Rights, U.S. Department of Education, in Washington, D.C.

Complaints of unlawful discrimination are investigated through the uniform complaint process. For a complaint form or additional information, please contact: Jennifer Irvin, Assistant Superintendent Educational Services, 4200 Ashe Rd, Bakersfield, CA, 93313, (661) 831-8331.

Safe Place to Learn Act (E.C. sections 220, 221.5, 234.1 48900(r) and 48985)

The district is committed to providing a safe school environment that is free from harassment, discrimination, intimidation and bullying and allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. The district prohibits unlawful discrimination, harassment, sexual 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, immigration 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 at any school activity or school attendance occurring within a school under the jurisdiction of the local educational agency, and all acts of the governing board or body of the local educational agency, the superintendent of the school district, and the county superintendent of schools in enacting policies and procedures that govern the local educational agency. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

For copies of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to file a complaint regarding a violation of these policies using the uniform complaint procedures form, please contact the district's Coordinator for Nondiscrimination Jennifer Irvin, Assistant Superintendent Educational Services, jirvin@pbvusd.k12.ca.us.

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with the student's gender identity, irrespective of the gender listed on the student's records. To ensure transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students, the district will address each situation on a case-by-case basis in accordance with law and board policy. If any student believes his/her privacy or religious beliefs and/or practices require increased privacy the student may contact the district's Coordinator for Nondiscrimination Jennifer Irvin, Assistant Superintendent Educational Services, jirvin@pbvusd.k12.ca.us.

Sexual Harassment/Discrimination and Title IX Complaint Procedures (E.C. sections 212.5, 220, 231.3 and 48980; 20 USC 1681-1688; and 34 CFR 106.1-106.82)

The district's policy prohibiting sexual harassment of and by students (as well as others) in a school setting and related complaint procedures required by Title IX are set out by district board policy BP/AR 5145.7 and 5145.71 regarding students. Also, BP/AR 4119.11, 4219.11, 4329.11, 4119.12, 4219.12, and 4319.12 regarding employees.

The district prohibits sexual discrimination and has procedures for the prompt and equitable resolution of sexual harassment/discrimination complaints.

Students, their parents or anyone else, who feel they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student, an employee or a third party, or who have experienced off-campus sexual harassment that has a continuing effect on campus, are strongly encouraged to immediately contact a teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

Similarly, anyone who has witnessed or otherwise learned of school-related sexually harassing behavior are strongly encouraged to report the conduct.

A report may be made at any time, including during non-business hours, and either in person, by mail, phone, or email.

Any employee who receives a report or observes an incident of sexual harassment must immediately notify the school district's Title IX Coordinator.

Sexual harassment means any unwelcome sexual advance, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the educational setting. Examples include:

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, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature;

5. Spreading sexual rumors;
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class;
7. Massaging, grabbing, fondling, stroking, or brushing the body;
8. Unsolicited touching of an individual's body or clothes in a sexual way;
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex;
10. Displaying sexually suggestive objects;
11. Sexual assault, sexual battery, or sexual coercion; and
12. Electronic communications containing sexual comments, words, or images.

The district has designated and authorized the following employee as the district's Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking:

Jennifer Irvin
Assistant Superintendent Educational Services
4200 Ashe Rd, Bakersfield, CA 93313
(661) 831-8331
jirvin@pbvUSD.k12.ca.us

The Title IX Coordinator will review the allegations and see that they are investigated and resolved per district policy AR 5145.71 and as required by Title IX of the Education Amendments Act of 1972. If sexual harassment is found, the Title IX Coordinator will see that prompt action is taken in order to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

MISCELLANEOUS

Local Control and Accountability Plan (E.C. sections 52060-52077)

The district is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, and specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the state. The priorities must be aligned to the district's spending plan. The LCAP must be approved before the annual district budget can be adopted. Once the budget and the LCAP are adopted at the local level, the plan will be reviewed by the county superintendent to ensure alignment of projected spending toward goals and services. The following are the eight state priorities:

1. Providing all students' access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities;
2. Implementation of and student access to state academic content and performance standards;
3. Parent involvement and participation;
4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to classes that prepare them for college and careers; and
8. Measuring other important student outcomes related to required areas of study.

The board of education is required to establish a parent advisory committee (PAC) and English learner parent advisory committee (ELPAC) to provide advice to the board of education and the Superintendent regarding the LCAP. (ELPACs are required if enrollment in the district includes at least 15 percent English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new ELPAC if an English learner parent committee has already been established). PACs must include parents or legal guardians of low income students, English learner students, and foster youth.

Each district is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, and pupils in developing the LCAP. As part of this consultation process, districts must present their proposed plans to the PAC and ELPAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the PAC and ELPAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

Districts must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The district must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan and then adopt (or officially update) the LCAP at a subsequent hearing.

Districts are required to post the LCAP approved by the board of education, and any updates or revisions to the LCAP, on the district's website, and establish policies for filing a complaint of noncompliance under E.C. section 52075 using the uniform complaint procedures. Information regarding the requirements for the LCAP and the complaint process must be provided to pupils, parents/guardians, and employees on an annual basis.

Miscellaneous Parental Rights (E.C. section 49091.10)

The Education Empowerment Act of 1998 establishes various rights for parents in addition to other rights identified in this Annual Notice. Your rights as a parent include the following:

Inspection of Instructional Materials: All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, audio and video recordings, and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the district's governing board.

Observation of School Activities: You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the district's governing board to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents will be considered by the district's governing board. Upon written request, school officials will arrange for observation of a requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the district's governing board.

Consent for Evaluations: Your child may not be tested for a behavioral, mental, or emotional evaluation without informed written parental consent.

Affirmation or Disavowal of Beliefs: A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. The law does not relieve pupils of any obligation to complete regular classroom assignments.

Other Parental Rights

The rights of parents of district pupils include the following:

1. To observe in your child's classroom (upon reasonable notice).
2. To meet with your child's teacher and the school principal (upon reasonable notice).
3. To volunteer your time and resources at the school.
4. To be notified on a timely basis if your child is absent from school without permission.
5. To be notified concerning your child's classroom and standardized test performance.
6. To request a specific school and teacher and to receive a response from the district. (This does not obligate the district to grant the request.)
7. To have a safe learning environment for your child.
8. To examine curriculum materials of your child's class.

9. To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
10. To access student records for your child.
11. To receive information concerning expectations for student learning.
12. To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.
13. To receive information about any psychological testing of your child and to deny permission for such testing.
14. To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.
15. To question, and receive an answer regarding, items in your child's record that appear inaccurate, misleading, or that invade privacy.
16. To be notified, as early in the school year as practicable, if your child is identified as being at risk of retention and of your right to consult with school personnel responsible for a decision to promote or retain your child and to appeal a decision to retain or promote your child.
17. Parents and guardians whose primary language is not English shall have the opportunity to work together in a mutually supportive and respectful partnership with schools, and to help their children succeed in school.

The Professional Qualifications of Your Student's Teacher(s) (34 CFR 200.61)

Federal law requires that the district tell you about your right to request information about the professional qualifications of your student's teacher(s). The same right extends to information about any paraprofessional assigned to work with your student.

You are entitled to ask for the following information:

- Whether the teacher has met state credential or license criteria appropriate to the grade level and subject matter in the class.
- Whether the teacher serves under an emergency permit or other provisional authorization.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by a paraprofessional, and if so, that person's qualifications.

To submit a request for information about the qualifications of your student's teacher(s) or paraprofessional(s), please contact your student's school.

Technology, Use of the Internet and/or Online Sites and Online Advertising (20 USC 6777; 20 USC 1232g and 20 USC 1232h; E.C. sections 35182.5 and 49073.1)

The district provides internet connections for many students during the educational day, and those internet connections are filtered using a software program or programs designed to eliminate access to visual depictions that are obscene, child pornography, or harmful to minors. While the filters are designed to prevent connections to such material, new websites and material are added to the internet every day and the district is unable to ensure that each and every inappropriate website or all such material will be blocked.

The district provides technology to students in many educational programs, including computers or electronic devices such as tablets or iPads or similar devices, and also provides Internet access as required for an educational program. Student use of such technology is subject to an Acceptable Use Policy and Agreement which describes acceptable and unacceptable uses of both the Internet connections and the computers or devices. Acceptable uses include communications between teachers and students about class assignments and other classroom topics, and between students on cooperative or collaborative learning projects. During that communication, which may include the use of social media (such as a district-sponsored Facebook page or similar types of social media), personally identifiable information may be shared by your student with other students and the teacher. The district prohibits disclosure of such information outside the classroom assignment/environment but cannot ensure that recipients of the information will comply with the restrictions. Unauthorized disclosures may lead to disciplinary action. If you do not want your student to be subjected to the risk of unauthorized disclosure of personally identifiable information that is disclosed by your student in these classroom assignments/environment, you will have an opportunity to declare when required to read and agree to the Acceptable Use Policy and Agreement for your student. Refusal to sign the Acceptable Use Policy and Agreement will prevent your student's participation in such educational programs and may require transfer of your student to a technology-free classroom or environment.

The district does not intend to subject students to any advertising and will take steps to prevent advertising that targets students based on the advertiser's use of personally identifiable information. However, due to financial constraints under which the district is otherwise unable to provide the product or service which the advertising accompanies or to which it is attached, the district may be required to permit some advertising that is not targeted at individual students. Any such product or service will have been found by the district to be an integral component of pupil education. Parents/guardians of students in these programs may request that their student not be exposed to this advertising and the district will comply. This means your student will not participate in the educational program but will be required to obtain the educational benefit via a different method if the district is unable to block or otherwise avoid the advertising being presented to your student, including cloud base services. To obtain information regarding technology based District programs, please contact Trina Lovio, Director of Assessment, Curriculum and Technology at 661-831-8331 ext. 6349.

The district uses or contemplates using third-party vendors of data storage/management products and services and educational software products and services from third-party vendors, including cloud-based services.

These third-party technology vendors are considered school officials with whom students' personally identifiable information can be shared without parental consent because they have a legitimate educational interest in the education records generated by or filtered through their software.

The district's contract with third-party vendors of products and services will include legally required contractual provisions, including requirements to maintain the confidentiality of pupil information and also including parental right to review pupil records and correct erroneous information.

Distance Learning

Distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency condition making a school site unsafe or otherwise interrupting the district's ability to effectively conduct operations at a school site.

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

To ensure distance learning opportunities are available to all students, the district may contract with third parties for technological devices and the internet connections and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. In a distance learning environment, there may not be an option for you to elect a technology-free classroom or environment and personally identifiable information may be shared by your student with other students and the teacher, and any online vendors or service providers under contract with the district.

The district reserves the right to monitor student use of district technology within the jurisdiction of the district without advance notice or consent. Students' use of district technology including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices used with any district technology shall not be searched except in cases where there is a reasonable suspicion,

based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

Kern Integrated Data System

The district is participating, or will participate in the future, in the Kern Integrated Data System which is a database of student and other information from educational agencies of all types in Kern County, the purpose of which is to increase the rate of student achievement for Kern County students by providing structure and a framework for sharing personally identifiable student information, consistent with the terms, conditions, limitations, and exclusions on sharing information by primary, secondary, and postsecondary institutions set forth in law, for the purpose of studying, analyzing, tracking, and improving student progress in a manner compliant with both state and federal law on student data privacy.

Electronic On-Line Services/Internet Access

Student Obligations and Responsibilities:

Electronic on-line services may not be used for any purpose which conflicts with the goals or the policies of the District or for illegal or unethical purposes. Students are authorized to use district equipment to access the Internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with Governing Board policy and the District's Acceptable Use Agreement. Students are issued a Chromebook, charger, Chromebook case with strap, Hot Spot with charging cord and a wall adapter.

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The district's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
3. The use of the district's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.
4. Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or threatening, obscene, disruptive or sexually explicit material which could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. *Harmful matter* includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. [Penal Code 313]
5. Students shall not disclose, use or disseminate personal identification information about

themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians. *Personal information* includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.

6. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
7. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
8. Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
9. Students shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
10. Students shall report any security problem or misuse of the services to the teacher or principal.

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

Penalty for Inappropriate Use:

Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Board policy. Students who fail to abide by these obligations and responsibilities shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

Code of Conduct for Employee-Pupil Interactions (E.C. section 44050 and BP sections 4119.21, 4219.21 and 4319.21)

The district has a code of conduct for employees that includes employee interaction with pupils. Inappropriate employee conduct toward students includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.

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

Know Your Rights

Your Child Has the Right to a Free Public Education.

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.

In California:

- All children have the right to a free public education.
- All children ages 6 to 18 years must be enrolled in school.
- All students and staff have the right to attend safe, secure, and peaceful schools.
- All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of the child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These federal and state laws generally require schools to get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plan if You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.

- You have the option to complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult to make educational and medical decisions for your child.

Right to File a Complaint

Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

Programs to Encourage Parental Involvement/Annual Objectives (E.C. section 11503, 20 USC 6312 and 20 USC 6318)

To ensure parents/guardians and family members of students are provided with opportunities to be involved in their children's education, each year the district endeavors to involve parents/guardians and family members by:

- Establishing district-level parent advisory committees;
- Inviting input from district committees and school site councils;
- Providing information about opportunities for parents/guardians and family engagement through the district newsletter, website, or other written or electronic means
- Providing copies of working drafts to parents/guardians;
- Providing a master calendar of district activities and district meetings;
- Ensuring that there is an opportunity at a public board meeting for public comment; and
- Assisting parents/guardians in understanding the state academic content standards and academic achievement standards, state and local academic assessments, and how to monitor a child's progress.

A more complete discussion may be found in board policy BP and AR 6020 and in the district’s LCAP Annual Update posted on the district’s website.

Procedures for Preventing Acts of Bullying, including Cyberbullying (E.C. section 234.1)

Any complaint of bullying must be investigated and, if determined to be discriminatory bullying, resolved in accordance with law and the district's uniform complaint procedures specified in board policy AR 1312.3. Discriminatory bullying includes bullying on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, and/or another legally protected category. When “discriminatory bullying” is committed and the bullying is sufficiently serious to create a hostile educational environment for the alleged victim to otherwise deny or limit the student's educational benefits and services, including denial of a free appropriate public education, the a victim must be afforded the protections specified under relevant state and/or federal law.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

The district must develop strategies for addressing bullying in its schools and do so with the involvement of students, parents/guardians, and staff. District may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

For more information regarding the district's general anti-bullying policy please review board policy BP and AR 5131.2 and 5145.3.

Extended Day Care Program

4200 Ashe Road (661) 831-8331 ext. 6603

To assist the working families, the District is committed to providing excellent on-site child care. An After program or Day Care Center is located in each of our twenty elementary schools. District Daycare centers vary in hours to match school site bell schedules with programs operating from 6:45 a.m. until 6 p.m. Select Extended Day Care Programs only provide services from the students' dismissal time until 6 p.m.

Day Care is a self-supporting District program. Children are admitted on a "first-come" basis with registration beginning in the spring of each school year. Day Care Centers operate on a ratio of approximately 20 students to 1 adult. All centers are staffed with a Manager and trained Supervision Aides who direct indoor and outdoor games, projects, crafts, musical and dramatic activities. Older students are given an opportunity to work on homework. A nutritious snack is also provided for all students. Contact the Extended Learning office for further information about the program or registration procedures.

ELO-P Extended Learning Opportunities Program

ELO-P is a grant funded after school program for students in Transitional Kindergarten through 6th grade. The ACES program is also a grant funded program that supports our Junior High Schools. Both programs operate Monday through Friday from school dismissal time to 6:00 p.m. throughout the school year. The District will continue to offer Day Care at several of the elementary schools' sites. All school sites will eventually be converted to ELO-P sites.

After school programs provide a safe and nurturing environment for after school students to learn. Students participate in a variety of activities: individual and group; indoor and outdoor; quiet and active. After school programs provide students with time to participate in Enrichment Activities such as science, sports, drama, music, art, dance and service learning; Physical Education, and Homework help. A nutritious snack is also provided for all students. All programs are staffed with administrative support and Program Managers and Program Leaders to operate the program and support its vision of highly engaging programming.

Textbooks

The Panama-Buena Vista Union School District provides textbooks for all academic subjects for students in grades TK-8. Please help your student by providing a sturdy backpack and establish a storage area where books and school materials will receive the care they deserve.

Textbooks are to be covered with an easily removable non-damaging type cover. **UNDER NO CIRCUMSTANCES** are adhesive/sticky book covers allowed. Tape is only to be used on the book cover, not on the textbook. Textbooks are to be covered the entire year. The replacement cost of lost and/or damaged textbooks while issued to students ranges from \$3.00 to \$150.00.

The District reserves the sole authority to replace lost books with funds collected from parents/students. Parent purchased replacements for lost books will not be accepted due to the many variations in textbook editions (i.e., preview copies, edition dates, print dates, etc.).

***There is a ONE WEEK period at the beginning of the school year during which students may inspect their textbooks for damage and report any problems to library staff. After this one week inspection period the student will be held responsible for damage to textbooks at the discretion of the school principal.*

APPENDIX

- All In Health Care for All Families
- BP 1312.3 – Uniform Complaint Procedures
- BP 5145.3 – Student Non Discrimination/Harassment Policy
- BP 5145.7 – Sexual Harassment
- Cellular Phones and other Electronic Signaling Devices
- Classroom Visitation Procedures
- Parent and Family Engagement Policy
- Guidelines for Suspected Head Injuries and Concussions
- Health Provider Information Form
- Physician’s Authorization for Medication to be Taken at School
- Request for Special Consideration During School Hours
- District Meal Charge Policy
- Requirement to Stock Menstrual Products



Enroll. Get Care. Renew.

FREE MEDI-CAL OR LOW COST COVERED CALIFORNIA EXISTS FOR MOST LOW INCOME CALIFORNIA FAMILIES.

- ▶ **Medi-Cal** is a public health insurance available to low-income Californians. Starting January 1, 2024, all income-eligible Californians qualify for full scope Medi-Cal benefits REGARDLESS OF AGE OR IMMIGRATION STATUS. Full scope Medi-Cal covers more than just care when you have an emergency. It provides medical, dental, mental health, and vision (eye) care. Applying for Medi-Cal via the Covered California website is the fastest way to get covered.
- ▶ **Covered California** is a free service for individuals and families to get free or low-cost health insurance OR to get help paying for private health insurance. More information on page 2.

APPLY for Medi-Cal or Covered California:

- ☎ **By phone:** 1(800) 300-1506
- 🌐 **www.CoveredCA.com** (Covered CA and Medi-Cal)
www.BenefitsCal.com (Medi-Cal)
- 👤 **In-person:** <https://bit.ly/3Tk3cXV>
- ✉ **Apply by mail:** Medi-Cal printable applications here: <http://bit.ly/3RRENK>

Need Help?

Find Help in Your Community and More!
Scan this QR code.
www.allinforhealth.org



The 6 Step Roadmap to Medi-Cal



This flyer was created with the support of the Whole Child Equity Partnership.



The 6 Steps to Medi-Cal

STEP 1

Check Your Eligibility

Children, pregnant and 12 months postpartum individuals have higher income eligibility levels than other adults. Your child(ren) may still qualify for Medi-Cal even if adult family members do not qualify.

If your income is above the Medi-Cal eligibility level, you may qualify for Covered California. If so, Medi-Cal will forward your information to Covered California, which will send you information about your automatic enrollment and what you need to do to activate it. [See the income limit chart.](#)

STEP 2

Enroll.

Apply for Medi-Cal in person, online, by mail, by phone, or find help in your community. Go to page 1 for more information or enroll at: www.CoveredCA.com

STEP 3

Eligibility Determination

After you apply:

- ▶ You will receive a **Notification of Likely Eligibility** by mail. **NEW!**—many Medi-Cal eligible applicants can now receive real time enrollment. This means that once the application is received, **you will have full coverage while the county processes the application.** For the fastest “real-time” enrollment, apply for Medi-Cal through www.CoveredCA.com (applications submitted by mail start accelerated enrollment when the county receives the application).
- ▶ You will receive a **Final Notice of Action** notifying you whether you can receive Medi-Cal. If you are denied Medi-Cal, you have the right to appeal. Ask for a **State Fair Hearing** by calling 800-952-5253, or by requesting it in writing.
- ▶ It can take up to 45 days to receive your Medi-Cal card in the mail after you apply, if you are eligible.

STEP 4

Select a Health Care Plan

You must choose a health plan within 30 days of receiving your health plan options in the mail. If you do not choose a plan within 30 days, Medi-Cal will choose a plan for you. The health plans available to you **depend on what county you live in.**

- ▶ Go to the [Medi-Cal Managed Care Health Plan Directory](#) to find your options.
- ▶ Visit the [Health Care Options](#) website for more information.

STEP 5

Get Care.

Find a primary care doctor. Ask your health plan for help locating an available doctor near you. Your health plan is required to help you make appointments, get interpretation services, **get free transportation to appointments,** and use telehealth.

Medi-Cal covers ALL COSTS for screenings, mental health, vision, dental services, and all other medically necessary care.

Find a dental home. Medi-Cal offers dental benefits to both children and adults. Visit SmileCalifornia.org to find a Medi-Cal dentist.

Kids and Teens. Medi-Cal for Kids & Teens provides free services to keep your child healthy from birth to age 21. For more information, visit: <https://bit.ly/3T1Ga8e>



2024 Financial Help

You or your family may qualify for free Medi-Cal or premium assistance under Covered California.

For information on calculating income and household size, visit:

www.allinforhealth.org/financial-help

STEP 6

Renew.

It's important to ensure that Medi-Cal has your current address and updated phone number so that when it's time to renew your coverage, they can contact you. If you receive a renewal notice, be sure to act!

Follow these steps:

- ▶ Set up a BenefitsCal.com account to get renewal updates.
- ▶ Submit changes to your contact information so Medi-Cal can contact you about renewals.
- ▶ Fill out and submit renewal forms when they are received (online, phone, mail, or in person).

Often when family income increases, your child(ren) may still qualify for Medi-Cal even if adult family members no longer qualify. Fill out and submit Medi-Cal renewal information to keep your child(ren)'s free Medi-Cal coverage even if you may be enrolled in employer coverage or Covered California.

Children in foster care and former foster youth are not required to renew their coverage. Postpartum individuals also do not need to renew their coverage within 12 months postpartum.



Covered California

If you are ineligible for Medi-Cal:

- ▶ Covered California offers a selection of health plans. They help in comparing and choosing a health plan that works best for each person. To learn more, visit: www.CoveredCA.com
- ▶ Many Californians may qualify for financial assistance via a Premium Tax Credit or reductions in what enrollees pay for their health care (known as cost-sharing reductions).
- ▶ Open enrollment is the time of year when everyone can apply for a plan through Covered California. Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have 60 days from the event to complete enrollment.

www.allinforhealth.org

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The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
(cf. 5146 - Married/Pregnant/Parenting Students)
2. After School Education and Safety programs (Education Code 8482-8484.65)
(cf. 5148.2 - Before/After School Programs)
3. Child care and development programs (Education Code 8200-8498)
(cf. 5148 - Child Care and Development)
4. Compensatory education (Education Code 54400)
(cf. 6171 - Title I Programs)
5. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
6. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)
7. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)

8. Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)

9. Local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

10. Physical education instructional minutes (Education Code 51210, 51222, 51223)

(cf. 6142.7 - Physical Education and Activity)

11. Student fees (Education Code 49010-49013)

(cf. 3260 - Fees and Charges)

12. Reasonable accommodations to a lactating student (Education Code 222)

13. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

(cf. 0420 - School Plans/Site Councils)

14. School safety plans (Education Code 32280-32289)

(cf. 0450 - Comprehensive Safety Plan)

15. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

(cf. 0420 - School Plans/Site Councils)

16. State preschool programs (Education Code 8235-8239.1)

(cf. 5148.3 - Preschool/Early Childhood Education)

17. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

18. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel

compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency.
(5 CCR 4611)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services (5 CCR 4611)
3. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
4. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public

education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

5. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
6. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
7. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and mis assignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

State	Description
2 CCR 11023	<u>Harassment and discrimination prevention and correction</u>
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	<u>School libraries</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 32280-32289.5	<u>School safety plans</u>
Ed. Code 35186	<u>Williams uniform complaint procedures</u>
Ed. Code 46015	<u>Parental leave for students</u>
Ed. Code 48645.7	<u>Juvenile court schools</u>
Ed. Code 48853-48853.5	<u>Foster youth</u>
Ed. Code 48985	<u>Notices to parents in language other than English</u>
Ed. Code 49010-49013	<u>Student fees</u>
Ed. Code 49060-49079	<u>Student records</u>
Ed. Code 49069.5	<u>Records of foster youth</u>
Ed. Code 49490-49590	<u>Child nutrition programs</u>

Ed. Code 49701	<u>Provisions of the Interstate Compact on Educational Opportunities for Military Children</u>
Ed. Code 51210	<u>Course of study for grades 1-6</u>
Ed. Code 51222	<u>Physical education</u>
Ed. Code 51223	<u>Physical education; elementary schools</u>
Ed. Code 51225.1-51225.2	<u>Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements</u>
Ed. Code 51226-51226.1	<u>Career technical education</u>
Ed. Code 51228.1-51228.3	<u>Course periods without educational content</u>
Ed. Code 52059.5	<u>Statewide system of support</u>
Ed. Code 52060-52077	<u>Local control and accountability plan</u>
Ed. Code 52075	<u>Complaint for lack of compliance with local control and accountability plan requirements</u>
Ed. Code 52300-52462	<u>Career technical education</u>
Ed. Code 52500-52617	<u>Adult schools</u>
Ed. Code 54400-54425	<u>Compensatory education programs</u>
Ed. Code 54440-54445	<u>Migrant education</u>
Ed. Code 54460-54529	<u>Compensatory education programs</u>
Ed. Code 59000-59300	<u>Special schools and centers</u>
Ed. Code 64000-64001	<u>Consolidated application process; school plan for student achievement</u>
Ed. Code 65000-65001	<u>School site councils</u>
Ed. Code 8200-8488	<u>Child care and development programs</u>
Ed. Code 8500-8538	<u>Adult basic education</u>
Gov. Code 11135	<u>Prohibition of discrimination</u>
Gov. Code 12900-12996	<u>Fair Employment and Housing Act</u>
H&S Code 1596.792	<u>California Child Day Care Act; general provisions and definitions</u>
H&S Code 1596.7925	<u>California Child Day Care Act; health and safety regulations</u>
Pen. Code 422.55	<u>Definition of hate crime</u>
Pen. Code 422.6	<u>Crimes; harassment</u>

Federal	Description
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs

34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975

Management Resources	Description
California Department of Education Publication	Uniform Complaint Procedure 2021-22 Program Instrument
California Department of Education Publication	Sample UCP Board Policies and Procedures
U.S. DOE, Office for Civil Rights Publication	Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021
U.S. DOE, Office for Civil Rights Publication	Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOJ Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007
Website	CSBA District and County Office of Education Legal Services
Website	Student Privacy Policy Office
Website	U.S. Department of Agriculture
Website	California Department of Social Services
Website	U.S. Department of Justice
Website	California Department of Education
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	California Civil Rights Department
Cross References	

Policy Adopted Date: 5/10/2016

Last Revised Date: 6/08/2021

Last Reviewed Date: 6/08/2021

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable, and shall offer supportive measures to the complainant.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received,

investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Record-Keeping

In accordance with law, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Civ. Code 1714.1	<u>Liability of parent or guardian for act of willful misconduct by a minor</u>
Civ. Code 51.9	<u>Liability for sexual harassment: business, service and professional relationships</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 48900	<u>Grounds for suspension or expulsion</u>
Ed. Code 48900.2	<u>Additional grounds for suspension or expulsion; sexual harassment</u>
Ed. Code 48904	<u>Liability of parent/guardian for willful student misconduct</u>
Ed. Code 48980	<u>Parent/Guardian notifications</u>
Ed. Code 48985	<u>Notices to parents in language other than English</u>
Gov. Code 12950.1	<u>Sexual harassment training</u>
Federal	Description
20 USC 1092	Definition of sexual assault
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 99.1-99.67	Family Educational Rights and Privacy
34 USC 12291	Definition of dating violence, domestic violence, and stalking
42 USC 1983	Civil action for deprivation of rights
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
Management Resources	Description
Court Decision	Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Management Resources	Description
Court Decision	Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Court Decision	Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
Court Decision	Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Court Decision	Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447
Court Decision	Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Court Decision	Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
CSBA Publication	Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
CSBA Publication	Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
U.S. DOE, Office for Civil Rights Publication	Q&A on Campus Sexual Misconduct, September 2017
U.S. DOE, Office for Civil Rights Publication	Sexual Harassment: It's Not Academic, September 2008
U.S. DOE, Office for Civil Rights Publication	Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
U.S. DOE, Office for Civil Rights Publication	Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Title IX Coordinators, April 2015
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights

Policy 5145.3: Nondiscrimination/Harassment

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a

hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

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

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the

district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6)

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

CELLULAR PHONES AND OTHER ELECTRONIC SIGNALING DEVICES

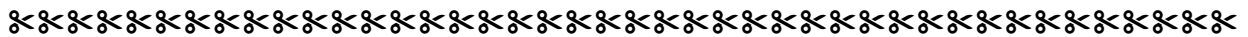
Students will have limited use of electronic signaling devices, including, but not limited to, cell phones, pagers, and beepers. To avoid disruption of the instructional process, students shall not display, use, activate, or permit electronic signaling devices to be activated during the school day. For purposes of this policy and procedure, the “school day” is defined as the moment a student enters the school grounds until the student exits the school grounds following the final dismissal bell. The “school day” also includes, but is not limited to, study hall, lunch break, class changes and any other structured or unstructured instructional activity occurring during the normal school day.

It is the student’s responsibility to ensure his/her electronic signaling communication devices are turned off and secured at all times. Students who violate the rules and regulations concerning electronic signaling communication devices are subject to having the device confiscated and to disciplinary action. (Board Policy 5131)

In accordance with the Board’s policy and administrative procedure on search and seizure, a school official may search a student’s mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

The district is not responsible for retrieval, replacement, or any charges incurred as a result of lost, stolen or damaged electronic communication devices.

No student shall be prohibited from possessing or using an electronic signaling device determined by a licensed physician or surgeon to be essential for the student’s health and the use of which is limited to a health-related purpose. (E.C. §48901.5) If a student wishes to use an electronic communication device at an unauthorized time for medical purposes, his/her parent or guardian must submit a written request for permission to the school principal or his/her designee to determine the validity of the request.



Authorization for Student Cell Phone/Electronic Signaling Device Use

By signing below, you acknowledge you have read and have a clear understanding of the policy and procedure relating to cellular phones and other electronic signaling devices stated above. Your signature further authorizes your child to possess a cell phone or other electronic signaling device while at school.

Please return this to your child’s school principal.

Student’s Name _____

Parent’s Signature _____

School _____

**Panama-Buena Vista Union School District
CLASSROOM VISITATION PROCEDURES
(Observation of Instructional Program by Parents)**

From Adopted District Administrative Procedures

Who May Visit: The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers as defined in Family Code Sections 6550-6552. A grandparent, close relative, or caregiver may schedule a classroom visit if a parent has provided written permission and the classroom teacher consents. Visits by grandparents, close relatives, or caregivers must be scheduled through the Principal rather than the classroom teacher.

Scheduling: Visits shall be scheduled by the classroom teacher for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance.

Frequency and Duration: To minimize interruptions and distractions during valuable classroom time, parental classroom observations are limited to two visits per month per related student with a maximum duration of one hour per visit. If there is a need for more parental observation, additional visits may be scheduled through the Principal.

Parental Conduct during Classroom Visitation: Parents may enter and exit the classroom only once during each visit. Parents shall remain in the back of the classroom and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum.

The classroom teacher may direct a parent to leave the room if the parent's presence or conduct unduly interferes with the instructional program, and the parent must leave the classroom if directed to do so. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

Violation of Classroom Visitation Rules: A violation of the classroom visitation rules may be resolved by the classroom teacher through counseling of the offending parent privately. If this form of correction is not effective, the Principal may, as necessary, temporarily preclude a parent from visiting his/her child's classroom during regular school hours for a period of time not to exceed 14 continuous days.

When a parent has been precluded by the Principal from visiting his/her child's classroom, the parent may appeal the decision to the District's Assistant Superintendent in charge of Educational Services who will investigate and consider the matter in a timely fashion.

Notification of Classroom Visitation Procedures: Parents shall receive notification of classroom visitation procedures. The notification used should be substantially as follows:

"Parents are encouraged to visit their child's classroom and observe the instructional program. Visits must be scheduled directly with the classroom teacher and, generally, at least 48 hours in advance.

"Distractions and interruptions seriously impair the educational process. To minimize distractions during valuable classroom time, parental visits are limited to twice per month for a maximum of one

hour per visit. Additional visits may be scheduled through the principal if more observation time is needed.

“While visiting, parents are generally required to remain quiet and in the back of the room in order to minimize the classroom interruption which a visitor’s presence typically causes.

“Copies of the school’s classroom observation procedures are available upon request.”

REFERENCES:

Education Code Sections 32212, 35160, 49091.10, 51101
PBVUSD Board Policy 1250

Parent and Family Engagement Policy
Panama-Buena Vista Union School District
Board Approval: April 9, 2024



Superintendent: Katie Russell
Address: 4200 Ashe Rd., Bakersfield, Ca 93313
Phone: 661-831-8331
Email Address:
Website: <https://www.pbvusd.k12.ca.us/>

Panama-Buena Vista Union School District provides opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), which includes providing information and school reports, in a format and, to the extent practicable, in a language such parents understand.

The LEA Parent and Family Engagement Policy are distributed to all families, including parents and families of Title I students, via the District Parent Handbook and available on the District website (<https://www.pbvusd.k12.ca.us>). In addition, paper copies can be found at the District office, free of charge. The Policy is translated into Spanish and other languages as required by statute. Parents and families wishing to provide ongoing support and input into the Policy can participate through the School Site Council, the Title I Parent Subcommittee, the District Advisory Committee, and other committees. Additionally, parents and families can provide input by completing the parent surveys distributed throughout the school year.

1.0 The local governing board shall establish and implement a policy on parent and family engagement. (California Education Code [EC] sections [§§] 11500-11504, 51101[b]; 20 United States Code [U.S.C.] § 6318[a][1], 6318[a][2])

1.1 Panama-Buena Vista Union School District (PBVUSD) has developed a written Title I parent and family engagement policy with input from parents and family members of participating children.

PBVUSD parents and family members jointly develop the Parent and Family Engagement Policy (PFEP) by providing input and comments and reviewing the policy annually. Parents and family members have the opportunity to join various committees: District Advisory Committee (DAC), Title I Parent Subcommittee (TIPS), District English Learner Advisory Committee (DELAC), and other educational partner groups. The established DAC, DELAC, and TIPS committees annually provide input, review, and comment on the PFEP. Title I parents can be involved in giving feedback to the District by participating in the biannual Title I Family-School Relationships survey.

To involve parents and family members in the Title I program at Panama-Buena Vista Union School District, the following practices have been established:

a) PBVUSD incorporates the parent and family engagement policy into the PBVUSD level plan. (20 U.S.C. § 6312, 6318[a][2])

The District involves parents and family members in the joint development of the Local Control and Accountability Plan (LCAP)/LCAP Federal Addendum and school support and improvement development. Review of and comments on the LCAP/LCAP Federal Addendum are encouraged through discussions with the DAC, TIPS, DELAC, School Site Councils (SSC), and other educational partner meetings/listening posts. Parents and families are provided surveys where they can give the District feedback regarding the LCAP goals. Information about the LCAP/LCAP Addendum is shared through local Board of Education reports, the District's website, the LEA report card, and through reports at DAC and DELAC meetings on each school's progress in meeting all accountability measures and in the annual evaluation of the LCAP/LCAP Addendum. Parents have the opportunity to address the Board regarding the LCAP at a separate public hearing held before the scheduled Board meeting to review and approve the LCAP.

Copies of the working drafts of the LCAP/LCAP Addendum in a practicable format, in a language the parents and family members can understand, are available. Parent and Family Engagement Policies at the school level address parents' and family members' roles on school site councils and the development of all school plans.

There are no school sites that have been identified as either Comprehensive Support and Improvement (CSI) or Targeted Support and Improvement (TSI). However, this year 6 of our school sites have been identified as Additional Targeted Support and Improvement (ATSI). Parents and family members of students who attend those schools will be provided with information regarding the school's progress and suggested to offer input on how the school(s) can improve the program of instruction.

b) PBVUSD involves parents and family members in the joint development of the local educational agency planning efforts and in the process of school review and improvement. (20 U.S.C. § 6318[a][2][A])

The District builds the capacity of all participating schools within the LEA in planning and implementing effective engagement activities by inviting parents and family members to become committee or advisory members for the following: planning safety at the schools, School Plan for Student Achievement (SPSA), English Learner Advisory Committee (ELAC), School Site Council (SSC), Parent Club, TIPS, DELAC, DAC, and other educational partnerships throughout the year. Parents and family members are encouraged to access the district website, ParentSquare, and District Twitter, Facebook, and Instagram for school and district information. Each Title I school develops a parent and family engagement policy with input from parents, staff, committee, and advisory members to meet their students' needs. School sites identify their unique parent engagement needs in the School Plan for Student Achievement (SPSA).

District-level staff uses this information to target and develop activities determined to have a universal effect. The Title I Program Specialist provides technical assistance and support to ensure family engagement requirements are met and implemented strategies outlined in the SPSA.

PBVUSD works with the following community organizations and individuals due to their expertise in effectively engaging parents and family members in education related to their students:

- Parent University
- Henrietta Child Guidance
- First Five Kern
- Community Action Partnership

c) PBVUSD provides coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the PBVUSD in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance. (20 U.S.C. § 6318[a][2][B])

The District assists in coordinating and integrating parent and family engagement strategies with other relevant federal, state, and local laws and programs by:

- Reviewing each school's SPSA, specifically the goals and actions/strategies around Parent and Family Engagement, and provide technical assistance in the development of each;
- Including parent and family engagement strategies in school reform or school improvement initiatives;
- Establishing a Student Support Services department staffed with School Social Workers (Title I and Title IV funded) to address the Social-Emotional Learning (SEL) needs of students and families;
- The District will continue integrating parent and family engagement programs into school plans for academic accountability;
- Involving parents and family members in the school planning processes;
- All Title I schools meet their Program Review Indicator that no less than three parent engagement activities will be conducted each school year to build capacity and involve parents in assisting in their child's educational program;
- Providing support through the District English Learner Program Specialists, State Preschool Coordinator, Director of Special Education, District Title I Program Specialists, and the Foster Youth and Homeless Liaison;

d) PBVUSD coordinates and integrates Title I, Part A parent and family engagement strategies with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs. (20 U.S.C. § 6318[a][2][C])

The District will conduct, with meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this policy on improving the academic quality of all schools served under Title I, Part A by the following:

- Parent input, along with survey results from all schools, are used to evaluate the content and effectiveness of the policy
- A Title I Family-School Relationships survey is administered annually to gain parent and family input. Those results are used to revise the policy for the following school year.
- Multiple parent meetings at various sites and times to increase parent participation
- All Title I schools conduct an annual school site evaluation of program effectiveness. The Comprehensive Needs Assessment findings are shared with all school site educational partners, and the planned steps to be taken to develop the following year's SPSA goals, strategies, and actions.
- Committee and advisory members such as DELAC, DAC, and TIPS are provided opportunities through surveys, open forums during scheduled meetings, or emails to provide input regarding the current policy.

e) PBVUSD conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served under Title I, Part A. (20 U.S.C. § 6318[a][2][D])

Barriers to greater participation by parents and family members are addressed in various ways, including flexible scheduling of meeting times, meetings held at various school sites, in-person and/or virtual meetings, free childcare for parents attending meetings, and interpreters for multiple language needs. Additional barriers to families that may have difficulties attending activities include such issues as homelessness, immigration status, parent literacy, and disabilities.

The District will use various methods, such as focus groups, surveys, and workshops, to evaluate parents/guardians' satisfaction and staff with the quality and frequency of District communications. In addition, the District communicates and collaborates with school sites, Consolidated Programs English Learner Services, and Special Services to ensure full opportunities for participation of parents with disabilities and parents with limited English proficiency are accessible, including providing information and school reports in a language parents can understand.

Data will be gathered and monitored regarding the number of parents and family members participating in District activities and the types of events they are engaged in. The District will disseminate resources and literature to parents in English, Spanish, and other languages when applicable. The resources or literature will be in print or digital format to support parents and family members in assisting their students' learning and engaging with school personnel and teachers. To support the school and family interactions, the District continues to provide workshops to parents whose students attend Title I schools. The workshops cover how parents can contact the teacher/school office or school social worker, prepare for Parent/Teachers conferences, summer learning opportunities, CA Dashboard Parent Training, STAR Assessment Parent Training, etc., to support successful school/family relationships.

PBVUSD identifies the following:

1. Barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). (20 U.S.C. § 6318[a][2][D](i))

The District will continuously research best practices and take the following actions to conduct, with the meaningful engagement of parents and family members, an annual evaluation of the policy's content and effectiveness:

- Parent input, along with survey results from all schools, are used to evaluate the content and effectiveness of this policy;
- A Title I survey is administered annually to gain parent and family input and multiple parent meetings at various sites/times to maximize parent participation;
- All Title I schools conduct an Annual Program Review that includes data-driven and evidence-based decisions based on student academic needs;
- The policy is brought before the committee and advisory members such as ELAC, SSC, DAC, DELAC, and the TIPS for input;
- Input and survey results are used to make revisions for the following year

2. The needs of parents and family members so that they may assist with the learning of their children, including engaging with school personnel and teachers. (20 U.S.C. § 6318[a][2][D](ii))

The District involves parents and family members in schools' activities utilizing the DELAC, DAC, and Title I Parent Subcommittee representatives to develop, revise, and review the Parent and Family Engagement Policy. Each school site is responsible for providing one parent representative for each of the committees previously mentioned. These school site representatives bring information regarding the current parent and family needs. In addition, the

representatives have multiple opportunities to share their needs with the other committee members throughout the year, which will help shape the parent and family engagement policy for the following school year.

3. Strategies to support successful school and family interactions. (20 U.S.C. § 6318[a](2)(D)(iii))

Each school develops a site parent and family engagement policy and school-parent compact designed to meet the needs of their families. Schools host family information nights, such as Math or Literacy Night, informal meetings with the principal, and other opportunities for families to engage with the staff. The compact describes how families and school staff share the responsibility for improving student achievement and how the school and families will collaborate to assist students in achieving the state academic standards.

f) PBVUSD uses the findings of such evaluation in subparagraph (e) to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the parent and family engagement policy. (20 U.S.C. § 6318[a](2)(E))

The evaluation results are used to design evidence-based strategies to improve family engagement and revise the parent and family engagement policy as needed.

g) PBVUSD involves parents in activities of schools served under Title I, Part A to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy. (20 U.S.C. § 6318[a](2)(F))

Each school designates family members to serve on the District Advisory Committee (DAC) and District English Learners Advisory Committee (DELAC). These committees review the annual evaluation results and input from educational partners, using this information to develop, revise, and review the parent and family engagement policy.

1.2 The PBVUSD policy on parent and family engagement for all schools (including Title I and non-Title I) in the district shall be consistent with the goals and purposes listed below. (EC §§ 11502, 11504, 11506)

a) Engage parents positively in their children's education by helping parents to develop skills to use at home that support their children's academic efforts at school and their children's development as responsible future members of our society. (EC § 11502[a])

All schools develop site parent and family engagement policies and school-parent compacts to address the needs of parents at their school. In addition, each school offers parent and family engagement activities to assist families with supporting learning at home. For example, information and resources are shared with families at parent information nights, Chat-a-lattes with the Principal, Literacy and Math nights, parent-teacher conferences, parent workshops, and on the District website and materials sent home.

b) Inform parents and family members that they can directly affect the success of their children's learning by providing parents with techniques and strategies that they may utilize to improve their children's academic success and assist their children in learning at home. (EC § 11502[b])

Information and resources are provided to parents on strategies to assist their children's learning at home through parent meetings and family nights.

c) Build consistent and effective communication between the home and the school so that parents may know when and how to assist their children in support of classroom learning activities. (EC § 11502[c])

Information about the effectiveness of communication at each site is contained in the annual LCAP survey and used to improve services annually. In addition, school sites utilize ParentSquare messages to facilitate home-school communication.

d) Train teachers and administrators to communicate effectively with parents. (EC § 11502[d])

Site Principals provide resources, information, workshops, and training to teachers on evidence-based strategies for effectively communicating with families.

e) Integrate parent involvement programs into the school's master plan for academic accountability. (EC § 11502[e])

Each site annually develops a School Plan for Student Achievement, which includes goals, actions, strategies, and expenditures for family engagement and goals to improve academic achievement and the learning environment.

1.3 The LEA receiving more than \$500,000 in Title I, Part A funds reserves at least one percent of its allocation to carry out parent and family engagement activities. (20 U.S.C. § 6318[a][3][A])

The district reserves at least one percent of the Title I, Part A allocation to support district-wide family engagement activities. Family engagement activities are included in the district's LCAP and the LCAP Federal Addendum. District-level staff is also in place to support family engagement.

1.4 Parents and family members of children receiving Title I, Part A services are involved in the decisions regarding how funds reserved are allotted for parental involvement activities. (20 U.S.C. § 6318[a][3][B])

Each school designates family members to serve on the District Advisory Committee (DAC) and District English Learner Advisory Committee (DELAC). These committees review input gathered from educational partners about family engagement activities. This information is used to update the LCAP and the LCAP Federal Addendum annually, including the actions and services for family engagement.

1.5 Not less than 90 percent of the funds reserved are distributed to schools served, with priority given to high-need schools. (20 U.S.C. § 6318[a][3][C])

PBVUSD distributes at least 90 percent of the Title I, Part A funds to schools based on a funding formula.

1.6 Funds reserved by PBVUSD are used to carry out activities and strategies consistent with the district's parent and family engagement policy, including not less than one of the following: (20 U.S.C. § 6318[a][3][D])

a) Supporting schools and nonprofit organizations in providing professional development for district and school personnel regarding parent and family engagement strategies. (20 U.S.C. § 6318[a][3][D][i])

b) Supporting programs that reach parents and family members at home, in the community, and at school. (20 U.S.C. § 6318[a][3][D][ii])

c) Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members. (20 U.S.C. § 6318[a][3][D][iii])

d) Collaborating or providing sub-grants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement. (20 U.S.C. § 6318[a][3][D][iv])


e) Engaging in any other activities and strategies that PBVUSD determines are appropriate and consistent with the parent and family engagement policy. (20 U.S.C. § 6318[a][3][D][v])

Funds reserved by the district for family engagement activities are used to support the activities and strategies addressed in this policy.

Panama-Buena Vista Union School District's Title I, Part A LEA Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on March 14, 2024. The LEA will distribute the Policy to all parents and family members of participating Title I, Part A students annually on or before September 30, 2024.

Katie Russell, Superintendent

Name and Title of Authorized Official



Signature of Authorized Official

March 14, 2024

Date

GUIDELINES FOR SUSPECTED HEAD INJURIES AND CONCUSSIONS

What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body causing the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious.



What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussions can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how the student is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

Signs of a Concussion	Symptoms of a Concussion	
Appears to be dazed or stunned	Thinking/Remembering:	Emotional:
Is confused about events	Difficulty thinking clearly	Irritable
Answers slowly	Difficulty concentrating or remembering	More emotional than usual
Repeats questions	Feeling more slowed down	Sad
Can't recall events prior to the hit, bump, or fall	Feeling sluggish, hazy, or groggy	Nervous
Loses consciousness (even briefly)		
Shows behavior or personality changes	Physical:	Sleep*:
Forgets class schedule or missing assignments	Headache or "pressure in head"	Drowsy
Slurred speech	Balance problems or dizziness	Sleeps more than usual
One pupil (the black part in the middle of the eye) is larger than the other	Blurry or double vision	Has trouble falling asleep
	Sensitivity to light or noise	<i>*Only ask about sleep symptoms if the injury occurred on a prior day</i>
	Numbness or tingling	

Know how to assess consciousness:

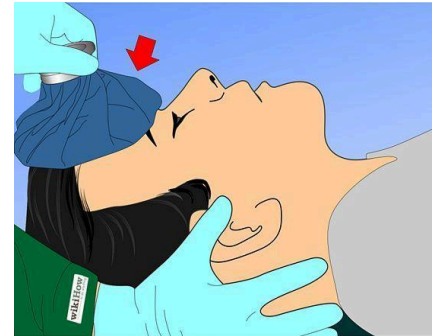
It is important to know whether or not the victim is conscious, as the victim needs special positioning if unconscious, paying particular attention to breathing. To check the consciousness of the victim, try the AVPU code:

- o **A** - is the victim **alert**? - are your questions being answered? (What happened to you?)
Instruct a responsive patient to remain still. Look for any obvious injuries to the head.
- o **V** - does the victim respond to **voice**? - give spoken commands or ask questions (What is today's date?)
- o **P** - does the victim respond to **pain** or touch? - pinch skin to see if there is movement or eyes opening
- o **U** - is the victim **unresponsive** to anything attempted?

What should I do if someone has a concussion?

Suspect a brain injury when a blow to the head results in confusion or disorientation. Activate EMS immediately and provide spinal motion restriction. Do not try to stop the flow of blood or fluid from the ears or nose. If the injured has a seizure, maintain spinal motion restriction and protect them from bumping into nearby objects. Do not restrain them tightly and do not place anything in their mouth. Seizures generally last for just a few minutes. Seek medical attention right away. A health care professional experienced in evaluating for concussions can determine how serious the concussion is and when it is safe to return to normal activities, including physical activity and school (concentration and learning activities).

Concussion Treatment	
1. Prevent Swelling and Further Injury	
a. Apply ice wrapped in a washcloth to the bumped area.	
b. Have the person stop activity and rest.	
c. Never let a concussed person out of your sight until medical attention arrives.	
2. When to Seek Medical Attention	
a. When their headache seems to be getting worse	
b. Continued vomiting	
c. Increased drowsiness or dizziness	
d. Increased confusion	
e. Heart palpitations, seizures, or loss of consciousness	
f. Neck pain after fall	



Make sure the injured individual talks to their physician about concussions. Each concussion is different and how to treat them can be different, too. It is a very individualized plan based on the diagnosis and conversations with the physician.

Concussions in Sports

Concussions have been called the 'silent epidemic'. The Centers for Disease Control says about 3 million young athletes suffer from sports related concussions each year, but there are concerns many more are not being diagnosed. If left untreated, some concussion symptoms can lead to a lifetime of problems.

California has implemented a new concussion safety law:

Education Code 49475, formerly Assembly Bill 25, addresses concussion in high school athletics and was recently signed into law by the Governor. This is a measure the CATA (California Athletic Trainers' Association) sponsored last year and supported this year, with the NFL being the primary sponsors. The new state law is fundamentally similar to the CIF (California Interscholastic Federation) rule which came into play last year. It states:

"This bill requires a school district that elects to offer athletic programs to immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The bill would prohibit the return of the athlete to that activity until he or she is evaluated by, and receives written clearance from, a licensed healthcare provider, as specified. The bill would require, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition."

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT
4200 Ashe Road
Bakersfield, CA 93313-2029
(661) 831-8331 ♦ FAX (661) 832-8002

HEALTH CARE PROVIDER INFORMATION FORM

Dear Parents/Guardians,

School districts providing school-based health services have an opportunity to bill private and government insurance companies for those services. Receiving insurance reimbursements helps districts through a special program called Local Educational Agency Medi-Cal Billing Option. Certain health screenings and therapies for Medi-Cal eligible students are billed to this fund created solely for school districts. In order for the District to continue receiving these important funds, the federal government requires private health care insurance be billed for services provided to students covered by those companies. There will not be any charges made to you and there are no out-of-pocket costs to your family.

Please print:

Student's Name _____ Birthdate _____

Primary Health Insurance Company Name and Address _____

Insurance Policy Number and Group Number _____

Policy Holder's Name and Address _____

If applicable:

Secondary Health Insurance Company Name and Address _____

Insurance Policy Number and Group Number _____

Policy Holder's Name and Address _____

Authorization and Permission

I give permission for the School District to bill my insurance company for any health services provided by District healthcare providers, and I authorize release of any medical information by the school district and its providers to my insurance carrier as is necessary to make payments directly to the school district.

Signature of Parent/Guardian _____ Date _____

Please return this form to your school's health office. This authorization will remain in effect for the 2024-2025 school year. If you are interested in how your child might be eligible for low cost or no cost insurance through Medi-Cal programs, please contact your child's school office.

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

Health, Safety and Wellness
4200 Ashe Rd, Bakersfield, CA 93313
Phone (661) 831-8331 ext. 6548 Fax: (661) 832-8002

PHYSICIAN'S AUTHORIZATION FOR MEDICATION TO BE TAKEN AT SCHOOL

(A separate form must be signed for each medication and is considered current for the noted school year)

Student's Name _____ Date of Birth _____

School _____ Teacher _____ Grade _____

The prescribed medication must be clearly labeled and brought to the school office in a pharmacy-labeled container. The health and well-being of the above named student is dependent upon them taking this medicine during school hours. Students will be assisted by designated/assigned, trained school personnel according to the following information:

Physical condition for which medication is to be given: _____

Name of medication: _____

Method of administration (check one): Tablets Liquid Topical Other: _____

Dose: _____ Time of Day to be Given: _____ As Needed: _____

(Be specific, i.e., milligrams, number of puffs, etc.) (PRN)

If medication is to be given "as needed," describe indications: _____

This medication is to be continued as indicated above until: _____

Precautions, possible reactions and/or side effects: _____

Student may be allowed the privilege of possessing and self-administering certain life-sustaining medications when the physician believes it is necessary, the child is capable, and the medicine can be stored and taken in a safe manner (Examples: asthma inhalers, allergic reaction kits, enzymes, insulin delivery systems). The following conditions must be met for self-administration at school:
(MEDICAL PROVIDER'S INITIALS ARE REQUIRED NEXT TO THE SELECTED RESPONSE):
- It is essential that this student carry medications at all times. Yes _____ No _____
- This student has been trained by the medical provider to carry and self-administer medication safely. Yes _____ No _____

We agree to notify the school office immediately of any change in the medication, dosage, or frequency, and to sign a new statement when appreciable differences occur from the above directions. We agree to mutual sharing of information between our doctor authorized school personnel about our child's need for the medication and the expected effects or possible side effects.

Signature: Parent or Guardian _____ Date _____ Signature: Physician/Licensed Health Care Provider _____ Date _____

Please Print: Parent or Guardian _____ Please Print: Physician _____

Address _____ Address _____

Home Phone _____ Work Phone _____ Phone _____ Fax _____

Please request and complete form 709020 "Request for Special Consideration During School Hours." This form enables you to provide the additional information about your child's medical condition, early warning signs and symptoms, and list other medications taken outside of school hours.

THIS FORM IS VALID FOR THE REMAINDER OF THE SCHOOL YEAR

(See reverse side for procedures)

Rev. 10/10/22tt White: School Yellow: School Nurse 709030

PHYSICIAN'S AUTHORIZATION FOR MEDICATION TO BE TAKEN AT SCHOOL

TO PARENTS/PHYSICIANS:

The following principles and procedures will be followed in the Panama-Buena Vista Union School District when a parent requests that a student take medication at school:

1. The assistance of medication to pupils by designated school personnel may be done only when the student's health may be jeopardized without the medication and when such assistance has been requested in writing and approved by **both** the treating physician **and** the student's parent.
2. Students requiring medication during school hours (**either prescription or non-prescription**) are to have the original container brought to the school office by the parent. It will be kept in a safe and secure place and given to the child as indicated on the container this form (front).
 - a. Prescription medication to be taken at school must be in the original container with the pharmacist's label attached describing the name of the person for whom the medication is prescribed, the kind of medication, dosage, how often it should be taken, and the prescribing doctor's name (C.E.C. 49423, 49480). You may request that your physician ask the pharmacist to prepare a separate container for the school use.
 - b. Over-the-counter medications also require a physician's signature indicating the necessity for medication to be taken during school hours. OTC medications must be in the original retail container with the student's name clearly written on the container.
3. A written statement is required of both:
 - a. The treating licensed health care provider, who shall indicate the necessity of the medication being taken by the pupil during school hours, and;
 - b. The parent(s), who shall request and authorize the designated school personnel to give said medication in the dosage as prescribed by the physician.
4. Under the following circumstances, students may be allowed the privilege of possessing and self-administering certain life-sustaining medications (i.e., asthma inhalers, allergic reaction kits, enzymes, insulin delivery systems):
 - a. The parent and physician believe self-administration is in the best interest of the child.
 - b. Both the parent and physician agree that the child's knowledge and maturity level are sufficient to self-medicate **safely**.
 - c. The appropriate sections on the front of this form are completed and approved by the physician and the student has been trained in the proper storage and administration of the medication.
 - d. This privilege will be reviewed by a District school nurse and can be revoked if the student is observed using unsafe practices, such as sharing/loaning medication, excessive use, improper storage or transport of medication, etc.
5. **Under no circumstances are school personnel to provide medications** such as aspirin or any other patent medicine or nostrum to students.
6. To increase your child's safety at school, it is recommended that in addition to this medication form, the parent complete the "Request for Special Consideration During School Hours" (Form 709020). This form enables the parent to provide detailed information about the child's medical condition, symptoms, early warning signs, and to list other medications taken outside school hours. Forms are available in the school office.

BACK

Rev. 6/14/11

709030

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

Health, Safety and Wellness
4200 Ashe Rd., Bakersfield, CA 93313
Phone (661) 831-8331 ext. 6548 Fax: (661) 832-8002

REQUEST FOR SPECIAL CONSIDERATION DURING SCHOOL HOURS
(Confidential)

Student's Name _____ Date of Birth _____
School _____ Teacher _____ Grade _____
Parent's Name _____ Address _____ Phone _____
Condition(s) _____ School Year _____

Dear Parent:

You have indicated that this student has a condition which may require special consideration during school hours. For the most part, school personnel will try to safely minimize the effects of this condition by helping the student fit into the regular school routines. However, in order to act in his/her best interests, we are requesting further information.

A brief history of the condition(s): _____

Primary Physician: _____ Phone: _____ Fax: _____
Address: _____

Symptoms which could develop in the school setting: _____ Parents would like this response from school personnel: _____

Medications taken regularly (include medications taken during and after school hours): (C.E.C. 49480)

Table with 4 columns: Name of Medication, Dosage, Time of Day When Taken, Prescribing Physician. Rows 1, 2, 3.

(FOR MEDICINE TO BE GIVEN DURING SCHOOL HOURS, REQUEST MEDICATION FORM 703030)

We agree to mutual sharing of information by our doctor and the school personnel about our child's need for the medication and the expected effects and side effects.

Parents: Please keep emergency information at the school updated. Feel free to contact the school secretary, child's teacher, school principal or district nurse if additional assistance is needed. Please return both copies as soon as possible. Thank you for your cooperation.

Parent Signature: _____ Date: _____

Panama-Buena Vista Union School District

KATIE RUSSELL.
District Superintendent

4200 Ashe Road
Bakersfield, CA 93313
(661) 831-8331 FAX (661) 398-2141



BOARD OF TRUSTEES
Bryan Easter
Linda Garcia
Paula Van Auken
Tom Webster
Keith C. Wolaridge

School Year 2024-2025

To the Parents/Guardians of a P-BVUSD Student

We are pleased to inform you that the Panama-Buena Vista Union School District will be offering free breakfast and free lunch to all enrolled students who attend classes on campus during the 2024-2025 school year. This has been made possible through the California Universal Meals Program.

MEAL SERVICE

One free breakfast and one free lunch per school day is available to all enrolled students attending classes on campus at no charge, regardless of income or need.

Breakfast is available approximately 15-20 minutes before the morning bell at all Panama-Buena Vista school sites. Please see your student's school site bell schedule for more details.

A la Carte Milk: The *universal meals* program is for a complete meal and does not cover the purchase of a milk outside of a meal. The cost for a milk outside of a complete meal is 50¢ and payment must be made in advance or at time of the purchase. Payments for milk may be made in person at any of the school site kitchens, or by using the drop boxes located in the cafeteria and school office. Please be sure to include the student's name and ID number on the outside of the pre-payment envelope.

The Panama-Buena Vista Union School District takes part in the *offer versus serve* program to minimize food waste. In *offer versus serve*, students are offered five components for lunch (protein, grain, vegetable, fruit, and milk) and are required to take a minimum of three of these components, with at least one of them being a serving of fruit or vegetable. Students are always allowed to take all five components.

If your student brings lunch from home, they can complement this meal with the "Pick 3 Free" option by selecting a fruit, vegetable, and milk.

EDUCATION BENEFIT FORM

Although meals are provided at no charge, district and school sites rely on income forms for maximum funding allocations. Education Benefit Forms are included in back-to-school packets and at www.pbvUSD.k12.ca.us.

SUMMER-EBT CARDS

Summer EBT is a federal program that is administered through the California Department of Social Services in association with the California Department of Education (CDE). School districts do not issue or reload the cards. For more information, please contact the Summer EBT Hotline at (877) 328-9677 or the United States Department of Agriculture at <https://www.fns.usda.gov/sedt/household>.

Sincerely yours,

Kristi Sepsey
Director of Nutrition Services

This institution is an equal opportunity provider.

Requirement to Stock Menstrual Products

Panama-Buena Vista Union School District

Notice to Parents, Guardians, Pupils, and Teachers

2024-2025

Section 35292.6 is added to the Education Code, to read:

- (a) On or before the start of the 2022–23 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 6 to 12, inclusive, shall stock the school’s restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women’s restrooms and all-gender restrooms, and in at least one men’s restroom.
- (b) A public school described in subdivision (a) shall not charge for any menstrual products provided to pupils.
- (c) A public school described in subdivision (a) shall post a notice regarding the requirements of this section in a prominent and conspicuous location in every restroom required to stock menstrual products, available and accessible, free of cost, pursuant to this section. This notice shall include the text of this section and contact information, including an email address and telephone number, for a designated individual responsible for maintaining the requisite supply of menstrual products.
- (d) For purposes of this section, “menstrual products” means menstrual pads and tampons for use in connection with the menstrual cycle.
- (e) This section shall become operative on July 1, 2022.

HPV and HPV Vaccination: What Every Parent Should Know

What is HPV?

Human papillomavirus (HPV) is a very common virus that 8 out of 10 people will get at some point in their lifetime. Some HPV infections can lead to cancer later in life.

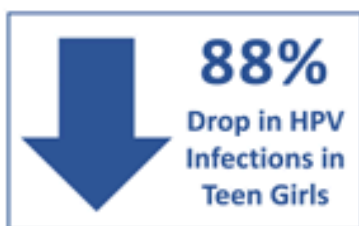


HPV is estimated to cause about 37,000 cases of cancer in men and women every year in the U.S. – that’s the same as the average attendance for a major league baseball game!

Only cervical cancer, one of the cancers caused by HPV, can be detected early with a Pap test. The other cancers caused by HPV (cancers of the throat, genitals, or anus) may not be detected until they are more serious. HPV vaccination prevents infections that cause these cancers.

How can I protect my child from HPV?

HPV vaccination can prevent over 90% of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. With more than 135 million doses given in the U.S. since 2006, HPV vaccine has a long safety record that’s backed by over 15 years of monitoring. Common side effects are mild and get better within a day or two. These include pain, redness, or swelling where the shot was given, similar to other vaccines.



HPV vaccination works extremely well. Since HPV vaccination was first recommended in 2006, infections with HPV types that cause most HPV cancers have dropped 88% among teen girls and 81% among young adult women.

Vaccination against HPV is recommended by the federal Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. It’s also recommended by the American Cancer Society and California’s Cancer Prevention Act.

HPV and HPV Vaccination: What Every Parent Should Know

Who should get the vaccine and when should they get it?



Because the vaccine is more effective when given at younger ages, two doses of HPV vaccine are recommended for all kids between the ages of 9 to 12 years, and the second dose should be given before the start of 8th grade.

(Kids who wait until later to get their first dose of HPV vaccine may need three doses.) The HPV vaccine is often given at the same time as other adolescent vaccines, like Tdap to prevent whooping cough and meningococcal vaccine to prevent bacterial meningitis.

Where can I get the HPV vaccine for my child?

Ask your health care provider, pharmacist, or local health department to learn more about HPV vaccine and where you can get it. The vaccine is covered by most health insurance plans. If you don't have health insurance, your child can still get vaccinated. The Vaccines for Children (VFC) Program offers free vaccines to children up to age 18 years without insurance or whose insurance does not cover the cost of vaccines.

Ask your healthcare provider or [local health department](#) about [VFC](#). Find doctors participating in VFC [in your area](#).

For more information on HPV, the vaccine, and cancer prevention, visit the [Centers for Disease Control and Prevention](#).

