



# STUDENT HANDBOOK 2025-2026

## **Palm Springs High School**

2401 East Baristo Road, Palm Springs, California 92262  
Main Line (760) 778-0400 Fax (760)778-0481

## **Palm Springs High School Alma Mater**

In the silence of the desert  
Where the sands of silver shine  
Stands our glorious Alma Mater  
'Tis our Haven and our Shrine  
Be we humble in her presence  
For her blessings never fail  
Palm Springs is our Alma Mater  
So to her, All Hail, All Hail!

## CTE Annual Public Notification

The Palm Springs Unified School District does not discriminate on the basis of race, color, national origin, sex, or disability, or any other basis protected by law or regulation in its program or activities and provides equal access to the Boy Scouts of America and other designated youth groups.

The Palm Springs Unified School District offers classes in many career and technical education program areas (Arts, Media & Entertainment, Business & Finance, Education, Child Development, and Family Services, Energy, Environment, and Utilities, Health Science and Medical Technology, Hospitality, Tourism and Recreation, Information and Communication Technologies, Manufacturing and Product Development, Public Services, and Transportation) under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact the CTE Director: Karen Dimick, Ed.D., Director of College and Career Readiness, 760-883-2703 x4805033, kdimick@psusd.us.

Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the nondiscrimination policies: If you, or your student, have been subjected to discrimination, you should contact your school site principal and/or:

Title IX Coordinator – Antonia Hunt, Ed.D., Director, Title IX & Compliance, 150 District Center Drive, Palm Springs, CA 92264, 760-883-2703 Ext: 4805026, ahunt@psusd.us.

Title II /ADA Coordinator and Section 504 Coordinator - Laura Meusel, Executive Director, Student Support Services, 150 District Center Drive, Palm Springs, CA 92264, (760) 883-2703 Ext: 4805102, lmeusel@psusd.us.

## Non Discrimination Statement

The Palm Springs Unified School District is committed to equal opportunity for all individuals in education and employment. The District prohibits unlawful discrimination, including discriminatory harassment, intimidation, and bullying, of 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; pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; parental, marital, family status; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; 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 in its programs, activities, and provides equal access to the Boy Scouts and other designated youth groups. (PSUSD BP [410.1312.3](#), [5131.2](#), [5145.3](#), [5145.7](#), [5145.9](#)).

Students have the right to a free public education, regardless of immigration status or religious beliefs. More information about these rights is available from the [California Attorney General, Know Your Rights](#). Learn more about Title IX, Student Rights Under [Title IX](#).

For questions or complaints, contact:  
Title IX Coordinator and Equity and Compliance Officer  
Dr. Antonia Hunt, Director – Title IX and Compliance  
760-883-2703 Ext: 4805026

ADA/Title II Coordinator-Students and Section 504 Coordinator  
Laura Meusel, Executive Director, Student Support Services  
760-883-2703 Ext: 4805102

ADA/Title II Coordinator - Staff  
Clayton Hill, Assistant Superintendent of Human Resources

All are located at: 150 District Center Dr. Palm Springs, CA 92264

[Notice of Title IX Nondiscrimination](#)

## Section 1: General School Information



# Palm Springs High School

## 2025-2026 DATES AND BELL SCHEDULE

Fechas y Horarios de la Campana por el 2025-2026

**Late Start Days, Minimum Day, Testing and Final Exams**

*Días de llegada tarde, Días Mínimos, Exámenes y Exámenes Finales*

### Regular Bell Schedule

*Horario Regular*

**Warning Bell - 7:27 AM**

*Horario de la Campana*

**Monday, Tuesday, Thursday, and Friday**

*Lunes, Martes, Jueves, y Viernes*

Period	Time
0	7:32 - 8:40 AM
1	8:45 AM - 9:43 AM
2	9:49 AM - 10:47 AM
3	10:53 AM - 11:51 AM
4	11:57 AM - 1:02 PM
Lunch	1:02 PM - 1:32 PM
5	1:38 PM - 2:36 PM
6	2:42 PM - 3:40 PM
7	3:45 PM - 4:35 PM

### Late Start Days

*Días de Llegada Tarde*

**Every Wednesday except:**

*October 15, 2025*

*December 17, 2025 (Final Exam Schedule)*

*June 3, 2026 (Final Exam Schedule)*

Period	Time
0	DOES NOT MEET
1	10:10 AM - 10:53 AM
2	10:59 AM - 11:42 AM
3	11:48 AM - 12:31 PM
4	12:37 PM - 1:27 PM
Lunch	1:27 PM - 2:02 PM
5	2:08 PM - 2:51 PM
6	2:57 PM - 3:40 PM
7	3:45 PM - 4:35 PM

### Minimum Day Schedule

*Horario de Días Mínimos*

**Homecoming Parade - October 15, 2025**

Period	Time
0	DOES NOT MEET
1	8:45 AM - 9:19 AM
2	9:25 AM - 9:59 AM
3	10:05 AM - 10:39 AM
4	10:45 AM - 11:26 AM
5	11:32 AM - 12:06 PM
6	12:12 PM - 12:46 PM
Lunch	12:46 PM - 1:21 PM

### TESTING SCHEDULE

*CAASPP/CAST Testing*

**Block Bell Schedule**

Day 1

April 20, 2026 (English)

April 23, 2026 (English)

April 30, 2026 (Science)

May 18, 2026 (Math)

May 21, 2026 (Math)

Day 2

April 21, 2026 (English)

April 24, 2026 (English)

May 1, 2026 (Science)

May 19, 2026 (Math)

May 22, 2026 (Math)

Day 1 Period	Day 2 Period	Time
1	2	8:45 AM - 10:48 AM
3	4	10:58 AM - 1:01 PM
Lunch	Lunch	1:01 PM - 1:31 PM
5	6	1:37 PM - 3:40 PM

### FINAL EXAM SCHEDULE

*Horario de Exámenes Finales*

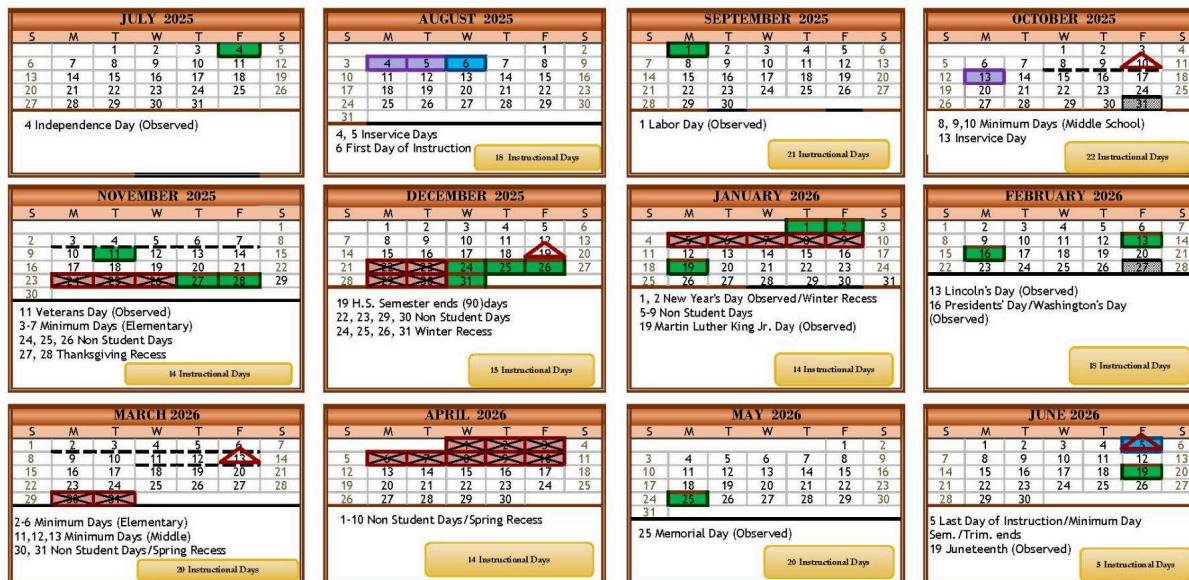
**December 17, 18, and 19, 2025**

**June 3, 4, and 5, 2026**

Day 1 Period	Day 2 Period	Day 3 Period	Time
1	3	5	8:45 AM - 10:45 AM
Nutrition	Nutrition	Nutrition	10:45 AM - 11:15 AM
2	4	6	11:21 AM - 1:21 PM



## Palm Springs Unified School District District Calendar August 2025 - June 2026



- First & Last Day of School
- Holiday
- Inservice Days (Students do not attend)
- Minimum Day/Parent Conferences
- Non School Days

- End of Trimester Dates
- Elementary
- Trimester 1 - Oct. 31 -- 61 Days
  - Trimester 2 - Feb. 27 -- 61 Days
  - Trimester 3 - Jun. 5 -- 59 Days

- End of Quarter/Semester
- Middle/High School
- Quarter 1 - Oct. 10 47 Days
  - Quarter 2 - Dec. 19 43 Days
  - Quarter 3 - Mar. 13 42 Days
  - Quarter 4 - Jun. 5 49 Days

Board Approved: 8/27/2024

### Palm Springs Unified School District Calendar:

- First Day of School .....**Wednesday**, August 06, 2025
- Labor Day .....**Monday**, September 01, 2025
- First Quarter Ends ..... **Friday**, October 10, 2025
- Teacher In Service/No Class..... **Monday**, October 13, 2025
- Veteran’s Day (Observed).....**Monday**, November 11, 2025
- Thanksgiving Recess .....**Monday**, November 24, 2025 – **Friday**, November 28, 2025
- First Semester Ends .....**Friday**, December 19, 2025
- Winter Recess .....**Monday**, December 24, 2025 – **Friday**, January 9, 2026
- Martin Luther King Jr. Day .....**Monday**, January 19, 2026
- Lincoln’s Day ..... **Friday**, February 13, 2026
- Washington’s Day ..... **Monday**, February 16, 2026
- Third Quarter Ends ..... **Friday**, March 13, 2026
- Spring Recess ..... **Monday**, March 30, 2026 – **Friday**, April 10, 2026
- Memorial Day (Observed) ..... **Monday**, May 25, 2026
- Second Semester Ends.....**Friday**, June 5, 2026
- Juneteenth..... **Friday**, June 19, 2026

For all PSHS student activities please consult regularly the ASB Master Calendar on the school website at [www.pshs.us](http://www.pshs.us)

## Palm Springs High School School-Wide Learning Outcomes

### **PSHS Mission Statement**

Palm Springs High School is dedicated to preparing all students to be responsible, productive members of society, and lifelong learners, by providing for their intellectual, personal and career development.

### **PSUSD Board Members**

Board President  
Board Clerk  
Board Member  
Board Member  
Board Member

Sergio Espericueta  
Madonna Gerrell  
Karen Cornett  
John Gerardi  
Charlie E. Ervin Jr.

### **PSUSD Cabinet Administration**

Superintendent of Schools  
Assistant Superintendent, Educational Services  
Assistant Superintendent, Human Resources  
Assistant Superintendent, Business Services

Dr. Marcus Funchess, Ed. D  
Simone Kovats, Ed. D  
Clayton Hill  
Jeffrey Simmons

### **Palm Springs High School Faculty**

#### **PSHS Administrators**

Principal  
Assistant Principal  
Assistant Principal  
Assistant Principal, Athletic Director

Michael Ventura  
Janel Hunt  
Salam Ramirez  
Art Sanchez Jr.

## Parent Engagement

**STATEMENT OF PURPOSE:** The involvement of parents and community members is an essential component of nurturing students. Every effort to invite and consider parent and community input is made to ensure the success of our students. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- that parents play an integral role in assisting their student’s learning; receive grade level standards, monitor and discuss schoolwork at home, information on how to work with their student at home
- that parents are encouraged to be actively involved in their student’s education at school;
- that parents are full partners in their student’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their student; parent conferences, school site council, ELAC Meetings, Title I Parent Meetings.

Information about school policies and involvement opportunities are communicated through direct parent contact in the following manner:

- The School Parent/Community Involvement Policy and School-Parent Compact available in the Main Office. Teachers review Dress Code, Electronic and Tardy/Attendance policies with the students at the beginning of the year.
- Palm Springs High School notifies parents about the School Parental Involvement Policy in an understandable and uniform format. The policy is available in English and Spanish.
- Palm Springs High School makes the School Parental Involvement Policy available to the local community by posting it on the school website and having copies available in the school office.
- Palm Springs High School periodically updates the School Parental Involvement Policy to meet the changing needs of parents and the school.
- Palm Springs High School has adopted the school-parent compact as a component of its School Parental Involvement Policy.

### SCHOOL POLICIES, INVOLVEMENT OPPORTUNITIES, AND MEETINGS

Parents are provided with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet will be provided.

- Information is communicated at Back to School Night in classroom visits.
- The School’s Web Site provides information about the staff, classroom activities and parent resources. [www.pshs.us](http://www.pshs.us)

If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their students, and respond to any such suggestions as soon as possible will be discussed. Parents/community members will be given timely responses to any concerns and suggestions.

- School Site Council Meetings

- Parent/Teacher Conferences
- ELAC Meetings
- Tutoring
- Volunteering- If parents are interested in volunteering they can sign up in the Main Office.

The School/Parent/Student Compact is a part of the School Parent Involvement Policy. The compact was developed by teachers, parents and administrators. It describes the responsibilities of the school and parents to improve student performance and the means in which to do so.

### **School Commitment**

**To support all students in succeeding at Palm Springs High School, the staff commits to the following:**

- Hold high expectations for all students.
- Respect all students and their families and welcome them to our school.
- Teach rigorous, relevant, and engaging classes, following California state standards.
- Provide a positive, safe, and effective learning environment for all students through consistent implementation of the school's policies as outlined in the student handbook.
- Present parents with progress reports or report cards at the middle and end of each quarter and semester.
- Communicate with parents when students are not meeting class academic or behavior expectations.
- Provide support and planning so that all students leave high school prepared for the college and/or career of their choice.
- Provide information to parents on a regular basis through our website and phone calls.
- Reply to parent e-mails and phone calls in a prompt and courteous manner.
- Offer parents opportunities to become involved in our school through advisory groups, parent workshops, and as volunteers.
- Palm Springs High School will prepare its graduates per our Expected Schoolwide Learning Results (ESLRs) and School Plan goals.

### **Parent Commitment**

**To support my student in succeeding at Palm Springs High School, I/We commit to the following:**

- Ensure that my student attends school each day and is on time.
- Ensure that my student follows the school dress policies and behavior code as outlined in the

student handbook and wears his/her ID daily.

- Respond to emails, phone calls in a prompt, courteous manner.
- Respect all school staff members and other students and families.
- Ensure that my student gets enough sleep each night, provide nutritious meals, and encourage regular exercise.
- Limit television viewing and computer games; provide a quiet time each day for completion of homework and/or reading.
- Talk with my student each day about school and homework; set high expectations for his or her academic achievement.
- Attend school events, workshops, and meetings, and when appropriate, participate in decision making and leadership opportunities at school.
- Communicate with the school regarding any special needs of my student.
- Initiate communication with school staff when there is a concern or question.

### **Student Commitment**

**To ensure my success at Palm Springs High School, I commit to the following:**

- Come to school each day and arrive to all my classes on time.
- Come prepared with my supplies, books, homework, and other items needed for each class.
- Participate in each class and do my best to do well.
- Ask for help if I am struggling academically. Try my best always.
- Communicate to an adult if I have a concern, problem, conflict, or question.
- Follow the school dress code, wear my ID and have it visible all day, and follow all other behavioral expectations in the student handbook.
- Encourage my parents to be involved in my school and future plans.

## PSHS Faculty

Aceves Guitar, Esther	Job Coach Special Education
Aguirre, Elvia	Paraprofessional ISSS
Albitres, Bianca	MTSS Support Counselor
Alvarado, Mariana	Paraprofessional Special Ed Health
Alvarez, Armadno	Custodian Night
Amador, Rachel	English
Angles, Roxanna	Counselor
Arballo, Priscilla	Workability
Aviles, Alba	Science
Avina, Christina	Counselor on Special Assignment
Barragan, Seluia	Special Education
Bellamy, Cindy	English/AVID
Bloom, Rebecca	Campus Security Officer
Bond, Jocelyn	Counselor
Boongaling, Kathlinne	Paraprofessional Special Ed Health
Boozer, Alex	English
Boylan, Allyson	Performing Arts Theater
Brown, Tyrus	ASB Director
Cabreros, Shara	Psychologist
Cameranesi, Patrick	English
Carmona, Nayly	IEP Support Specialist Bilingual
Chao, Gloria	Math
Clark, James (Steve)	English
Codeus, Amanda	Social Science/AVID
Cohen, Danielle	English
Cormier, Deborah	MTSS Coach
Corona, Rosa	Counselor
Cross, Erik	Science
Custer, Jeremy	Social Science
Davis, Brian	Paraprofessional Special Ed Health
Davis, Marissa	Science
DeLaCruz, Cleofas	Special Education
De La Torre Gonzalez, Hugo	Custodian Night
Drake, Hope	PALM – Sports Medicine
Economos, Anmarie	Math
Encino, Tony	Campus Security Officer

Escobar, Jessica	School Office Specialist – Campus Safety
Espinoza, Adriana	Job Coach Special Education
Flores, Eleazar	Custodian Day
Fong, Brandon	Math
Garcia, Genesis	Paraprofessional II
Gastelum, Ana	Math
Gilbert, Chelsea	Performing Arts Dance
Gilstrap, Jay	Math
Goehring, Curtis	Science
Gonzalez, Santana	English
Goode, Mario	Campus Security Officer
Goree, Darryl	Custodian - Athletics
De La Cruz, Cleofas	Special Education
Hebert, Anne	Librarian
Hernandez, Maria	School Office Specialist Bilingual
Howard, Chris	Physical Education
Hunsperger, Jeanette	Science/AVID
Hunsperger, Richard	Math
<b>Hunt, Janel</b>	<b>Assistant Principal</b>
Ingelson, Matthew	Performing Arts
Iverson, Kara	Visual Arts
Jara, Cindy	Counselor
Johnson, Janet	Assistant Principal Secretary - Athletics
Karimi, Jemimah	Paraprofessional II
Kaul, Brittanie	PALM – Sports Medicine
Kelley, Meghan	Adult Transition Program
Kirby, Shawn	Science
Koskovich, Ben	Special Education
Labrada, Roberto	Social Science/AVID
Lazarova, Svetlana	World Language - Latin
Leyva Felix, Isaac	Prevention Specialist
Lupercio, Ruben	World Language
Maddox, Allison	Social Science
Madrigal, Daniela	School Office Specialist
Maldonado, Gustavo	Custodian Day
Mann, Bradly	Campus Security Officer
Marks, Michael	Physical Education Department Chair
McKay, Kim	Social Science

Medina, Noel	Custodian Night
Molina Perez, Claudia	Paraprofessional Special Ed Health
Moreno, Guillermina	World Language - Spanish
Nash, Peter	Special Education
Norton Wolf, Heather	Accounting Assistant - ASB
Ogrady, Colin	Audio Technician RCA
Omier, Erika	World Language - Spanish
Ortiz, Daniel	Custodian Night
Pachur, Wendy	Special Education
Padilla, Christopher (806)	Welding Paraprofessional I
Papp, Donielle	Video Production/INN
Parker, Trent	Special Education
Pasqualini, Shawn	English
Patterson, Rebecca	Visual Arts
Perez, Susan	Nutrition Services
Perla, Krissia	Registrar
Posner, Karen	Adult Transition Program
Powell, Jason	Performing Arts Strings/Choir
Pratt, Rory	Metal Shop
Prieto, Sandra	Paraprofessional II
Raiss, Adam	World Language - French
<b>Ramirez, Salam</b>	<b>Assistant Principal</b>
Ray, Redford	Licensed Vocational Nurse
Rea, Kim	Science
Romero, Marilyn	Job Coach Special Education
Salas, Elba	School Office Specialist Bilingual Attendance
Sanchez, Abby	English
<b>Sanchez Jr, Arturo</b>	<b>Assistant Principal/ Athletic Director</b>
Schildge, Raquel	World Language - Spanish
Schoenbeck, Rachel	Math
Schoonover, Ramona	Paraprofessional Special Ed Health
Sepulveda, Laurie	Social Science
Serrano Anna	Paraprofessional Special Ed Health
Silva, Veronica	Science
Skaggs, Kirsten	Business Academy
Smith-Wines, Tammy	English
Smith, Earl	Social Science
Song, Elena	College and Career Specialist
Soto, Jessica	School Office Specialist Attendance

Sovior, Bambi	Paraprofessional Special Ed Health
Stanford, Jake	English
Tapia, Anthony	Math
Thorson, Eric	Social Science
Tona, Pauletta	Campus Security Officer
Torres, Tanya	Job Coach Special Education
Uribe, Yovany	Math
Vargas, Carmen	World Languages – Spanish
<b>Ventura, Michael</b>	<b>Principal</b>
Velasco Orozco, Marlen	Paraprofessional Special Ed Health
Vladuti Alaniz, Olivia	Library Media Technician II
Warren, Patricia	School Administrative Assistant III
Woo, Oyuky	School Office Specialist- Counseling
Wood, Robert	Math
Yokimcus, Travis	Visual Arts – Ceramics
Young, Angela	Custodian Night
Zepeda, Daniel	Paraprofessional Special Ed Health
Zimmerman, Daniel	English

### **E-mail**

Teachers and staff at PSHS can be contacted via email by using the first letter of the staff member's first name followed by the last name @psusd.us.

**Student Emergency Information:** To enroll, all students must have a signed emergency card on file with up-to-date information. Only individuals listed on the card can approve a student's departure from campus or excuse an absence. Kindly notify the Records Office promptly of any changes to address, phone number, or emergency contact.

### **Visitor Policy at Palm Springs High School:**

- All visitors must check in at the security desk and obtain a visitor badge during school hours.
- Students are not allowed to bring guests to school.
- Students cannot leave campus without prior permission from parents and school administration.
- If a student needs to leave before dismissal time for a valid reason, they must obtain authorization and documentation from the Attendance Office or administration.

**Restrictions on Outside Vendors:** Deliveries from external vendors, such as food, balloons, and flowers, are prohibited and will not be accepted for students during class time hours.

**Emergency Preparedness at PSUSD:** Emergency drills are conducted regularly at PSUSD to ensure the safety and well-being of all individuals in case of a real emergency. The school will conduct fire, earthquake, active shooter, and lockdown drills throughout the academic year. These drills are essential for preparing both staff and students to appropriately respond to any emergency situation.

### **Attendance Policy and Procedure at Palm Springs High School**

At Palm Springs High School, we prioritize punctuality and regular attendance for academic success. Our dedicated staff collaborates with students and parents to enhance attendance, fostering an environment where every student can thrive. Consistent attendance not only boosts academic performance but also cultivates students' sense of responsibility and school pride.

Parents are urged to track their students' attendance using Parent Vue, accessible at the Registrar's office. To report absences, parents or legal guardians should contact the attendance office between 7-9 a.m. on each day of absence to prevent automated calls from the school. As per the Compulsory Education Law (E.C. 48200), children aged 6 to 18 must be enrolled and actively participating in a full-time educational program, requiring parents or guardians to provide explanations for all absences.

Unexcused absences may result in a student being labeled "truant," violating the Compulsory Education Law (E.C. 48200). To avoid potential grade deductions, absences must be excused within three days of the student's return to school, either through a note or phone call. Failure to excuse absences within this timeframe will deem them unexcused, initiating school policy enforcement. Work missed due to unexcused absences may not be accepted. Unexcused absences are those that do not meet the criteria for legally excused absences.

We encourage parents and guardians to collaborate with us in monitoring attendance to ensure their students' punctuality and presence. Please be advised that the latest time to pick up a student is 3:25pm. After this time, we are unable to release students until the scheduled dismissal time at 3:40pm

### **Palm Springs High School Attendance Plan**

*Communication & School Climate  
Support*

*Outreach, Counseling & Discipline*

*Whole Family*

<b>Tier 1</b> Universal Prevention	<b>Tier 2</b> Early Intervention	<b>Tier 3</b> Intensive Intervention
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<p><i>Tier 1 represents universal strategies to encourage good attendance for all students.</i></p>	<p><i>Tier 2 provides early intervention for students who need more support to avoid chronic absenteeism.</i></p>	<p><i>Tier 3 offers intensive support for students facing the greatest challenges with getting to school.</i></p>
<p>At PSHS students feel connected and safe.</p> <p>Attendance expectations are communicated often and supported by all PSHS staff.</p> <p>Teachers maintain accurate daily attendance and tardy records. Teachers verify attendance weekly.</p> <p>Key Resources: ParentVue, StudentVue</p> <p>Administrators &amp; security provide daily monitoring of students and guide students to proceed to their classrooms.</p> <p>Attendance team reviews attendance data and provides positive attendance incentives.</p>	<p>Teachers communicate with parents of students with frequent tardiness and absences. The intervention is noted in synergy.</p> <p>Key Resources: Panorama &amp; Synergy</p> <p>Counselors will hold an academic conference with students to discuss impact and create a plan for improvement.</p> <p>Parent Notices mailed home from District Student Services</p> <p>Attendance Clerks and Administration use attendance records to identify students for OTL detention.</p> <p>Peer Counselors mentor targeted groups of students.</p>	<p>School site prevention specialist receives referrals for intensive interventions with students and their family.</p> <p>Attendance team initiates the SART process to remove barriers.</p> <p>Families receive support to address homelessness, food insecurity, transportation, chronic illness, mental health, bullying, etc.</p> <p>If the SART process does not result in improved attendance, families are referred to district Student Services for the SARB process which may include; family support and resources, alternative means of education or the revocation of school transfer.</p>

**Automated Attendance Notifications:** The school uses an Auto-Caller to inform parents of student absences. Parents should contact the attendance office after receiving an Auto-Call to check the periods of absence.

**Excused Absences Definition:**

- **Short-Term Independent Study:** Excused if completed upon return.
- **Personal illness or injury**
- **Medical, dental, eye care, or chiropractic appointments**
- **Quarantine:** Directed by county or city health officers.
- **Funeral services for immediate family:**
  - One day in California.
  - Three days outside California.
- **Jury Duty**
- **School Activities**

- **Health office:** Excused by the school Nurse.
- **Pupil as custodial parent:** For child's illness or medical appointment with prior approval.
- **Justifiable personal reasons with prior approval, including but not limited to:**
  - Court appearances
  - Employment conferences & college visitations
  - Family emergencies
  - Appearance at SARB
  - Religious holiday or ceremony
  - Religious retreat (limited to 4 hours/semester)

**Truancy Definition:** Any pupil absent without valid excuse for three full days or tardy/absent for more than 30 minutes without valid excuse on three occasions in one school year is considered truant (E.C. 48260).

**Excused Absences Policy:** Students are permitted to make up missed work for credit. In the event of an excused absence from class, students can complete all feasible assignments and tests missed. Upon satisfactory completion, full credit will be awarded. The makeup tests and assignments will be reasonably equivalent to those missed during the absence, though not necessarily identical. Excused absences must be cleared within the same semester.

**Consequences of Excessive Absences:** Excessive absences may result in a student failing a class due to unsatisfactory academic progress, including poor test scores and failure to meet class requirements as specified in the syllabus. Parents will receive a progress report if their child is at risk of failing.

**Chronic Absentee Definition:** According to the California Education Code (EC Section 60901.1 (1)), a "Chronic Absentee" is a pupil who is absent for 10 percent or more of the school days in the academic year.

**Leaving School Protocol:** Students must follow the proper protocol when leaving school during the day. Before departing campus, students must clear through the Attendance or Nurse's Office. A Passport will be issued for legitimate appointments upon receiving a parent note or telephone call before the appointment time. Check the school's testing schedule before scheduling appointments as students will not be dismissed before the end of testing. Leaving campus without a Passport will result in an unexcused absence for missed classes.

### **Open/Closed Campus Guidelines for Senior Lunch Passes at Palm Springs High School**

- **Grades 9, 10, and 11** are on a closed campus during school hours.
- **Senior Lunch Passes** require a **2.0 GPA, 95% attendance**, and **parent approval and administration approval**.
- **Senior Contract** signed by the **student & parent/guardian** is required.
- **Eligibility** based on the most recent grading period's GPA.
- **Attendance** is tracked quarterly, with a **95% rate** required for privileges.

- **Late returns** from lunch may lead to privilege revocation.
- **Medical/dental appointments** during lunch require appointment verification.

**Absence Verification for Students 18 Years and Older:** Students aged 18 or above are responsible for verifying their own absences from school. They possess the same responsibilities and authority that would typically belong to a parent, guardian, or caretaker of a minor under E.C. 46012. While an 18-year-old can communicate absences, the school retains the right to determine the validity of the excuse and may choose not to excuse the absence.

### **Tardiness Procedures**

- Students must arrive on time for all classes to benefit from the program and cultivate punctuality, self-discipline, and responsibility.
- Late students proceed directly to class with consequences and interventions determined by the 3 Tiered Attendance Plan.
- Teachers record tardiness in Synergy each period.
- Interventions for tardiness include verbal/written warnings, teacher detentions, seat changes, natural consequences, positive praise, incentives, and parent notification.
  - Students who fail to attend assigned detentions, will be added to the exclusion list making them unable to attend school activities outside of the school day.
- Persistent attendance issues may lead to disciplinary actions like additional detentions, Saturday school, progress monitoring, referrals to attendance review teams, or loss of privileges.
- Possible interventions involve attendance data reviews, parent communication, academic conferences, mentorship, and celebrating attendance progress.
- District-level interventions include truancy letters for excused and unexcused absences at various thresholds.

### **Short-Term Independent Study Guidelines**

Students planning to be absent from school for five or more consecutive days must submit a Short-Term Independent Study application before their departure. Not applicable for medically related absences. Classwork will be provided by teachers for completion during the absence.

Upon returning, teachers will assess the completed work to determine the percentage finished during the absence. Excused absences will be based on the completed work percentage. For instance, completing 80% of assigned work will excuse 80% of the absences incurred during the leave, with corresponding letter grades provided.

It is advised to refrain from utilizing Short-Term Independent Study during the initial or final school week to ensure optimal learning and prevent any negative impact on academic performance.

For Independent Study support, please reach out to Oyuky Woo at (760)778-0400 or OWoo@psusd.us, available at the counseling office.

## PSHS Health Office

### Health Office/Medications Protocol

- All students must sign in and present a signed hall pass when visiting the Health Office.
- Students needing to go to the Health Office between classes must obtain a hall pass from their next period's teacher.
- Only students with immediate or obvious health concerns may enter without a hall pass.
- Students requiring prescribed or over-the-counter medication, like aspirin, must store the medication at the school or health office. A signed form from a doctor and parent/guardian is mandatory before medication is administered.
- A permission form for school staff to dispense medication can be obtained from the school nurse at the administration office. Refer to the Palm Springs Unified School District Parent/Student Information booklet for more details (EC 49423, BP 5141.21).

**Administration of Prescribed and Non-Prescribed Medication for Students:** Students who need to take prescribed medication during the regular school day must provide the school nurse with a written statement from their physician. This statement should include instructions on how the medication should be taken, including the method, amount, and schedule. Examples of such medication include inhalers, allergy medication, antibiotics, and pain medication. Students are not allowed to carry any prescribed or non-prescribed medication or vitamins.

**Illness at School:** If a student falls ill during school hours, they should get a pass from their teacher and go to the Nurse's Office. The nurse will assess the severity of the issue, and if needed, contact a parent/guardian for permission to either release the student or have them picked up. A pass will be issued at that time.

## Enrollment and Residency of Children of Military Families

The Superintendent or designee will assist in enrolling children of military families to ensure a smooth transition, without disadvantage due to record transfer challenges or differing entrance requirements. A child of a military family meets residency criteria if the parent/guardian is on active military duty with transfer orders to a state military installation. Electronic submission of enrollment applications and course registrations is accepted.

Upon transfer to the district, students from military families will be enrolled based on unofficial records if official records are not yet available. Official records must be requested promptly, and students have 30 days to complete required immunizations after enrollment.

## **Board Policy (BP) 5146: Students – Pregnant, Married, Parenting**

The District will not discriminate against any student in educational programs or activities based solely on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery.

## **Section 2: Parent Information**

**ParentVue:** Parent Vue is a web application that provides parents with direct access to student data via the Internet. Using a confidential PIN (Personal Identification Number) and password, parents can connect to the school district's student database and view their child's progress report, attendance records, transcripts, and missing assignments. Parent Vue allows a parent to view details on each of their children currently enrolled in a PSUSD school.

### **Parent Classroom Observation Procedure**

Parents may observe their child in the classroom or on campus for up to 30 minutes each week. A 24-hour advance notice is required for visits.

To minimize disruption to instructional activities, visits should occur during regular school days and must be arranged in advance with the teacher and administration. Visitors will be accompanied by school staff (BP 1250).

Electronic listening or recording devices are prohibited in the classroom without permission from the teacher and principal (Education Code 51512).

### **Parent Volunteers**

All school volunteers must undergo fingerprinting and a background check before being allowed on campus. Prior teacher and administrator approval is required before arriving on campus.

As a Mandated Reporter, it is your duty to act when a child shares information that may indicate they are in danger or experiencing personal problems. If a student confides in you about family matters or personal issues and you believe there is a safety concern, it is important to take immediate action. If you need assistance with the Mandated Reporting of Child Abuse Procedures, contact the child's teacher, counselor, and/or administration.

## **Section 3: Student Information**

### **Student Parking on Campus Policy:**

- **Permit Requirement:** All students must display a valid student parking permit.
- **Guaranteed Parking:** At the start of the year, only seniors who have purchased a parking space are guaranteed parking in the student parking lot on campus.
- **Parking Regulations:** Vehicles on campus are subject to search. Students parking in staff spaces may receive parking tickets.

### **Student ID Card Policy:**

- **Issuance:** Each student is issued a Student ID Card for identification purposes.
- **Mandatory Carry:** Students must carry their ID Card at all times on campus and during events or activities.
- **Uses of Student ID:** The student ID is essential for campus safety, school event admission, technology access, off-campus lunch pass (seniors only), textbook check-out, and testing participation.

**Technology and Internet Access at Palm Springs High School:** Palm Springs High School provides computer and Internet access in every classroom. Student usage of networked computers at PSHS is regulated by the PSUSD "Student Acceptable Use Policy." Violations may lead to the loss of internet/network privileges and potential disciplinary measures.

**Physical Education Uniform Policy:** For student safety and hygiene, students in a PE class are required to dress for class in PE t-shirt and shorts. They are also required to wear athletic shoes. Sandals or flip flops are not acceptable. A student who does not dress out for PE is considered a "non-suit". PE uniforms will be sold during registration/validation in August or at the beginning of the school year. If a student forgets their uniform at home, their PE teacher will provide a loaner.

### **Motor Vehicle Policies**

- Students must comply with all school, community, and state driving regulations.
- A valid driver's license, current registration, and proof of insurance are required for a PSHS student parking permit.
- Speed limit on campus: 15 MPH.
- Parking allowed only in the student parking lot with a visible PSHS parking sticker on the front windshield.
- Unauthorized vehicles in reserved spots are subject to towing without notice.

### **Parking Lot Policies**

- Students must use the student entrance near the student parking lot.
- Dropping off students in Faculty Parking Lots is prohibited.
- Each car must occupy one parking space.
- All vehicles in the student parking lot must have a valid PSHS parking permit; failure to display may result in towing at the owner's expense.

- Parking permits are available at the Campus Safety office; replacement permits can be purchased.
- The parking lot is restricted during class, lunch, and between periods.
- Vehicles may be subject to search.

Violation of traffic laws or school parking rules may lead to suspension of privileges by the administration. PSUSD and PSHS are not liable for any damages, loss, theft, or injuries while driving on campus.

### Student Clubs and Organizations at PSHS:

<ul style="list-style-type: none"> <li>● AVID - Advancement Via Individual Determination</li> <li>● Drama</li> <li>● PS Strings</li> <li>● Adventures in Science</li> <li>● Empowered Sister</li> <li>● PSHS Choir</li> <li>● Anime</li> <li>● Esports</li> <li>● Robotics</li> <li>● AP Stats</li> <li>● FCA - Fellowship of Christian Athletes</li> <li>● Rotary</li> <li>● Art</li> <li>● Film</li> <li>● Science and Engineering</li> <li>● Virtual Enterprise</li> <li>● College Awareness</li> </ul>	<ul style="list-style-type: none"> <li>● Ballet Folklorico</li> <li>● French</li> <li>● Spanish</li> <li>● Band Council</li> <li>● HACK</li> <li>● Sparkers</li> <li>● BSU - Black Student Union</li> <li>● HOSA - Health Occupation Students of America</li> <li>● Conspiracy Alliance</li> <li>● PLUS - Peer Leaders Uniting Students</li> <li>● Yearbook</li> <li>● Cracked Pots</li> <li>● Kings &amp; Queens Circle</li> <li>● Youth for Jesus</li> <li>● Creative Writing</li> <li>● JASI - Jerry Argovitz Sports</li> <li>● Organic Garden</li> <li>● Wood Chippers</li> </ul>	<ul style="list-style-type: none"> <li>● Spikers</li> <li>● Business Academy</li> <li>● International Business</li> <li>● CSF - California Scholarship Federation</li> <li>● Junior State of America (JSA Debate)</li> <li>● GSA Gay Straight Alliance/GLOW</li> <li>● Cancer Awareness</li> <li>● KP - Kapatirang Pilipino</li> <li>● Video Game</li> <li>● Cheer</li> <li>● Newspaper</li> <li>● Video Production</li> <li>● Chess</li> <li>● Interact Club</li> <li>● Key Club</li> </ul>
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### Extracurricular Eligibility Guidelines

Students must meet the following criteria to participate in extracurricular activities, in accordance with PSUSD Board Policy (BP 6145):

- Grades are checked before joining a team or activity, with the previous quarter's grades determining eligibility for the next quarter.
- CIF eligibility rules apply to student athletes.
- Ninth graders' initial eligibility is based on eighth-grade grades.
- Students with less than a "C" average or multiple "F" grades are placed on probation.
- Probationary students have specific grade check requirements.
- A student cannot be on probation for two consecutive quarters.

**Extracurricular Participation Policy:** School authorities may restrict extracurricular involvement based on attendance, academic, or behavioral issues for any school-sponsored activity.

### **ASB Information**

#### **ASB Class Officers:**

- ASB President – Tracy Inting
- ASB Vice President – Leila Ku
- ASB Treasurer – Italy Acosta
- ASB Secretary – Kira Murray

### **Dance Rules:**

1. Purchase tickets at the school's ASB Office before the dance.
2. Tickets available at the door with student ID.
3. Present current student ID with ticket for entry, no exceptions.
4. Wear appropriate school clothing as per PSHS dress code.
5. Students may bring one guest (under 18 years old) to Homecoming and Prom.
6. Guest pass required from ASB office before the dance. Guests must enter with the student who obtained the pass, obey all rules, and show a picture ID.
- 7. All school and district rules enforced at student activities.**
8. Arrange transportation in advance; late pick-ups may impact future dance attendance.
9. No substance use allowed; violators face disciplinary action including suspension and this may lead to police involvement.
10. School not liable for students leaving early; no re-entry once left.
11. Students must be in good academic standing to attend dances. Students may not attend if on the exclusion list.

### **Guidelines for School Assemblies and Rallies**

- Maintain a quiet and orderly manner upon entering the gym or auditorium.
- Show respect to performers by refraining from eating, yelling, touching, throwing objects,

or standing on seats.

- Follow directions from the master of ceremony, faculty, and security staff for a safe dismissal.
- Teachers should stay with their class for supervision.

### **Payments or Purchases**

Cash, money orders, credit cards, cashier, and personal checks only, will be accepted as payment for purchases from PSHS. Please indicate on the cashier's/personal check or money order what is being purchased and the student's full name.

### **Work Permits**

Students requiring a work permit should consult the work-based learning teacher.. Any student under 18 years old must obtain a permit to work. State law mandates that minors employed must attend school for at least four hours each day.

All work permits expire five days after the start of the school year. A new work permit application is necessary after each grading period, even if the student remains at the same job. Students must maintain a C average and good attendance; grades from the previous semester must meet this standard for a work permit to be issued in the next enrollment session.

Employers are prohibited from employing minors for more than four hours on school days, except for those in approved Work Experience Education Programs. Minors aged 16-17 may not work before 5 AM or after 10 PM, but they can work until 12:30 AM on nights before non-school days.

Work permits may be revoked at any time due to poor academic performance or attendance.

### **Library Information:**

- Library hours: Mon, Tue, Thu, Fri 8:15 am - 4:15 pm, Wed 9:40 am - 4:15 pm (unless posted otherwise).
- Book circulation period: 21 days, renewable 3 times, late fee \$.10/day.
- Students with fines cannot check out books.
- Color printing \$.75/page; BW printing \$.10/page.

### **Student Use Rules:**

1. Students without food or drink allowed before/after school and during lunch.
2. Students with ID, purpose, and teacher pass can visit during class. Teacher pass needed with time, date, student name(s).
3. Computer sign-in/out required.
4. No student visits from substitutes.

5. TAs allowed with ID, teacher pass, and task.
6. Students with ID and stickers during unassigned periods.

## **Athletics/Sports at PSHS**

PSHS offers a wide range of sports activities. Students can join teams that compete in the Desert Empire League and against other schools in Southern California. To participate, students must adhere to the guidelines outlined in the EXTRA-CURRICULAR ACTIVITIES section.

### **Seasons and Sports**

- **Fall**
  - Boys: Cross Country, Football, Water Polo
  - Girls: Cross Country, Golf, Tennis
- **Winter**
  - Boys: Basketball, Soccer, Wrestling
  - Girls: Volleyball, Basketball, Soccer, Water Polo, Wrestling
- **Spring**
  - Boys: Baseball, Golf, Swimming, Tennis, Track & Field
  - Girls: Softball, Swimming, Track & Field

### **Athletic Eligibility**

To participate in extracurricular athletics, high school students must maintain a 2.0 GPA with no more than two "F's" per grading period. Academic support is provided for students at risk. Additional requirements include completing an athletic packet, providing proof of insurance, and a yearly physical exam. Students falling below a C average or with more than one F are placed on probation.

We encourage all students to try out for sports regardless of their skill level. Interested students can reach out to coaches, PE teachers, or the Athletic Director at any time. Students involved in sports activities must use the provided transportation. Attendance in school on event days is mandatory for participation.

For students aspiring to play sports at the college level, counselors and Career Guidance Specialists can assist with NCAA athletic scholarship requirements. Visit the NCAA Website ([www.ncaa.org](http://www.ncaa.org)) for more details.

### **Absences – School-Related Activities**

Attendance for extracurricular and school-related activities follows PSUSD Board Policy.  
Participation i

<b>P</b> <b>PROFICIENT</b>	<b>S</b> <b>SCHOLARLY</b>	<b>H</b> <b>HONORABLE</b>	<b>S</b> <b>SELF-RELIANT</b>
<p><b>ENGLISH</b> I AM LITERATE BOTH AS A READER AND AS A WRITER</p> <p><b>MATH</b> I CAN USE MY KNOWLEDGE OF NUMBERS IN ORDER TO SOLVE PROBLEMS</p> <p><b>SCIENCE</b> I CAN TALK INTELLIGENTLY ABOUT HOW THE NATURAL WORLD WORKS</p> <p><b>SOCIAL SCIENCE</b> I CAN TALK INTELLIGENTLY ABOUT CULTURE HISTORY AND GOVERNMENT</p> <p><b>TECHNOLOGY</b> I CAN USE TECHNOLOGY TO COMMUNICATE</p>	<p><b>WELL ROUNDED</b> I FIND WAYS TO EXPRESS MYSELF ARTISTICALLY OR ATHLETICALLY</p> <p><b>INQUISITIVE</b> I AM CURIOUS ABOUT THE WORLD AND WANT TO LEARN MORE</p> <p><b>OBJECTIVE</b> I CAN CONSIDER MULTIPLE POINTS OF VIEW</p> <p><b>ARTICULATE</b> I CAN EXPRESS MY OPINION USING FORMAL LANGUAGE</p> <p><b>COLLABORATIVE</b> I CAN CONTRIBUTE EFFECTIVELY TO A TEAM EFFORT</p>	<p><b>HONEST</b> MY WORK IS MY OWN, I MEAN WHAT I SAY, AND TELL THE TRUTH</p> <p><b>CONSIDERATE</b> I AM POLITE, I TAKE TURNS, AND I RESPECT THE PROPERTY OF OTHERS</p> <p><b>ATTENTIVE</b> WHEN SOMEONE SPEAKS TO ME, I SHOW THEM I AM LISTENING</p> <p><b>CIVIL</b> I CRITICIZE IDEAL, NOT PEOPLE, AND I CAN AGREE TO DISAGREE</p> <p><b>AUTHENTIC</b> I DON'T NEED TO BE THE SAME AS EVERYONE ELSE</p>	<p><b>AMBITIOUS</b> I SET GOALS AND STRIVE TO ACHIEVE THEM</p> <p><b>ORGANIZED</b> I BRING ALL REQUIRED MATERIALS AND I CAN FIND WHAT I NEED QUICKLY</p> <p><b>RESOURCEFUL</b> I TRY TO HELP MYSELF BEFORE I ASK FOR ASSISTANCE FROM OTHERS</p> <p><b>HEALTHY</b> I RESPECT MY BODY SO THAT MY MIND CAN FUNCTION PROPERLY</p> <p><b>ALERT</b> I DON'T NEED TO BE ENTERTAINED IN ORDER TO BE PRESENT</p>

**Academic Integrity Policy:** All submitted work must be original and in the student's own words. Copying or paraphrasing from external sources, including online resources, printed materials, or other students' work, is strictly prohibited. Proper citation is required for any referenced sources. Plagiarism or any form of copying will result in consequences.

### **Academic Honesty Policy**

The Board of Education upholds academic honesty and personal integrity as crucial aspects of students' education and character development. Students at Palm Springs High School are required to maintain honesty and integrity in all academic endeavors, including tests,

assignments, homework, essays, papers, and research. Any work submitted must reflect the student's own effort and capabilities. Engaging in cheating, which includes claiming credit for work not one's own, providing unauthorized access to materials, or tolerating such behaviors, is strictly prohibited.

Violations of academic honesty erode the trust and respect within the school community. Consequences for such behavior include a zero grade on the assignment, parental notification, and disciplinary action. These consequences apply across all subjects and are non-negotiable.

**First and Second Offense Protocol:**

- Zero assigned for the work
- Parent/Guardian notified
- Counselor informed
- Disciplinary action

**Third Offense**

- Zero assigned for the work
- Parent conference scheduled
- Counselor informed
- Disciplinary Action, potential suspension
- Letter filed in student's permanent discipline record

**Counseling and Guidance Services**

Counselors at Palm Springs High School offer orientation and registration information, along with guidance on college, career, and academic progress. Students are encouraged to request individual conferences with their counselors to address academic or personal concerns. For further information or to schedule an appointment, please contact the counseling office.

Academic Name and Alpha Counselor Contact Information

<b>Name and Alpha</b>	<b>Counselor</b>	<b>Email</b>
A-DEA & PALM Academy	Mrs. Angles	<a href="mailto:rangles@psusd.us">rangles@psusd.us</a>
DEC – LA, ABLE Academy	Mrs. Corona	<a href="mailto:rcorona1@psusd.us">rcorona1@psusd.us</a>

LE – SL & AVID Academy	Mrs. Jara	<a href="mailto:cjara@psusd.us">cjara@psusd.us</a>
SM – Z, FILM & WELDING Academies	Mrs. Bond	<a href="mailto:jbond@psusd.us">jbond@psusd.us</a>
COSA	Ms. Avina	<a href="mailto:cavina@psusd.us">cavina@psusd.us</a>
MTSS Support 9th & 10th	Mrs. Albitres	<a href="mailto:balbitres@psusd.us">balbitres@psusd.us</a>

## Frequently Asked Questions

### COUNSELOR CONTACT



Scan with your phone or Chromebook

FOR MORE INFO:  
<https://www.pshs.us/psusd>

Q: How do I contact my Counselor?

A: Visit the Counseling Department Website. Go to <https://www.pshs.us/counseling.html>

Q: What if I drop an AP class after signing up for the AP test?

A: You may drop the AP test with approval from your counselor and parents, and after paying the \$40.00 fee to the ASB clerk.

Q: Where can I get a tutor schedule?

A: Tutoring schedules are available in the Counseling Department.

Q: How can I become a T.A.?

A: To become a T.A., you must be a Junior or Senior and complete a TA Form with additional requirements.

## Student Progress Monitoring

All student progress can be monitored using ParentVue. For account access, please refer to the ParentVUE portal.

## Pass/Fail Grading Policy:

Students must be enrolled in more than six periods (or 30 credits). The requested course must be a "0" or 7th period class (or higher). If an academic course is taken during periods 1-6, it is eligible for Pass/Fail grading with administrator approval. The course cannot be a UC A-G course unless the A-G subject area requirement has been previously met or is being met during the normal school day.

Requests for Pass/Fail grading must be submitted no later than three (3) weeks after the start of the term/semester.

Students must complete all course requirements and maintain a good attendance record. Once the application for Pass/Fail grading is filed, requests cannot be reversed. All decisions are final and non-negotiable.

Students interested in taking a class for Pass/Fail should see their counselor for the necessary form.

### **Early Release/Late Start Agreement**

Students wishing to leave school early must maintain satisfactory grades of a C or higher in their academic courses to meet A-G requirements.

Early release or late start may be granted under the following conditions:

- School officials determine that the student will benefit from the change.
- Parents provide written consent for the student's early release or late start each day.
- All secondary students in the Palm Springs Unified School District must adhere to a full-day schedule as per Education Code 46100.
- Students have received counseling on options for a shortened school day, such as community college, employment, or internships.
- Students are on track to fulfill graduation requirements by the end of their senior year.

### **Senior Contract**

All seniors must sign and return the Senior Contract and adhere to the outlined expectations.

### **Graduation Conduct and Participation Policy Class of 2026**

Each year, senior students participate in a meeting to review expectations regarding behavior and attendance leading up to graduation. In alignment with Palm Springs High School policy, any senior found to be in violation of California Education Code §48900 (subsections a1-t) within the 30 calendar days prior to the graduation ceremony may be excluded from all senior activities, including the formal commencement ceremony.

Participation in senior events is a privilege, not a right, and is contingent upon maintaining appropriate conduct as defined by state, district and school regulations. This policy is enforced to uphold the integrity of school-sponsored activities and ensure a safe and respectful environment for all students.

### Important Notice:

By signing this agreement, both the student and parent/guardian acknowledge and agree to the following:

If the student commits any infraction under Education Code §48900 (a1-t) on or after Wednesday, April 15, 2026, the first day of the fourth quarter of the 2025–2026 school year, the student will be ineligible to participate in any senior year-end activities. These activities include, but are not limited to:

- The formal graduation ceremony
- Grad Night
- Prom
- Senior Pool Party
- CSF or other academic and recognition award ceremonies
- Senior Brunch

Furthermore, no refunds will be issued for any deposits or fees paid toward the aforementioned events.

Final decisions regarding student eligibility for participation in senior activities rest with the school administration.

### **Transfer Student Graduation Participation**

Transfer students must meet the following criteria to graduate from and participate in the **Palm Springs High School graduation ceremony**:

- **Enrollment Deadline:** Must be enrolled at PSHS **no later than 10 school days before the last day of instruction** in their senior year.

- **Completion of Final Credits:** All remaining graduation coursework—including electives—must be completed **through Palm Springs High School**, per PSUSD policy that ceremony participation is tied to where final credits are earned.
- **Non-Eligibility:** Failure to fulfill **either condition** (late enrollment or completing final credits at another school) will result in ineligibility to walk in the PSHS graduation ceremony, and the transfer process may be rescinded or deemed invalid.

### Graduation Requirements (BP 6146.1)

To earn a diploma from PSHS, students must fulfill the following minimum requirements:

1. **225 units of Credit (detailed in the chart below)**
2. **Minimum GPA of 1.51**
3. **Pass Integrated Math I or an equivalent course**
4. **Complete 4 years of English**

Academic Area	PSHS Credits
English	40
Math (includes Integrated Math I)	30
Biological Science	10
Physical Science	10
World History	10
US History	10

Civics	5
Economics	5
Visual/Performing Art/Foreign Language/Career Technical Education	10
Physical Education	20
Health (through Biology)	0
Electives	75
<b>Total</b>	<b>225</b>

### Grade Point Average (GPA)

The GPA indicates a student's academic performance, with a minimum requirement of 1.51 for graduation. It is calculated by assigning numerical values to letter grades (A = 4, B = 3, C = 2, D = 1, F = 0), summing these values, and dividing by the number of classes taken. Honors and Advanced Placement (AP) courses receive an additional point for a weighted scale of 5.0.

### Example of GPA Calculation:

- A's: 1 x 4 points = 4 points
  - B's: 2 x 3 points = 6 points
  - C's: 2 x 2 points = 4 points
  - D's: 0 x 1 point = 0 points
  - F's: 1 x 0 points = 0 points
- Total Points: 14 points  
 GPA Calculation: 14 points ÷ 6 classes = 2.33 GPA

## Grade Corrections

Grades are determined by the course teacher and are final unless an error occurs. If grade corrections are necessary due to teacher or data entry errors, only the course teacher may make changes using the appropriate form from the Registrar. Corrections will be updated in the student's permanent record upon administrative approval.

## Advanced Placement and Honors Courses

Students seeking an academic challenge to prepare for post-secondary education should consider enrolling in Honors and Advanced Placement (AP) courses. AP classes prepare students for the College Exams in May. A score of 3, 4, or 5 may earn college credit at many higher education institutions (verify with your chosen college for specifics). Note that there is a fee for this exam.

A meeting will be held in the spring for parents and students interested in AP classes. This meeting will provide information on course content and enrollment requirements. Students enrolled in AP classes will be required to sign a contract outlining the course expectations.

## A-G Requirements

Palm Springs High School's College Prep courses are approved by the University of California a-g system. Students who complete these courses with a grade of C or above fulfill the requirements for admission to University of California or California State University schools.

## Summer School

Students may enroll in summer courses offered by public and private institutions. If a course does not satisfy a graduation requirement, it will appear on the transcript but will not impact the GPA. For courses taken at a private institution to meet a graduation requirement, administrative approval is required in advance.

## Transcripts

Official and unofficial transcripts can be requested online at [www.parchment.com](http://www.parchment.com). For a Parchment registration code, contact the Registrar's office at (760) 778-0400. Alumni may also purchase transcripts through Parchment.

## Incomplete Grades

An Incomplete grade is assigned only with administrative approval for circumstances beyond the student's control. Students must complete the missing work within a timeframe equal to the duration of their absence, during the following nine-week period. Failure to complete the work will result in an automatic conversion to an F.

## **Withdrawal**

Students must provide a parental note indicating the withdrawal date and new location. They must report to the Registrar for necessary forms before school on the withdrawal day. All books and materials must be returned, and accounts cleared prior to withdrawal. Unresolved textbook or fee balances will result in withheld records and transcripts.

## **Teacher Policies and Expectations**

Each teacher at PSHS creates a syllabus outlining classroom rules, guidelines, and expectations regarding student behavior, homework policies, and procedures for make-up work and tests. Students and parents should familiarize themselves with each teacher's policies and adhere to the syllabus requirements.

## **Section 5: Campus Safety and Behavior Expectations**

### **Board of Education Statement on Student Conduct**

The Board of Education aims to prepare students for responsible citizenship by promoting self-discipline and personal responsibility. The Board believes that maintaining high expectations for student behavior, effective classroom management, and encouraging parent involvement can reduce the need for disciplinary actions. Staff are expected to implement preventive measures and utilize positive conflict resolution techniques whenever feasible. (BP 5144)

### **Code of Conduct for Major Infractions**

The Code of Conduct addresses violations of major infractions as defined in Education Code Section 48900 (a-l) and additional California legislation, including:

1. Causing, attempting to cause, or threatening physical injury to another person.
2. Possessing, selling, or furnishing firearms, knives, explosives, or other dangerous objects.
3. Possessing, using, selling, or being under the influence of controlled substances, alcoholic beverages, or intoxicants.
4. Offering, arranging, or negotiating the sale of controlled substances, alcoholic beverages, or intoxicants, and misrepresenting any liquid, substance, or material.
5. Committing robbery or extortion.

6. Causing or attempting to cause damage to school or private property.
7. Stealing or attempting to steal school or private property.
8. Possessing or using tobacco or nicotine products.
9. Committing obscene acts or engaging in habitual profanity or vulgarity.
10. Unlawfully possessing, offering, arranging, or negotiating the sale of drug paraphernalia.
11. Disrupting school activities or defying the authority of school staff.
12. Knowingly receiving stolen school or private property.
13. Committing sexual harassment as defined in Education Code 212.5.

### **School Authority and Student Responsibilities**

**School Authority Scope:** Students fall under the jurisdiction of the school from the moment they leave home until they arrive back. Any misconduct such as fighting, smoking, or drug-related activities off-campus will be addressed with the same disciplinary measures as if it happened on school grounds.

**Student Responsibilities Guidelines:** At Palm Springs High School, our aim is to cultivate a positive classroom atmosphere. Your assistance and collaboration are essential in creating a thriving learning environment on our campus.

#### **Palm Springs High School Rules and Regulations (Brief Summary)**

- Students must adhere to all school rules for the safety and well-being of everyone.
- It is the duty of administrators, teachers, staff, and students to maintain a safe and orderly campus for learning.
- Disruptions like disrespectful behavior, use of inappropriate language, and involvement in disturbances will be immediately addressed.
- Leaving campus during school hours requires a passport issued by the school offices.
- Hall passes are required when outside of the assigned classroom during class time.
- Food and drinks should only be consumed in designated areas.

- Possession or sale of drugs, alcohol, or paraphernalia is strictly prohibited.
- Cell phone and personal device use is not allowed during class without permission.
- Prohibited items include electronic cigarettes and vapor-emitting devices.
- Publications and announcements need administrative approval before distribution.
- Skateboards, roller blades, and bicycles are not allowed on campus.
- Harassment, fighting, littering, profanity, and graffiti are not tolerated.
- Students must carry their ID cards at all times.
- Appropriate clothing must be worn, and lewd or offensive clothing is not permitted.
- Guest permission slips are required for non-school students attending dances.
- No food or drink consumption during class unless approved by the teacher.
- Outside deliveries, personal messages, and gifts are not accepted.
- Candy sales are not allowed
- Only approved adults can visit classrooms.
- Sunglasses are not permitted during class for a focused learning environment.
- P. E. lockers are the property of the Palm Springs Unified School District and are subject to inspection by school authorities. The school district is not responsible for the loss of items.

## Campus Safety

**Civility Policy:** Any individual disrupting school operations, threatening safety, causing damage, using offensive language, or repeatedly trespassing will be asked to leave immediately. Public members using obscenities or speaking disrespectfully will be reminded to communicate civilly. Failure to comply will result in termination of the interaction and removal from the premises.

**Police Contact:** Law enforcement, including School Resource Officers, will be present on campus. They have the authority to interview students without parental/guardian permission or presence.

**Search and Seizure:** Searches will occur with reasonable suspicion of controlled substances, drug paraphernalia, stolen property, weapons, or items posing a threat to safety. PSUSD follows California and Federal laws, allowing random searches of students, individuals, and belongings (BP 5145.12(a)).

### **Bike/Skateboard/Scooter Policy**

- **Safe Operation:** Students must ride safely.
- **Campus Entry/Exit:** Use the designated route.
- **Bike Lanes:** Utilize bike lanes and follow traffic flow.
- **Crosswalks:** Walk bikes at crosswalks.
- **Parking:** Park and lock bikes in designated areas (students provide their own lock).

*PSUSD and PSHS are not liable for any damages, theft, vandalism, injuries, or other negative consequences related to bikes, skateboards, scooters, or similar items.*

### **Classroom Discipline Policy and Procedures**

Classroom teachers establish policies and procedures aligned with PSUSD and PSHS guidelines. Students are expected to respect these expectations to maintain a positive and productive learning environment. When students fail to follow these policies, appropriate consequences will be applied. Teachers will address behavioral issues collaboratively with students, unless immediate action is required from the Administrative Office. Teachers or school officials will reach out to parents when necessary. Parents are encouraged to contact teachers via email or phone with any questions or concerns.

Violations and disruptions in the classroom require intervention such as the following:

1. The teacher follows a progressive discipline approach:
  - Warning to the student

- Teacher/student conference
- Contact with parents and potential conference
- Detention
- Opportunity to Learn (OTL)
- Use of Discipline Referral Form
- Student Behavior Plan

Immediate removal from class is necessary for serious health and safety concerns.

**Students may receive a Discipline Referral Form for behaviors like:**

- profanity towards a student/staff member (EC 48900(i) (k))
- fighting (EC 48900(a))
- possession/use of a controlled substance (EC 48900(c))
- possession of a dangerous object/weapon, stink bomb (EC 48900 (b)(k))
- assault/battery (EC 48900 (a))
- threats made towards another student/staff (EC 48900(a))
- throwing an object at a staff/student (EC 48900(a) (b) (k))
- extreme and chronic documented disruptive behavior (EC 48900(k))
- offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcoholic beverage or intoxicant (EC 48900(d))
- committed or attempted to commit robbery or extortion (EC 48900(e))
- caused or attempted to cause damage to school or private property (EC 48900(f))

- stole or attempted to steal school or private property (EC 48900(g))
- possessed or used tobacco, or any products containing tobacco or nicotine products (h)
- unlawful possession of, unlawfully offered, arranged, or negotiated to sell any drug paraphernalia (EC 48900(j))
- knowingly received stolen school or private property (EC 48900(l))
- possessed an imitation firearm (EC 48900(m))
- committed or attempted to commit sexual assault, or committed a sexual battery, as defined in the penal code (EC 48900(n))
- harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding (EC 48900(o))
- aids or abets the infliction or attempted infliction of physical injury to another person (EC 48900(t))
- electronic/cyber-bullying (EC 48900 (r))
- sexual harassment (EC 48900.2))
- caused, or attempted to cause, or participated in an act of hate violence (EC 48900.3))
- engaged in harassment, threats, or intimidation (EC. 48900.4))
- terrorist threats against school officials or property, or both (EC 48900.7))
- A pupil may be suspended or expelled for acts related to school activity or attendance that occur at any time. (EC 48900)

### **Student Consequences**

- Grounds for Suspension/Expulsion: Acts violating the education code during school-related events or attendance, including but not limited to:
  - On school premises.
  - Traveling to or from school.

- Lunch period on or off campus.
- During or traveling to/from a school-sponsored activity.
- Violations: Students may face detention, OTL, Saturday School, suspension, expulsion, and the following repercussions:
  - Activities: Barred from school-related events like dances, concerts, debates, and performances for 30 school days.
  - Seniors: Ineligibility for senior activities, including Graduation Ceremony, Grad Night, Brunch, Sr. party, Baccalaureate, or any new activities added within 30 school days post-senior contract date due to violations.
  - Pranks: Prohibited, including class or homecoming float pranks, with consequences like exclusion from school events, suspension, or expulsion.

**Detention** is a disciplinary measure where students are required to stay in a designated area outside of regular school hours, typically after school. Its primary purpose is to discourage misbehavior by removing students from desirable activities. Detentions can also occur before school, during recess, or during lunchtime.

**In-school suspension (ISS) or Opportunity to Learn (OTL)** involves temporarily removing a student from regular classes due to a violation of school rules, while keeping them on school premises under direct supervision. Unlike out-of-school suspension (OSS), ISS aims to maintain educational continuity by allowing students to complete assignments and receive academic support.

**Exclusion List:** The exclusion list serves as a disciplinary action for up to thirty (30) school days for any violations of the code of conduct by a student. This measure aims to help the student recognize the seriousness of their behavior and to prevent further disturbances. If the student commits additional offenses, they will remain on the exclusion list.

Students on the exclusion list are prohibited from participating in or attending after-school events and activities to encourage them to focus on improving their behavior and making amends.

**Behavior contracting** is a structured intervention used to improve student behavior by formalizing agreements between students and educators. It defines specific behaviors to be increased or decreased, outlines goals, and establishes consequences for not meeting them. Behavior

contracting encourages a proactive approach to managing behavior and supporting academic success.

**Restorative practices** are a school discipline method that involves all affected individuals in resolving conflicts, promoting healing, and restoring communities. This includes models like victim-offender mediation, restorative conferencing and discussion circles. These practices aim to reduce suspensions and expulsions while fostering self-discipline and improving relationships among students, families, and the community.

### **Suspension/Expulsion**

Students who are suspended or expelled will not be allowed to participate in any extracurricular activities during their suspension or expulsion period. Suspension will only be applied after other corrective measures have failed, except in cases mandated by law for a first offense. According to the Education Code and District Code of Conduct, students may be suspended for repeated inappropriate behavior or significant infractions. The suspension length will vary from one to five school days, depending on the severity of the infraction. Students on suspension are prohibited from entering any school campus or engaging in school-related activities.

### **Appeal Process**

Decisions regarding suspension or ineligibility for co-curricular or extracurricular activities can be appealed by submitting a formal letter to the school principal within ten (10) calendar days of notification. The principal will review the appeal and make a decision within five (5) working days. Students may not participate in extracurricular or co-curricular activities while their appeal is being processed.

### **Metal Detectors**

Possession of a weapon on school property, on the way to and from school, or at school sponsored events, is in violation of California Education Code and California Penal Code. Such a violation will result in immediate referral for disciplinary action and may result in expulsion from Palm Springs Unified School District and an arrest.

To ensure the safety of students and staff within the Palm Springs Unified School District, students may be required to submit to a search by the use of a metal detector, either intermittently, or on a regular basis, on campus or at school sponsored events. Any weapon or dangerous object will be confiscated.

A pat search may be required, and students may be required to empty pockets or other containers in the event that metal objects are detected. Purses, backpacks, vehicles, or other containers are also subject to search.

### **Harassment**

**Prohibited Conduct:** Harassment of a student by another student is prohibited and subject to disciplinary action. Harassment includes sexual [unwelcome advances, verbal, visual or physical contact of a sexual nature including graphic or explicit clothing], intimidation of another student, and threatening to cause bodily injury.

## **Dress Code**

At Palm Springs High School, we uphold a standard of dressing for success by ensuring all students wear appropriate and respectful clothing suitable for the school environment. We have established a dress code to promote health and safety. Students must dress appropriately and avoid clothing that disrupts the educational environment. Certain styles may be prohibited if deemed distributive or inappropriate by school officials.

Students not adhering to the dress code may be required to return home to change. This policy ensures a positive learning atmosphere for all. Clothing or accessories that threaten the physical or psychological well-being of individuals on campus are not permitted.

### **(BP 5132)**

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

## **AR 5132 – Student Dress and Grooming Policy**

In collaboration with teachers, students, and parents/guardians, the principal or designee will establish and regularly review school dress and grooming rules that comply with applicable laws, Board policy, and administrative regulations.

### **Guidelines:**

1. Clothing, jewelry, and personal items must not display crude, vulgar, profane, or sexually suggestive language or images, nor promote drug, alcohol, or tobacco use, illegal activities, weapons, or any form of racial, ethnic, or religious prejudice.
2. Shoes must be worn at all times.

3. See-through clothing and underwear are not permitted to be worn as outerwear.
4. Administration reserves the right to make individual case determinations.

### **Gang-Related Apparel**

The principal, staff and parents/guardians may establish a reasonable dress code that prohibits students from wearing "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. (Education Code 35183)

### **Policy – Cyberbullying: Use of Electronics/Cyberbullying by Employees or Students (Education Code 48900 (r))**

#### **Education Code 48900 (r)**

##### **1. Definition of "Electronic Act":**

An "electronic act" refers to the transmission of communication using electronic devices such as telephones, wireless devices, computers, or pagers. This includes, but is not limited to:

- (i) Messages, texts, sounds, or images.
- (ii) Posts on social networking sites, including:
  - (I) Creation of a "burn page," which is an internet site intended to achieve one or more effects outlined in paragraph (1).
  - (II) Credible impersonation of another student, which involves knowingly impersonating a student without consent to bully that student in such a way that others reasonably believe the impersonation is true.
  - (III) Creation of a false profile, which can be a profile of a fictitious student or one that uses the likeness or attributes of an actual student other than the creator.

##### **2. Limitations:**

It is important to note that an electronic act does not qualify as pervasive conduct solely because it has been shared or is currently available on the internet.

**AB 1542 – Penal Code 667.95:**

A student may face felony charges if they willfully record a video of a violent felony with the intent to encourage or facilitate the act. For example, if a student records a fight and posts the video online, they may be subject to these charges.

**Bullying**

**Palm Springs Unified School District's Bullying Definition:** When an individual or a group of people with perceived power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying continues over time, is often hidden from adults and will probably continue if no action is taken. Please note: A single egregious act of one of the following might not be considered bullying but does require a disciplinary response.

Types of Bullying:

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing or Taunting
- Name-calling
- Inappropriate sexual comments
- Threatening to cause harm

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other students not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Cyberbullying uses digital technologies, including hardware such as computers and smartphones, and social media, instant messaging, texts, websites, and other online platforms. It can be public or private. Cyberbullying includes:

- Abusive or hurtful texts, emails, or posts, images, or videos
- Deliberately excluding others online
- Nasty gossip or rumors
- Imitating others online or using their login

What bullying is not:

- Single episodes of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation
- Mutual arguments, disagreements, or fights

Modified from: [www.stopbullying.gov](http://www.stopbullying.gov) [www.ncab.org](http://www.ncab.org) (National Center against Bullying)

### **Nondiscrimination Policy**

No person shall be excluded from participation in or denied benefits of any educational program offered by Palm Springs Unified School District based on sex, race, national origin, or non-limiting handicapped conditions. This includes various vocational education programs in Business,

Consumer Home Economics, and Technical/Industrial fields. There are no special admission requirements other than the need to progress sequentially from level to level. Lack of English language skills will not hinder admission or participation in vocational programs. (BP 0410)

### **Complaint Procedures**

Individuals wishing to file complaints alleging unlawful discrimination, including racial or sexual harassment, should contact:

Mark Arnold  
Nondiscrimination on the Basis of Handicapped  
State and Federal Programs  
150 District Center Drive  
Palm Springs, California 92264  
Phone: (760) 883-2700

A copy of the District's complaint procedures (Board Policy 1312.3) and Administrative Regulations 1312-3[a-b] is available upon request. Complainants may request intervention by the California Department of Education under certain circumstances, and have the right to appeal any District decision concerning a complaint.

### **Policy on Sexual Harassment**

The Board of Education is dedicated to providing an educational environment free from harassment and discrimination, including sexual harassment of students by other students and employees. Retaliation against individuals who participate in the complaint process is prohibited.

Students experiencing sexual harassment on school grounds or during school activities should promptly contact a teacher, principal, or any available school employee.

The Board complies with Title IX of the Education Amendments of 1972, which prohibits sex discrimination in educational programs. The Coordinator or designee will ensure that all students receive age-appropriate instruction regarding sexual harassment, including:

1. Definition and examples of sexual harassment, including occurrences between individuals of the same gender.
2. Assurance that students do not have to tolerate sexual harassment.
3. Encouragement to report any instances of sexual harassment.
4. Assurance that student safety is the district's primary concern.
5. Information on complaint investigation procedures.
6. Rights of students and parents/guardians to file civil or criminal complaints.

7. Commitment to take interim measures to ensure a safe environment during investigations.

### **Complaint Process**

Students who feel they have been sexually harassed should report the incident to a teacher or employee immediately. The employee must report the complaint to the principal or District Coordinator within one school day.

Employees observing sexual harassment should intervene when safely possible and report the incident to the Coordinator.

In cases involving the Coordinator or any district employee, reports should be made to the Superintendent.

#### **District Coordinator:**

Asst. Supt. of Educational Services or Designee

150 District Center Drive

Palm Springs, CA 92264

Phone: 760-883-2703, ext. 4805002

Regardless of whether a formal complaint is filed, the Coordinator or designee will contact the student (or parent) to explain the district's responsibility to investigate and the procedures for filing complaints.

Upon receiving a complaint, the Coordinator will initiate investigation procedures as per AR 1312.3 - Uniform Complaint Procedures. If sexual harassment is confirmed, appropriate action will be taken to end the harassment and address its effects on the victim. A report will be filed with the Superintendent and authorities, as required.

### **Sexual Harassment Investigation Policy**

Students engaging in sexual harassment at school or during school-sponsored activities violate this policy and will face disciplinary actions. For students in grades 4-12, consequences may include suspension or expulsion, considering the full context of the incident.

### **Response Pending Investigation**

Upon receiving a report of sexual harassment, the principal or designee, in consultation with the Coordinator, will assess the need for interim measures to address ongoing harassment and ensure a safe environment for the complainant and other students.

All complaints and allegations will be kept confidential, except as required for the investigation or necessary actions. The Coordinator or designee will clarify confidentiality standards with the student at the time the complaint is filed.

### **Mental Health and Wellness Resources**

- **National Suicide Prevention Lifeline:** 988
- **Crisis Text Line:** Text HOME to 741741
- **Riverside County Suicide Prevention Hotline:** 951-686-4357
- **What's Up Safehouse:** Download the app or text 844-204-0880



**CALIFORNIA DEPARTMENT  
OF EDUCATION**

**TONY THURMOND**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • [WWW.CDE.CA.GOV](http://WWW.CDE.CA.GOV)

Dear County and District Superintendents, Charter School Administrators, and School Principals:

### **School Safety Legislation: Effective July 1, 2023**

There is an urgent need to ensure parent and guardian responsibility for the safe storage of firearms and prevention of access to firearms. It is also critically important for all schools, districts, and county offices of education to engage multidisciplinary behavioral threat assessment teams to assist in identifying student behavior that could lead to homicidal incidents, to intervene swiftly and effectively to prevent such disasters, and to address identified mental health needs of students.

Two bills were legislated in response to the alarming increase in school shootings in California and throughout the United States, some of which are committed by children who have access to firearms and whose actions have led to injuries and deaths that could have been prevented.

This communication provides an overview of the new laws and a link to model content for parent and guardian notification of California laws regarding safe storage of firearms and prevention of child access to weapons.

The California Legislature (Assembly Bill 452, Section 1, 2023) has Found and declared:

- Guns are the third leading cause of death of children in America. Every day, eight children and teens are shot in instances of family fire, which is a shooting involving an improperly stored or misused gun found in the home resulting in injury or death.
- Data show that 75 percent of school shootings are facilitated by children having access to unsecured or unsupervised firearms at home. Eighty-seven percent of children know where their parents' firearms are stored, and 60 percent report that they have handled them.
- Over 80 percent of teens who have died by suicide used a firearm that belonged to someone in their home.

June 28, 2023

Page 2

**Assembly Bill 452–Pupil Safety: Parental Notification, Firearm Safety Laws, all kindergarten through grade twelve school districts, county offices of education, and charter schools** shall annually Inform parents and guardians of California's child access prevention laws and laws relating to the safe storage of firearms at the beginning of the first semester or quarter of the regular school term. You will find Assembly Bill 452 on the California Legislative information web page.

#### **Senate Bill 906–School Safety: Homicide Threats**

Sections 49390 through 49395 have been added to the EC. This bill seeks to address homicidal threats in middle and high schools and applies only to local educational agencies that serve pupils in any grades from six through twelve as part of a middle school or high school. Local educational agencies serving these pupils must include information about child access prevention laws and laws relating to the safe storage of firearms in the annual notifications to parents/guardians at the beginning of the first semester or quarter of the regular school term. The law states that school officials are required to report homicidal threats or perceived threats, as defined, to law enforcement, who must conduct an immediate investigation and threat assessment, as defined. You will find Senate Bill 906 on the California Legislative information web page.

Parent/guardian annual notification that satisfies the model content requirement of Assembly Bill 452 and Senate Bill 906 is available in English and Spanish on the COE Violence Prevention web page at <https://www.cde.ca.gov/ls/ss/vp/>.

It is our collective responsibility to ensure that students, staff, families, and communities are as prepared and safe as possible. Thank you for your attention and commitment to school safety.

If you have any questions, please contact the COE School Health and Safety Office at [SHSO@cde.ca.gov](mailto:SHSO@cde.ca.gov).

Sincerely,



Tony Thurmond  
State Superintendent of Public Instruction



**CALIFORNIA DEPARTMENT  
OF EDUCATION**

**TONY THURMOND**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

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Estimados Superintendente del Condado y Distrito, Administradores de Escuelas Charters y Directores de Escuelas:

### **Legislación de Seguridad Escolar: Vigente a partir del 1 de Julio de 2023**

Existe una necesidad urgente de garantizar que los padres y tutores sean responsables del almacenamiento seguro de las armas de fuego y de la prevención del acceso a ellas. También es de vital importancia que todas las escuelas, distritos y oficinas de educación del condado involucren equipos multidisciplinarios de evaluación de amenazas conductuales para ayudar a identificar comportamientos estudiantiles que podrían conducir a incidentes homicidas, intervenir rápida y efectivamente para prevenir tales desastres y abordar los desastres identificados. Necesidades de salud mental de los estudiantes.

Se legislaron dos proyectos de ley en respuesta al alarmante aumento de tiroteos en escuelas en California y en todo Estados Unidos, algunos de los cuales son cometidos por niños que tienen acceso a armas de fuego y cuyas acciones han provocado lesiones y muertes que podrían haberse evitado.

Esta comunicación proporciona una descripción general de las nuevas leyes y un enlace a contenido modelo para la notificación a padres y tutores sobre las leyes de California sobre el almacenamiento seguro de armas de fuego y la prevención del acceso de los niños a las armas.

### **La Legislatura de California (Proyecto de Ley de la Asamblea 452, Sección 1, 2023) ha encontrado y declarado:**

- Las armas de fuego son la tercera causa principal de muerte infantil en Estados Unidos. Cada día, ocho niños y adolescentes reciben disparos en casos de incendio familiar, que es un tiroteo que involucra un arma mal almacenada o mal utilizada que se encuentra en el hogar y resulta en lesiones o muerte.
- Los datos muestran que el 75 por ciento de los tiroteos en las escuelas son facilitados porque los niños tienen acceso a armas de fuego sin vigilancia o sin supervisión en casa. El ochenta y siete por ciento de los niños sabe dónde guardan las armas de fuego de sus padres y el 60 por ciento informa que las ha manipulado.
- Más del 80 por ciento de los adolescentes que se suicidaron utilizaron un arma de fuego que pertenecía a alguien en su casa.

**28 de junio de 2023**

**Página 2**

**Proyecto de ley 452 de la Asamblea: seguridad de los alumnos: notificación a los padres, seguridad con armas de fuego leyes.**

La Sección 48986 se agregó al Código de Educación de California (EC) y requiere que a partir del 1 de julio de 2023, todos los distritos escolares desde jardín de infantes hasta el grado doce, las oficinas de educación del condado y las escuelas charter les informen anualmente a los padres y tutores sobre la prevención del acceso infantil en California. leyes y leyes relacionadas con el almacenamiento seguro de armas de fuego al comienzo del primer semestre o trimestre del período escolar regular. Encontrará el Proyecto de Ley 452 de la Asamblea en la página web de información legislativa de California en

[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?billId=202120220AB452.](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?billId=202120220AB452)

**Proyecto de ley del Senado 906–Seguridad escolar: amenazas de homicidio**

Se han agregado a la CE las secciones 49390 a 49395. Este proyecto de ley busca abordar las amenazas homicidas en las escuelas intermedias y secundarias y se aplica sólo a las agencias educativas locales que atienden a alumnos de cualquier grado del sexto al doce como parte de una escuela intermedia o secundaria. Las agencias educativas locales que atienden a estos alumnos deben incluir información sobre las leyes de prevención del acceso infantil y las leyes relacionadas con el almacenamiento seguro de armas de fuego en las notificaciones anuales a los padres/tutores al comienzo del primer semestre o trimestre del período escolar regular. La ley establece que los funcionarios escolares deben informar sobre amenazas homicidas o amenazas percibidas, según se define, a las autoridades, quienes deben realizar una investigación inmediata y una evaluación de amenazas, según se define. Encontrará el Proyecto de Ley del Senado 906 en la página web de información legislativa de California en

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?billId=202120220SB906.](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?billId=202120220SB906)

La notificación anual para padres/tutores que satisface el requisito de contenido modelo del Proyecto de Ley 452 de la Asamblea y el Proyecto de Ley 906 del Senado está disponible en inglés y español en la página web de Prevención de Violencia del COE en

[https://www.cde.ca.gov/ls/ss/vp/.](https://www.cde.ca.gov/ls/ss/vp/)

Es nuestra responsabilidad colectiva garantizar que los estudiantes, el personal, las familias y las comunidades estén lo más preparados y seguros posible. Gracias por su atención y compromiso con la seguridad escolar.

Si tiene alguna pregunta, comuníquese con la Oficina de Seguridad y Salud Escolar del COE en

[SHSO@cde.ca.gov.](mailto:SHSO@cde.ca.gov)

Sinceramente,



Tony Thurmond

Superintendente Estatal de Instrucción Pública

n events necessitates attendance in classes on the event day. Absences due to sports will be managed by the Athletic Office after coaches mark attendance on game days. This process may take up to three school days. For inquiries about athletic-related absences, contact the Athletic Office at (760) 778-0407.

## Board Policy Manual

» Regulation 5145.71: Title IX Sexual Harassment Complaint Procedures 

Status:  
ADOPTED

Original Adopted Date: 12/15/2020 | Last Revised Date: 10/08/2024 | Last Reviewed Date: 10/08/2024

[see more](#)

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a district student, while in an education program or activity was subjected to conduct on or after August 1, 2024, including, but not limited to, conduct that is under the authority of the district, that constitutes sex discrimination, including sex-based harassment. For conduct that occurred prior to this date, the district should utilize its policies in place at the time the alleged sex discrimination, including sex-based harassment, occurred, so long as they are in accordance with the applicable statutes and regulations.

Sex discrimination and sex-based harassment include, but are not limited to, sex-based conduct as specified in Administrative Regulation 5145.7 – Sex Discrimination and Sex-Based Harassment.

### Basic Requirements

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably
2. Ensure that the Title IX Coordinator or designee, investigator, or decision-maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The investigator and the decisionmaker may be the same person as the Title IX Coordinator or designee.
3. Presume that the respondent is not responsible for the alleged sex discrimination, including sex-based harassment, until a determination is made at the conclusion of the grievance procedures
4. Establish reasonably prompt timeframes for the major stages of the grievance procedures, such as evaluation of whether to dismiss or investigate a complaint, investigation, decision, and appeals if any

5. Establish a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay

Additionally, the district shall not disclose personally identifiable information obtained while implementing Title IX complaint procedures unless the district has obtained prior written consent from a person with the legal right to consent to the disclosure; the information is disclosed to a parent/guardian or other authorized legal representative with the legal right to receive disclosure on behalf of the person whose personally identifiable information is at issue; to take action to address conduct that reasonably may constitute sex discrimination under Title IX, including sex-based harassment, in the district's education program or activity; as required by federal law, regulations, or as a condition to a federal award; as required by state or local law; or to the extent such disclosures are not otherwise in conflict with Title IX. (34 CFR 106.44)

If either party is a student with a disability, the Title IX Coordinator or designee shall consult with one or more members, as appropriate, of the student's individualized education program or 504 team, to determine how to comply with the requirements of the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

### **Filing a Complaint**

Upon receiving information from an allegation of sex discrimination, including sex-based harassment, the Title IX Coordinator or designee shall notify the individual(s) specified in law of the Title IX grievance procedures, and of the informal resolution process, if available and appropriate.

A complaint is an oral or written request that can objectively be understood by the Title IX Coordinator or designee as a request for the district to investigate and make a determination about alleged sex discrimination, including sex-based harassment (34 CFR 106.21)

Complaints of sex discrimination and sex-based harassment may only be brought by a student, or former student, who was participating or attempting to participate in the district's education program or activity at the time of the alleged sex-based harassment, a parent/guardian or other authorized legal representative with the legal right to act on behalf of the student, or the Title IX Coordinator or designee. (34 CFR 106.45)

If the alleged victim chooses not to bring a complaint or withdraws any or all of the allegation in a complaint, and in the absence or termination of an information resolution process, the Title IX Coordinator or designee shall consider whether to initiate a complaint. To do so, the Title IX Coordinator or designee shall first consider the following factors: (34 CFR 106.44)

1. The victim's request not to process with initiation of a complaint
2. The victim's reasonable safety concerns regarding initiation of a complaint
3. The risk that additional acts of sex discrimination, including sex-based harassment, would occur if a complaint is not initiated
4. The severity of the alleged sex discrimination or sex-based harassment, including whether the discrimination, is established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevents its recurrence
5. The age and relationship of the parties, including whether the respondent is an employee of the district
6. The scope of the alleged sex discrimination, including information suggesting a pattern; ongoing sex discrimination, including sex-based harassment, or sex discrimination, including sex-based harassment, alleged to have impacted multiple individuals
7. The availability of evidence to assist a decisionmaker in determining whether sex discrimination, including sex-based harassment, occurred
8. Whether the district could end the alleged sex discrimination, including sex-based harassment, and prevent recurrence without initiating the Title IX grievance procedures

If after considering these factors, the Title IX Coordinator determines that the alleged conduct presents an imminent and serious threat to the health and safety of the complainant or another person, or that the conduct as alleged prevents the district from ensuring equal access to a district program or activity on the basis of sex, the Title IX Coordinator may initiate a complaint.

If the Title IX Coordinator initiates a complaint, the Title IX Coordinator shall provide the alleged victim notice of the complaint, as well as other notices as required by the Title IX regulations at specific points in the complaint process. The Title IX Coordinator shall also address reasonable concerns about the victim's safety or the safety of others, including providing supportive measures as described in "Supportive Measures" below, and taking other appropriate prompt and effective steps to ensure that sex discrimination, including sex-based harassment, does not continue or recur within the district. (34 CFR 106.44)

The Title IX Coordinator or designee, investigator, decisionmaker, other person who is responsible for implementing the district's grievance procedures or have the authority to

modify or terminate supportive measures, or a facilitator of an informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Such persons shall receive training in accordance with 34 CFR 106.8. (34 CFR 106.44)

The Title IX Coordinator shall monitor the district for barriers to reporting information about conduct that reasonably may constitute sex discrimination, including sex-based harassment, under Title IX, and take steps reasonably calculated to address such barriers. (34 CFR 106.44, 106.45)

### **Supportive Measures**

Upon receipt of a report of Title IX sex discrimination or sex-based harassment, the Title IX Coordinator or designee shall offer and coordinate supportive measures. Supportive measures may vary depending on what the district determines to be reasonably available and shall not unreasonably burden either the complainant or respondent. Supportive measures shall be provided without charging a fee to the complainant or respondent and be designed to protect the safety of the complainant, respondent, and the district's educational environment, and to provide support during any grievance procedures implemented as specified in 34 CFR 106.45 or informal resolution process as specified in 34 CFR 106.44. The district shall not impose such measures for punitive or disciplinary reasons. Supportive measures may include, but are not limited to, counseling;; extensions of deadlines and other course-related adjustments; changes in class, work, housing, or extracurricular or any other activity regardless of whether there is a comparable alternative; campus escort services; modifications of class schedules; mutual restrictions on contact; changes in class locations; increased security; monitoring of certain areas of the campus; and, training and education programs related to sex-based harassment. (34 CFR 106.2, 106.44)

Unless there is an allegation of sex-based harassment or retaliation, the district may provide supportive measures without altering the alleged discriminatory conduct. (34 CFR 106.44)

Upon the conclusion of any grievance procedures implemented as specified in 34 CFR 106.45 or informal resolution process as specified in 34 CFR 106.44, the district may continue with the supportive measures, or modify or terminate such measures, as appropriate. (34 CFR 106.44)

The district shall provide a complainant or respondent for whom supportive measures have been implemented with a timely opportunity to seek, from an impartial employee with authority to modify or reverse the supportive measures, modification or reversal of the district's decision to provide, deny, modify, or terminate such measures, and to seek additional modification or termination of the supportive measures if circumstances materially change. (34 CFR 106.44)

The district shall not disclose information about supportive measures to any person other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless the disclosure is necessary to providing the supportive measures, or restoring or preserving a party's access to the district's education program or activity. (34 CFR 106.44)

### **Emergency Removal from School**

A student shall not be disciplined for alleged sex discrimination, including sex-based harassment under Title IX until the investigation has been completed. However, on an emergency basis, the district may remove a student from the district's education program or activity, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an imminent and serious threat to the health or safety of a complainant or any student, employee, or other individual arising from the allegations, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This authority to remove a student does not modify a student's rights under the IDEA or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

### **Dismissal of Complaint**

The Title IX Coordinator or designee may dismiss a complaint if:

1. The district is unable to identify the respondent after taking reasonable steps to do so
2. The respondent is not participating in the district's education program or activity and is not employed by the district
3. The district determined that the conduct alleged in the complaint, even if proven, would not constitute sex discrimination, including sex-based harassment, under Title IX

Before dismissing the complaint, the Title IX Coordinator shall make reasonable efforts to clarify the allegations with the complainant.

4. The complainant voluntarily withdraws any or all the allegation in the complaint, the Title IX Coordinator, declines to initiate a complaint, and the Title IX Coordinator determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, is any, would not constitute sex discrimination, including sex-based harassment, under the Title IX, even if proven

The Title IX Coordinator shall determine whether to dismiss or investigate any complaint of sex discrimination, including sex-based harassment, within 30 days, unless such timeline is extended in accordance with this administrative regulation.

Upon dismissal, the Title IX Coordinator shall promptly notify the complainant of the dismissal and the reasons for the dismissal. Additionally, if the dismissal occurs after the respondent has been notified of the allegations, the Title IX Coordinator shall provide such notification to the respondent, which shall occur simultaneously to both parties if the notification is in writing. The Title IX Coordinator shall also inform the complainant, and the respondent if the dismissal occurs after the respondent has been notified of the allegations, of their right to appeal. Dismissal may be appealed on the following bases: (34 CFR 106.45)

1. A procedural irregularity that would change the outcome
2. New evidence that would change the outcome and that was not reasonably available when dismissal was made
3. The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome

If the dismissal is appealed, the district shall: (34 CFR 106.45)

1. Notify the parties of any appeal, including notice of allegations, if notice was not previously provided to the respondent
2. Implement appeal procedures equally for the parties
3. Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint
4. Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations
5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome
6. Notify the parties of the result of the appeal and the rationale for the result

If a complaint is dismissed, the Title IX Coordinator or designee shall offer supportive measures as described above in "Supportive Measures" to the complainant. Additionally, the

respondent shall be offered supportive measures if the complaint was dismissed because the complainant voluntarily withdrew any or all of the allegations in the complaint and the district determined that without the withdrawn allegations the conduct, even if proven, would not constitute sex discrimination, including sex-based harassment, under Title IX, or if the complaint was dismissed because the district determined, after taking reasonable efforts to clarify the allegations of the complaint, that the alleged conduct would not constitute sex discrimination, including sex-based harassment, even if proven. The Title IX Coordinator shall also take other appropriate prompt and effective steps to ensure that sex discrimination, including sex-based harassment, does not continue or recur within the district's education program or activity. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures as applicable.

### **Informal Resolution Process**

At any time prior to determining whether sex discrimination, including sex-based harassment, occurs under the complaint procedures specified in 34 CFR 106.45, the district may offer, if it is determined to be appropriate upon receiving information about conduct that reasonably may constitute sex discrimination under Title IX or when a complaint of sex discrimination is made, an informal resolution process, such as mediation, to the complainant and respondent. However, the district shall not offer an informal resolution process if the complaint alleges that an employee engaged in sex-based harassment of an elementary or secondary school student or that such process would conflict with federal, state, or local law. (34 CFR 106.44)

The district shall not require or pressure a party to participate in the informal resolution process, or to waive the right to an investigation and determination of a complaint as a condition or participation in the district's education program or activity, or exercise of any other right. The district may decline to offer an informal resolution process including, but not limited to, when the district determines that the alleged conduct would present a future risk of harm to others. (34 CFR 106.44)

The district may facilitate an informal resolution process provided that the district prior to initiating such process: (34 CFR 106.44)

1. Provides the parties with written notice disclosing the allegations; the requirements of the informal resolution process; the right to withdraw from the informal process and resume the formal complaint process; the inability to initiate or resume complaint procedures arising from the same allegations once the informal resolution process is concluded; the potential terms that may be requested or offered in an informal resolution agreement, including that the agreement would only be binding on the parties; and the information that the district will

maintain and whether and how the district could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed

2. Obtains the parties' voluntary consent to the informal resolution process
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

The Title IX Coordinator or designee shall ensure that the facilitator of the informal resolution process is not the same person as the investigator or decisionmaker of any ongoing or newly initiated complaint process specified in 34 CFR 106.45, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and receives training on accordance with 34 CFR 106.8. (34 CFR 106.44) If the district facilitates an informal resolution process the Title IX Coordinator shall, to the extent necessary, take other appropriate prompt and effective steps to ensure that sex discrimination, including sex-based harassment, does not continue or recur within the district education program or activity. (34 CFR 106.45)

### **Notice of Allegations**

If the district initiates a formal Title IX investigation, the Title IX Coordinator or designee shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. Sufficient information, available at the time to allow parties to respond to the allegations, including, to the extent available, the identity of parties involved in the incident(s), the conduct allegedly constituting sex discrimination, including sex-based harassment, and the date(s) and location(s) of the alleged incident.  
Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview.

If during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that retaliation is prohibited
4. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of such evidence, as specified

The above notice may also include the name of the investigator, facilitator of an informal process, and decisionmaker and shall inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator or designee.

### **Consolidation of Complaints**

The district may consolidate complaints of sex discrimination, including sex-based harassment, against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party, when the allegations of sex discrimination, including sex-based harassment, arise out of the same facts or circumstances. (34 CFR 106.45)

### **Investigation Procedures**

The district shall provide for adequate, reliable, and impartial investigation of complaints. (34 CFR 106.45).

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present fact witnesses, and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible
2. Review all evidence gathered through the investigation and determine which evidence is impermissible regardless of relevance. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide each party with an equal opportunity to access evidence that is relevant, and not otherwise impermissible, to the allegations of sex discrimination, including, sex-based harassment, by:

- a. Providing an equal opportunity to access either the relevant and not otherwise impermissible evidence or an accurate description of such evidence

If an accurate description is provided, the district shall upon request of any party, provide the parties with an equal opportunity to access the relevant and permissible evidence.

- b. Providing a reasonable opportunity to respond to the evidence or to the accurate description of the evidence
- c. Taking reasonable steps to prevent and address the parties' unauthorized disclosure in information and evidence obtained solely through the grievance procedures

4. Take reasonable steps to protect the privacy of parties and witnesses which do not restrict the ability of the parties to obtain present evidence, including, by speaking to witnesses; consulting with family members, confidential resources, or advisors; or otherwise preparing for or participating in the grievance procedures
5. Objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence, including that credibility determinations will not be based on a person's status as complainant, respondent, or witness
6. Exclude as impermissible the following types of evidence, and questions seeking that evidence:
  - a. Evidence that is protected under a privilege recognized by state or federal law or evidence that is provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily the privilege
  - b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the district obtains the party's or witness's voluntary, written consent for use in its grievance procedures
  - c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment

The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

The district shall ensure that the decisionmaker is able to question parties and witnesses adequately to assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment. (34 CFR 106.45)

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

The investigator shall complete the investigation within 60 days after the Title IX Coordinator determines to proceed with an investigation, unless such timeline is extended in accordance with this administrative regulation.

### **Written Decision**

The Superintendent shall designate an employee as the decisionmaker to determine responsibility for the alleged conduct, who may be the Title IX Coordinator or designee or the investigator so long there is no conflict of interest or bias. (34 CFR 106.45)

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the district shall: (34 CFR 106.45)

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination, including sex-based harassment, has occurred
2. Notify the parties in writing of the determination of whether sex discrimination, including sex-based harassment, occurred

The notification shall include the rationale for such determination and the procedures and permissible bases for the complainant and respondent to appeal, is applicable.

The written decision shall be issued within 60 days after the investigation is completed, unless such time is extended in accordance with this administrative regulation.

### **Appeal of the Decision**

Either party may appeal the district's decision of a complaint or any allegation in the complaint. (34 CFR 106.45)

When conducting an appeal, the district shall permit a final appeal to the Governing Board using a process that is in accordance with law and otherwise consistent with the appeal process as specified in Administrative Regulation 1312.3 – Uniform Complaint Procedures.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunction, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, is applicable.

### **Extension of Timelines**

Any timelines specified in this administrative regulation may be extended by the district for good cause, with written notice to the parties. The written notice shall specify the reasons for the extension. (34 CFR 106.45)

### **Remedies**

When there is a determination that sex discrimination, including sex-based harassment, has occurred, the Title IX Coordinator shall coordinate the provision and implementation of remedies to the complainant and other persons the district identifies as having had equal access to the district's education program or activity limited or denied by sex-discrimination, including sex-based harassment, coordinate the imposition of any disciplinary sanctions on a respondent described in "Disciplinary Actions", below, including notification to the complainant of any such disciplinary actions; and take other appropriate prompt and effective steps to ensure that sex discrimination, including sex-based harassment, does not continue or recur within the district's education program or activity. (34 CFR 106.45)

### **Corrective/Disciplinary Actions**

The district shall not impose any disciplinary sanctions or other actions against a respondent, other than supportive measures as described above in the section "Supportive Measures," until the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44, 106.45)

For students in grades 4-12, discipline for sexual harassment may include suspension and/or expulsion. After the completion of the complaint procedure, if it is determined that a student at any grade level has committed sexual assault or sexual battery at school or at a school activity off school grounds, the principal or Superintendent shall immediately suspend the student and shall recommend expulsion. (Education Code 48900.2, 48915)

Other actions that may be taken with a student who is determined to be responsible for sex discrimination and/or sex-based harassment include, but are not limited to:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education of the student regarding the impact of the conduct on others
4. Positive behavior support
5. Referral of the student to a student success team

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

When an employee is found to have committed sex discrimination, including sex-based harassment, or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district shall not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the district's determination of whether sex discrimination, including sex-based harassment, occurred. (34 CFR 106.45)

### **Record-Keeping**


The Superintendent or designee shall maintain, for at least a period of seven years: (34 CFR 106.45)

1. For each complaint of sex discrimination, including sex-based harassment, records documenting any informal resolution process or formal investigation procedures
2. For each notification the Title IX Coordinator or designee receives of information about conduct that reasonably may constitute sex discrimination under Title IX, including sex-based harassment, records documenting the actions taken to fulfill the district's obligations as specified in 34 CFR 106.44, including supportive measures offered and implemented.
3. All materials used to train district employees; the Title IX Coordinator and designee(s); investigator(s), decisionmaker(s), and other any person(s) who are responsible for implementing the district's grievance procedures or have the authority to modify or terminate supportive measures; and any person who facilitates an informal resolution process

The district shall make such training materials available upon request by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also indefinitely maintain the following: (Code of Civil Procedure 340.1):

1. A record of the allegation(s)
2. A record of the investigation procedures followed
3. A record of the written determination

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4. A record of the corrective action implemented, if any
  5. A record of any appeals and the outcome of the same
  6. All training materials addressing the prohibition and investigation of childhood sexual assault