Student Handbook

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Daily Bell Schedule

The Paly Daily Bell Schedule can be found on our website at:
https://www.paly.net/campus-life/daily-bell-schedule

Contact Information

Palo Alto High School is one of two high schools in the Palo Alto Unified School District (PAUSD). Use the links provided below for PAUSD district employee contact information:

- Meet the Team
- PAUSD Website: www.pausd.org
- District Department Contacts
- Board of Education

Contact information specific to Palo Alto High School is provided below:

- Staff Directory
- Front office phone: 650-329-3701

Communication

The following list includes ways to stay informed about campus life at Paly:

- Monthly Calendar: https://www.paly.net/campus-life/calendars.
- Student Journalism/Publications: https://www.paly.net/campus-life/publications
- Student Activities: http://www.palyasb.com/
- Athletics: https://palyathletics.com/
- PTSA/Paly Link: https://palyptsa.paloaltopta.org/
    - To sign up for the link, please go to www.tinyurl.com/palylinksignup.
- School Reports: https://www.paly.net/about-us/school-reports (WASC, School Improvement Plan, School Accountability Report Card, School Profile)
    - For more information about WASC: www.acswasc.org

Attendance Policies & Procedures

Secondary Attendance Policies & Expectations

Attendance 24-Hour Line – (650) 329-3711

Paly Attendance Website: https://www.paly.net/campus-life/attendance

Attendance Policy

The Palo Alto Unified School District recognizes that success in school is in part related to prompt and regular classroom attendance. Frequent absences or tardies, which result in a student missing all or parts of presentations, demonstrations, discussions, explanations, and/or other classroom activities, are detrimental to the individual student and the class. Further, school attendance is compulsory as per Education Code (48200); therefore, student non-attendance and/or persistent tardiness are matters of serious concern.

Attendance Expectations

Students who attend school consistently have a greater chance of excelling academically. Being present in the classroom provides students the ability to ask for clarification, engage in meaningful discussion, and take notes in preparation for examinations. Daily attendance promotes educational success and builds stronger relationships with peers and teachers. It is expected that students will attend class on school days in order to participate in extracurricular activities, including athletic practices or competitions.

The following are the attendance expectations for all students:

- Attend school daily and on time to maximum academic and social success.
- Be accounted for at all times throughout the school day, to promote safety.
- Abide by district policies related to school attendance.
- Use ID card to scan into classrooms for attendance purposes.

Absence Reporting Procedure

It is the parent/guardian's responsibility to report their student's absences. Only parents/guardians can excuse a student's absence. Parents/guardians must e-mail or call the Attendance Office on the first day of absence. Voicemail messages can be left at all times: (650) 329-3711 or palyattendance@pausd.org for e-mail.

If a student is absent from class for any reason and has not cleared the absence with the Attendance Office, they will receive an automated notification via Parent Square to alert the parent/guardian that they have been marked absent. A notification is a reminder that the absence must be cleared. Any absence not cleared by the guardian within 72 hours will be treated as an unexcused absence.

Detailed attendance information including student attendance records by course, period and day are available for both students and parents to review through the Infinite Campus Parent/Student Portal. If a student has been marked absent by mistake, the student should go to kiosk outside the Attendance Office in the Main Tower Building to submit a digital Teacher Attendance Correction Form so their attendance record can be cleared. Requests are reviewed weekly by teachers and adjusted as needed by the attendance office and administration.

Excused & Unexcused Absences

"*Excused Absences*" fall into one of two categories:

1. **Health** – Absences due to illness, medical appointments, or quarantine.
2. **Warranted** – These include, but are not limited to the following:
    a. Court Appearance
    b. Bereavement
    c. Pre-arranged college visits (seniors and second-semester juniors – forms online and in Attendance Office)
    d. Conference or meeting with employer
    e. Funeral service for member of immediate family
    f. Religious Purposes

Prior Approved Absences

College Visits

- Seniors and second-semester juniors, with written prior approval (forms online and in Attendance Office), may take five (5) days to visit college campuses. Students who do not submit a Prior Approved Absence form 24 hours in advance will receive an unexcused for classes/days missed and may lose the opportunity to make up assignments/tests.

Warranted Absences

- The Prior Approval Process for warranted absences is:
    - Obtain a Prior Approved Absence form from the Attendance Office or online.
    - Get required signatures (student, parent, teacher, and administrator) and return form to Attendance Office 24 hours before absence.

The teacher of any class from which a student is absent shall determine what assignments the student shall make up and in what period of time the student shall complete such assignments. Upon satisfactory completion, full credit shall be granted. The tests and assignments shall be equivalent to, but not necessarily identical to, that which the student missed during the absence. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

"**Unexcused Absence**" examples include, but are not limited to:

- Truancy
- Missing the bus
- Shopping
- Babysitting
- Over-sleeping
- Car trouble/traffic problems/bike problems
- Staying home to do homework
- Staying home due to being up late the previous night (even if related to school activities – dances, drama, sports, etc.)
- Family vacations

Health-Related Absences

The district realizes that students may experience illness or health issues (physical/mental) throughout the year, requiring them to be absent from school. In order to provide appropriate support to students with situational or chronic health issues, the following procedures apply.

In health-related cases, in which the student is absent 5 consecutive full days, a physician's note with specific dates is required in order to excuse the absences. In cases where the student is absent over the equivalent of 10% of class time for any individual class in the semester (after state enrollment date) for health reasons, a physician's note is required in order to excuse the absences. Health-related absences may not be excused without appropriate medical documentation provided by a physician or other licensed medical provider. Chronic absences shall be referred to the health office or district nurse.

Health Appointments

Parents should make every effort to schedule appointments outside of school hours. However, if not possible, parents are urged to consider varying the times of the day during which health appointments are made in order to avoid missing the same class consistently. If a student returns to school the same day, they are required to report to the Attendance Office before returning to class so we can accurately excuse their absence.

At the high school level, if a student leaves campus during the day for an appointment, the procedure is as follows:

1. The day before, or in the morning of the appointment, parent/guardian is to notify the Attendance Office via email at palyattendance@pausd.org or by voicemail at (650) 329-3711.

2. Attendance office will e-mail teachers when students need to leave class early.
3. The teacher will excuse the student from class at the stated time.
4. If the student returns to school the same day, they are to report to the Attendance Office to check in. This will ensure that the absence is recorded correctly.
5. If you need to remove your child from school for an unexpected reason, arrive at the Attendance Office approximately 10 minutes early and staff will assist you.
6. Students may not leave campus because of illness or injury without first checking with the Health Office.

Family Trips

We realize there are times families need to travel for various reasons during the school year. However, family trips are not considered excused absences as per Education Code 48205. We want parents to understand that classroom instruction and the interactive dynamic of the classroom experience are irreplaceable. While unexcused, students may be given the opportunity to make up missed work. Teachers may assign such makeup work as necessary to ensure academic progress, not as a punitive measure. Families are required to contact teachers and make arrangements ahead of time.

Truancy

Absences, which do not qualify as excused as defined in Education Code, shall be considered in this category. Education Code 48260 (subdivision (a)) provides that a student is truant if that student is:

- Absent from school without a valid excuse three full days in one school year, or
- Tardy or absent for more than any 30-minute period during the school day.
- Without a valid excuse on three occasions in one school year or any combination thereof.

Tardies (Under 30 Minutes)

Being punctual is an important personal habit to develop to promote school success. Students who are late for class miss valuable instruction and unnecessarily interrupt their classes. A student is considered “tardy” if not in the room or at the place designated by the teacher/school staff at the beginning of each period. Students arriving late to class shall be marked tardy unless they arrive with a written excuse from a staff member.

Unexcused Absence (Uab) (Tardies Over 30 Minutes)

Absences or leaving class or school without parent, guardian or school approval will be marked as “UAB.” Parents will be allowed 72 hours following an absence from school to clear any unexcused absences. Unexcused absences are considered extremely serious and detrimental to school success.

Administrators and counselors will involve parents in resolving the unexcused absence periods. Unexcused absences may result in a possible referral to the School Attendance Review Board (SARB), if necessary.

Actions To Address Poor Attendance

Given the importance of school attendance to academic success and the requirements put forth by Education Code stating that school attendance is compulsory, the district makes every effort to keep students engaged in school. The following actions may be taken to address poor school attendance:

- Parent contact/meetings to discuss school attendance.
- Development of attendance contracts.
- Loss of school privileges, such as off-campus privileges.
- Denial of work permits
- Referral to SARB

Consequences For Unexcused Absences In Classes

Absences, which do not qualify from above, shall be considered in this category. Students may not be granted credit for assignments nor may a student be permitted to make up tests for any unexcused absence. Cuts are defined as absences without parent, guardian or school approval shall be marked as cuts.

- Consequences for UABs (per semester):
    - At 12 UABs: Parents shall be notified by a truancy letter that shall be sent home.
    - 24th UAB, The second notification of truancy letter shall be sent home. In addition, the student may meet with the grade level administrator and could be put on an attendance contract.
    - 40th UAB, one or more of the following may occur: The third notification of truancy letter shall be sent home. Loss of a prep period, family conference, loss of open campus privilege, counseling referral, referral to (SARB) school attendance review board.
- Questionable/Excessive Absenteeism – In cases of questionable or excessive absenteeism, the school district may require a variety of reasonable methods for verification of illness, such as written excuses from parents or documentation from a physician or other health providers.

Consequences For Tardies In Classes

Teachers should be the first contact home when tardies begin to accumulate in a class and are encouraged to reach out to families when students have more than 5 tardies in a class.

Students who accumulate tardies across multiple class periods will be assigned to a Study Hall intervention session with an Administrator. Students will discuss their attendance with an administrator and may lose privileges (prep, open campus, etc).

Non-Attendance & Tardiness: The Palo Alto Unified School District recognizes that success in school is in part related to prompt and regular classroom attendance. Frequent absences or tardies, which result in a student missing all or parts of presentations, demonstrations, discussions, explanations, and/or other classroom activities, are detrimental to the individual student and the class.Student non-attendance and/or persistent tardiness are therefore matters of serious concern.

SARB (The School Attendance Review Board)

This is a district-level committee that diverts minor students with school attendance or behavior problems from the Juvenile Court System and provides a forum where the problems affecting school adjustment can be discussed and solutions reached. To prevent students from establishing a continuing pattern of poor attendance or behavior, SARB may make dispositions which range from returning a student to the school of attendance under strict contract to making an involuntary transfer to another district program or educational option. Whereas the primary purpose is diversion, SARB is also the primary vehicle for referring students to the Juvenile Justice System once it is clear that they can no longer profit from the resources which the school district has to offer.

Attendance reports can be accessed on Infinite Campus and are available upon request from the Attendance Office, or can be accessed on Infinite Campus. For further attendance policy information visit the District website at www.pausd.org.

Guidance

PALY Guidance Service At-A-Glance GUIDANCE SERVICES AT-A-GLANCE

For up-to-date information about Paly Guidance, please refer to the website.

Palo Alto Senior High School offers a 3-tiered model for guidance services. The Guidance Team provides for academic planning, personal counseling and post-high school advising for its students. At the center of the department is the Teacher Advisor Program. The main delivery method is through regular, mandatory advisory classes.

The Guidance Team providing these services consists of:

- Teacher Advisors (TAs) – serve as the primary contact person for students, parents and staff; conduct weekly advisories by grade level, facilitate academic planning and more
- Guidance Counselors – work with TAs to identify students requiring extra academic and/or social-emotional support; support teachers and parents
- Coordinators of Teacher Advisor Program – oversee Teacher Advisor Program
- College and Career Advisors – meet with juniors and seniors regarding post-high school planning

Activities performed by the Guidance Team are listed below.

At Every Grade Level	
• Implement Teacher Advisor program and curriculum • Provide advisory curriculum • Monitor academic progress • Explain PAUSD transcripts – graduation requirements vs. 4-year college entrance requirements, UC/CSU requirements • Offer help if/as needed – TA, Guidance Counselor, ACS, ARC, MRC • Refer students to alternative placements as necessary • Host Career Month • Host volunteer opportunities (twice per year) • Host Job Fairs • Host College Fair (Fall)	
9th Grade	**10th Grade**
• Host Back-To-School Night advisory period (Fall) • Facilitate transition to high school • Begin to develop 4 Year Plan of Study • Consult with students about course selection for 10th grade • Host 9th grade parent night (Fall) • Social emotional exploration	• Host Back-To-School Night advisory period (Fall) • Host 10th grade parent night (Fall) • Further develop 4 Year Plan of Study • Consult with students about course selection for 11th grade • Encourage career exploration/vocational options • Social emotional exploration
11th Grade	**12th Grade**
• Host 11th grade parent nights (Fall and Spring) • Further develop 4 Year Plan of Study • Distribute college related testing information (PSAT, SAT, ACT, etc.) • Consult with students about course selection for the 12th grade • Encourage career exploration/vocational options • Host Junior Orientation at College and Career Center • Host college representative visits • Begin scheduled appointments with college and career advisors (Spring) • Distribute Viking College and Career Planning Guide • Gather Senior Profile information	• Host 12th grade Parent Night, Financial Aid Workshop and College Application Essay Writing Presentation • Further develop 4 Year Plan of Study • Distribute college related testing information • Host college representative visits • Meet with students for follow-up appointments with college and career advisors • Write letters of recommendation as needed • Complete Paly's portion of college applications

The Teacher Advisor (TA) Program At Paly

The Teacher Advisors (TAs) assist their students academically and want to prepare them for life after high school. Paly offers a safe environment for students to learn to advocate for themselves. Parents should support their students while they learn self-advocacy.

Student's Role

- Attend advisories. Advisory is mandatory.
- Communicate interests and needs to Teacher Advisor
- Communicate needs to other appropriate staff
- Share information with parents
- Complete all projects assigned by the Teacher Advisor
- Take responsibility for actions

Parents' Role

- Assist Teacher Advisor by providing information about your student, especially any special circumstances that may affect school performance
- Talk to your student about his/her classes and activities
- Encourage student to follow directions, meet deadlines, and assume responsibility
- Share Paly Link information with student
- Attend evening parent meetings

How to Contact a Teacher Advisor

While we strongly encourage students to seek help on their own, we also encourage parents/guardians to get involved if and when necessary. We recognize that parents' participation in their student's education is critical to student success. Here are a few tips to make your involvement beneficial:

1) Ask your student if he/she has contacted the TA. Let your student know that is the best way to get help.
2) Send an e-mail or call first if you need to contact the Teacher Advisor. Be sure to include your name, your child's name, your phone number, the reason for your call, and times when you can be reached.
3) Allow at least 48 school-day hours for the TA to get back to you. We often have meetings or other commitments during the day and after school and cannot respond immediately. We will get back to you as soon as possible.If there is no response within 48 hours, call the Guidance Office at 329-3712.

4) If you are on campus, feel free to leave a message in the TA's mailbox in the Main Office.

Please do not appear at the TA's classroom or office without an appointment. A TA needs to have your student's folder and information available before assisting you.

Other Student Supports Resources/Facilities

Work Experience/Work Permits

Work permits are required for all students who are employed until they reach the age of 18 or graduate from high school. See the Work Experience Coordinator for work permits and details, located in P5. Permits expire five days after the beginning of the school year and must be renewed. (329-3816). For up to date information, please visit https://www.paly.net/campus-life/work-permits

Health Office

The Health Office is located in the Tower Building. If a student becomes ill or injured at school, they report to their teacher first (if they are able) and get a pass to the Health Office. If the office is closed, the Attendance Office will assist students. Refer any questions regarding special classroom provisions for students due to health problems to the Health Office (329-3842). If a student needs to leave school early for health reasons, please go to the health office before being released to a parent/guardian. To properly ensure the safety of all our students, please notify school personnel before leaving campus for the day.

Paly Library

Paly librarians work in partnership with teachers to assist students with their reading and research needs. Librarians are on hand to help students with individual questions about assignments and help them choose great books and resources. The library's extensive online collection can be accessed through the Student Portal or the library webpage: www.pa.opals.pausd.org/bin/home.

The standard checkout for print resources is two weeks, and resources can be renewed at any time. No fines are charged for overdue materials but students are asked to be good citizens and return materials in a timely manner. Students are responsible for paying for lost or damaged materials.

Please respect the facility and respect others by muting audio devices while in the library and conversing in a way that maintains a mellow atmosphere conducive to studying and getting work done.

College & Career Center (CCC)

For up to date information, please see https://www.paly.net/campus-life/college-career-center

Located next door to the Guidance Office, the College and Career Center is available to students and parents for research and counseling. Appointments with College Advisor

- College catalogs, viewbooks, and addresses
- College representative visits

- UC/CSU/Common/electronic applications
- SAT I/SAT II/ACT booklets and registration information
- Scholarship information and forms
- Naviance Family Connection
- Financial aid information and forms
- Computer college search programs
- Appointments with Career Advisor
- Computer career search programs
- Career information/Career Quest interest survey
- Summer Programs/Study Abroad Program
- Gap Year Opportunities

Tower Learning Center (TLC)

The TLC is located in the tower building. Students come to the TLC to receive or offer tutoring or meet with classmates for quiet group study.

Testing Center

The testing center is available for students with 504 plans and or IEPs. It is also available to students who miss an exam due to an absence and need a place to make up the exam. The Testing Center is located in room 710. The hours are Monday-Friday from 8:00 a.m. to 5:00 p.m.

Student Support Programs At Palo Alto High School

For more information about any of these supports reference the Paly website or connect with your Teacher Advisor and School Counselor.

Program	Description
Paly Wellness Center	The mission of the Paly Wellness Program is to enhance the delivery of comprehensive and coordinated support services within the school environment. Students can come to the Wellness Center to see the school nurse, take a break, and get access to various services. The Wellness Center will also be participating in many schoolwide initiatives supporting student wellness.
Alta Vista	A continuation school for juniors and seniors, and occasionally sophomores, held at Alta Vista High School in Mountain View. This may be appropriate for: ● Seniors failing courses or who are behind in credits. ● Students seeking an alternative program. ● Students with attendance problems.
AVID	An academic and motivational support program that prepares students for college eligibility and success. Students who have the desire to go to college and the willingness to work hard. These students are capable of completing rigorous curriculum but are falling short of their potential.
English Language Learners	Serves international students with limited English proficiency. Any international student who requires help in English instruction for success in regular academic classes.
504	A program designed to serve students with 504 Plans as mandated under the Rehabilitation Act of 1973. Students who may have a substantial impairment that adversely affects learning. Attention deficits do not automatically make a student eligible for this program.
Focus on Success	Students who need extra support and personal attention for organizational skills, time management, test-taking strategies, motivational strategies, task completion.

Independent Study	For students who have difficulty meeting graduation requirements. Special approval required.
Palo Alto Middle College	A program for 10-12th graders who desire an alternative program. Students who believe they do not fit into the Paly culture, are looking for a smaller learning community, wishing to earn dual enrollment credit while in high school. See student profile on the website for more specifics.
Special Education Programs	Programs designed to provide appropriate instruction and support to students with IEPs. Students who have educational issues due to: vision/hearing impairment, language/speech impairments, other health impairments, special learning needs, orthopedic handicaps, intellectual disability, autism and/or emotional disturbances

Homework

Makeup Procedures

Students should conenct with their teachers as soon as possible when missing class.

Makeup Work for Long-term Absences

If a student is absent for 3 or more school days due to illness, and feels well enough to do school work, please contact teachers directly or access Schoology to look up missed work. If families are having difficulty with this, please contact the student's guidance counselor.

Planned Partial-day Absences

Students excused for part of a day for school-related activities (field trips, athletics, etc.), medical/dental appointments, or court appearances, must submit homework for classes to be missed before the absence or it may not be accepted. It is the student's responsibility to make arrangements in advance with the teachers to make up a test – ideally before leaving school on the day of the partial absence or upon return to class.

Other Information

Preparation Periods

Some students have preparation periods ("prep") as part of their school day. These are not free periods. They are periods to be used for studying, meeting with teachers or other staff members, or participating in school activities.

Progress Notes

Progress notes are posted to the Student Information System (Infinite Campus) and mailed home midway into each quarter to inform parents when their student is in danger of failing a course. Parents/guardians can opt out of paper notices during the annual student information update completed by parents/guardians each spring.

Excused Health Absences

Students with excused health absences are allowed to make up any assignments, quizzes, or tests missed during the absence. For short absences, students are encouraged to contact another student in the same class, refer to their assignment sheets or the class webpage, or e-mail the teacher. (Teachers distribute their preferred protocol at the opening of school and at Back-to-School Night.) Students have a one-day extension for every day missed. Students cannot be expected to do homework when they are ill; however, it is in their best interest to make up the work as quickly as possible when they return so they do not fall further behind.

Students expecting a prolonged illness of longer than three weeks may qualify for a home teacher. Contact the Guidance Secretary for information (329-3712) and your student's School Counselor. Students who are absent for more than 5 days must have a doctor's note.

Report Cards

Grades are posted to the SIS and mailed home after the first quarter, first semester, third quarter, and second semester. Parents can opt our of paper notices during the annual student information update completed by parents/guardians each spring.

Course Drops

See Course Catalog.

Testing

Important General Testing Information

- Information about and sample test booklets for SAT I and ACT are available in the College & Career Center.
- Students must register online at www.collegeboard.com or www.act.org. The dates for registration, late registration, and test days are on the test-specific website.
- Registration for AP exams begins in the fall of every school year. For more information see the Paly AP Exam webpage.

- The school code number for Palo Alto High School is 052-350. Be sure to include that code number whenever asked so that Paly will get a copy of your scores.
- See your College Advisor in the CCC if you need to apply for a fee waiver.
- Always use the same name on all forms that you fill out. No nicknames!
- Read all instructions carefully!

Students eligible for testing accommodations should speak with their Special Education teacher or the 504 Coordinator (School Counselor) at least six weeks before a test's regular registration deadline.

For up-to-date information on college entrance standardized tests (PSAT, SAT, ACT, AP), see Paly's College & Career Center Website and Paly AP Exams website.

Health & Wellness Policy

Health services protect the health and safety of pupils and to identify health problems that inhibit a child's activities and ability to learn.

Communicable Diseases (Chickenpox, COVID, Pink Eye, etc.)

Communicable diseases are infectious diseases that pose a threat to public health, including emerging and re-emerging infectious diseases, vaccine preventable agents, bacterial toxins, and pandemics. Contact the main office for any reportable communicable disease, including, but not limited to, COVID-19, Pertussis (Whooping Cough), Chickenpox (Varicella), Hand, Foot, and Mouth Disease, Flu, Meningitis, Pink Eye, RSV, and Strep Throat/Scarlet Fever. For information on the different communicable diseases and their exclusion period, please visit our PAUSD Communicable Diseases Webpage.

https://www.pausd.org/student-supports/health-services/communicable-diseases.

Student Illness

For the safety and protection of all, students should not attend school if they are unable to meaningfully participate in school and school activities or if they will compromise the health and safety of others. Please use the guidance below to determine when your student should be at home and when they're okay to return.

If a student is at school and their symptoms are preventing them from participating meaningfully in school activities or results in a need for care that is greater than the staff can provide without compromising the health and safety of other students, the parent/guardian will be called to pick up the student.

Illness symptoms that may need to remain home include, but are not limited to, abdominal pain/stomach ache, cough and cold symptoms, diarrhea, difficulty or noisy breathing, earache, eye irritation/drainage, fever, headache, rash, sore throat, or vomiting. Please visit our PAUSD Student Illness webpage for guidance to determine when your student should be at home and when they're okay to return.

https://www.pausd.org/student-supports/health-services/student-illness

Hand Washing

It is extremely important that parents teach their children the necessity of using good hand-washing techniques in order to prevent the spread of disease. Students should be encouraged to frequently wash their hands with soap and water and to avoid touching their face and nose.

When to Wash Hands

- Upon entering the classroom, when available
- After using the restroom
- After coughing, sneezing, or blowing your nose
- Before eating or preparing food
- After contact with animals or garbage

Head Lice

Lice are common age-old pests that are easily transferred from person to person. All age groups and localities are susceptible. If you discover a lice problem, please call your school office to help us keep the problem under control. Parents are encouraged to check their child's head for lice at home on a regular basis throughout the school year.

The brochure A Parent's Guide to Head Lice (Español) containing information regarding prevention, screening, recognition, and treatment of head lice is available at each school through the Main Office or Health Office.

If a student is found to have head lice, copies of the Lice Exposure Notice and A Parent's Guide to Head Lice will be sent home with all students in the affected classroom. Any students with lice will be allowed to remain until the end of the day, but will be asked to complete their lice treatment before returning to school. Parents/guardians will be encouraged to continue daily nit removal and observation for the presence of live lice until all nits are gone. Staff shall maintain the privacy of any student identified as having head lice.

Parents/Guardians may view educational videos at www.HeadLice.org.

Immunizations & Health Requirements

Immunizations

Immunization against poliomyelitis, diphtheria, tetanus, pertussis, measles, rubella, mumps and hepatitis B is mandatory for school enrollment in any grade unless there is a valid medical exemption from a California licensed physician completed in the states CAIR-ME system.

Tuberculosis (TB)

Students enrolling into a Santa Clara County school for the first time into kindergarten or upon transfer to any grade are required to have their healthcare provider complete a one-time TB Risk Assessment for School Entry form completed by a United States licensed health professional. TB risk assessment documentation is valid for up to twelve months before registration for school.

Oral Health Assessment

A dental check-up is required by May 31st of TK/Kindergarten or 1st grade for students who did not attend a California public school for Kindergarten.

For information on immunization, TB, and oral health assessment requirements, please visit the PAUSD Immunizations & Health Requirements webpage.

https://www.pausd.org/student-supports/health-services/immunizations-health-mandates

Medication During School or School Activities

Any student who is required to take medication during the school day may be assisted by a school nurse or designated school personnel ONLY if the school receives a completed "Medication Authorization Form" signed by a California licensed health care provider and the student's parent or guardian.

No medication, including herbal remedies or other over-the-counter drugs, will be stored or dispensed at school or school-sponsored events without written authorization from the physician and parent/guardian. All medication authorization forms must be renewed at the beginning of each school year before the medications can be on site. Medication must be supplied by the parent/guardian in the original container clearly labeled with the student's name, medication, dosage and directions, or original over-the-counter container. Updated forms for the next school year must be signed after the current school year ends.

In the event an emergency medication is administered, including but not limited to, epinephrine auto-injector, glucagon, and emergency anti-seizure medications, school staff will call the emergency 911 telephone number and the student’s parent/guardian. This shall not require the student to be transported to an emergency room. EMS protocol may require a parent/guardian to be present to avoid transport to the emergency room. If an emergency medication is administered, the student will not remain at school or be transported by school bus unless authorized by a district nurse.

Medication forms can be obtained from the school health office or printed from the PAUSD Medications & Specialized Health Care Procedures webpage.

https://www.pausd.org/student-supports/health-services/medications

Health Screenings

Hearing Screening

Hearing screenings are conducted by our District Nurses or other qualified professionals. Students are screened in grades TK, K, 2, 5, and 8.

Vision Screening

Vision screenings are conducted by our District Nurses or other qualified professionals. Students are screened in grades TK, K, 1, 2, 5, and 8. Color vision is screened in grade 1.

Students may also be screened for hearing or vision:

- If the parent, teacher or nurse suspect a vision or hearing problem
- As a part of special education assessments
- As needed for district health initiatives.

If you would like to opt your child out of either vision or hearing screenings, please notify the main office in writing. Opt outs must be submitted annually. These screenings do not rule out the possible existence of problems best diagnosed by a physician, vision specialist/optometrist, or hearing specialists/audiologist.

Student Activities

For up-to-date information refer to the palyasb webpage.

Student Government

All Paly ASB (Associated Student Body) and class officers are enrolled in a year-long, class also known as student government. Each class elects its president and vice president and the entire student body elects the ASB officers. With the exception of the freshman class officers, all class and ASB officers are elected in spring semester of the previous school year. The ASB officers are responsible for the planning and implementation of all schoolwide activities including freshman orientation, Club Days, Spirit Week, Homecoming, Prom, ASB Elections, CIOS, and Field Day. ASB also votes on all expenditures that support student activities and clubs on campus. Previous recipients of ASB financial support include Paly Service Day, Not In Our Schools Week, as well as several club events.

Clubs

Paly generally has 80+ active clubs on campus. The clubs reflect a wide variety of student interests including, but not limited to: politics, foreign language, ethnic heritage, sports, and service. Students can get information about the currently active student clubs during Club Day. Students may join clubs throughout the year by contacting the staff sponsor or the club president. For current club information, go to: http://www.palyasb.com/club-info.html.

Paly Id Card (W/Asb Stickers)

This is a student identification card that can be used for reduced admission to school dances and athletic events, as well as a discount on Paly Gear sold at the Student Activities Office (SAO). An ASB sticker can be purchase on the Paly webstore or at the ASB auditor's office yearly. The money raised by the sale of these cards will be used to cover the expense of schoolwide activities. Students are required to have their Paly ID cards on campus at all times for identification purposes. Students must show their ID to make ticket purchases, check out library materials, and/or pick up any pre-ordered items like the student directory or yearbook. The school is not responsible for any ID card that is lost, stolen, or damaged. *The replacement cost for the card is $5.*

School Dances

A Paly ID card is required both to purchase a dance ticket and to enter the dance. Only one ticket may be purchased per student (two with a completed guest form) for the particular school dance. You may bring one pre-approved guest, with ID. Guests from out of Palo Alto high School must complete a guest dance from by the required date. Dance tickets can be purchased in advance at the ASB Store - no tickets will be sold in person unles otherwise specificed. No refunds will be given on lost or unused dance tickets. As dances are school-sponsored events, all school rules apply. Dress appropriately for a school environment. No gum, food, or liquids may be brought in. Water and snacks will be provided inside the dance. Bags will be checked at the entrance and breathalyzers are utilized. Demeaning or sexually explicit dancing will not be permitted. *(See General Rules and Regulations in this handbook for behavior expectations).*

Homecoming Activities

Spirit Week is an entire week filled with fun activities and tons of school spirit. There is a dress-up theme for each day of the week, including class color day (freshmen are orange, sophomores are red, juniors are yellow and seniors are green). Rallies that include class contests and relays are held each day at lunch. Each class selects a theme, designs and builds a float, and choreographs and performs a spirit dance for the homecoming rally (Friday, after school). Float building takes place on campus during the week. The class floats will be brought around the track during halftime of the homecoming football game.

Lockers

Students who wish to use a school locker may obtain a lock from the ASB Auditor. All non-Paly locks placed on school lockers will be cut off. Students may share lockers. If students wish to change lockers for any reason, they should speak directly to the ASB Auditor. Lockers can be renewed at the end of each school year. Valuables should not be left in lockers. The school is not responsible for theft, damaged, or vandalized personal property.

ASB Social Media

- Main Website: http://www.palyasb.com/
- Facebook: http://www.facebook.com/palyasb
- Twitter: https://twitter.com/palyasb
- INSTAGRAM: @palyasb

Posting Of Materials On Campus

- Paly's administration has the right to determine the time, place and manner of distribution.
- Flyers and or posters for events, sponsored by the community or student clubs, may be posted on the campus bulletin boards, only after approval by the Director of Student Activities. Materials for posting can be found in the Student Activities Office (SAO) and will be provided upon approval of the flyer or poster.
- To distribute publications on campus, groups must list the name of the editor(s) and articles should have author by-lines. If the publication is not school-sponsored, the Director of Student Activities must approve the publication for distribution.

Lunch

Current information on the school meal plan and menus can be found on our district website: https://www.pausd.org/school-life/food-services

The meal components offered by PAUSD Food Services comply with all United States Department of Agriculture (USDA) and California Department of Education (CDE) standards and calorie limitations.

Due to the increase in meal participation starting this school year, some changes are necessary:

- Second lunches will not be served

Under the guidelines for the free meals for all students, only one lunch per student is allowed. If you feel that your child will need additional food throughout the day, please send additional snacks with them at the time of drop-off. Students will need to utilize their lunch card so that meals can be accurately counted.

- No cash transactions

Meals are FREE to ALL STUDENTS moving forward. There is no need to deposit money on your student's lunch account. Cash will not be taken at the point of service. There is no option to pay for additional meals as second meals are not allowed at this time.

- Food Services will assess the menu monthly

The menu selections and meal participation will be assessed monthly. Please refer to the menu for daily selections.

For more information, please visit https://www.pausd.org/school-life/food-services/about-school-meals or call Food Services at (650) 329-3720. This institution is an equal opportunity provider.

Athletics

- PALY ATHLETICS WEBSITE: https://palyathletics.com
- TWITTER: @PalyAthletics
- FACEBOOK: Palo Alto Athletics

PTSA

The Palo Alto High School's Parent-Teacher-Student Association (PTSA) strives to promote the welfare of children and youth in home, school, and community, and to increase communication and cooperation among parents, students, and teachers. PTSA supports everything from picnics to parent education speakers, teacher grants, technology support, guidance services, and student awards as well as many other activities.

PTSA membership is open to all students, staff, parents, and the community at $10 per person. The meetings are open to all. Meeting dates and the PTSA roster are listed on the next pages of this handbook. All information about the PTSA, its organization, and activities is available online at www.palyptsa.paloaltopta.org.

Communications

The Paly Link, e-news, is e-mailed on Sundays. The contents and additional information on activities, events, testing schedules, schoolwide information, and a calendar can be found at www.palyptsa.paloaltopta.org/paly-link-archive-guidelines. Subscribe by sending an e-mail to: palylink@paloaltopta.org.

Paly PTSA also offers an e-directory of family information for free. Please go to https://palyptsa.paloaltopta.org/parent-networks/ to see current ways to connect the the parent community. All Paly families that have given permission at the time of registration have been added to the system; sign-in requires the e-mail you registered your student with and a password of your choosing.

Volunteer Program

Paly offers opportunities to parents and other community members who enjoy participating as volunteer aides in many school programs. Each year hundreds of volunteers join us for regularly scheduled shifts or one-shot projects. If you would like to join us, call the PAHS Volunteer Coordinator, at 329-3895.

Parent Network Projects

Parent Networks are gatherings for parents and guardians from each grade level to get acquainted and share parenting ideas that revolve around day-to-day issues. Involved parents and guardians enjoy a supportive peer group discussion regarding their children's social and emotional development. Meetings are scheduled every 6-8 weeks with the purpose of widening circles of community, support, and responsibility. Parent Networks provide an opportunity for parents to share ideas, concerns, and strategies around issues such as friendships, communication, independence, discipline, and social life.

Boosters

Paly has parent booster groups for Instrumental Music, Friends of Choir, Sports, Robotics, Theatre, the Fiery Arts and Media Arts which are independent unincorporated nonprofits. There are also unincorporated nonprofits for TEAM and the Alumni Association. There are strong parent

organizations that do not have their own nonprofit status, but raise money for activities and have accounts with the Paly budget secretary. More info can be found at https://www.paly.net/connecting/booster-groups in the Back to School Packet or in separate mailings from the individual groups.

Palo Alto Council of PTAS

The umbrella organization for all unit PTAs in the PAUSD. Its mission is to link and support unit PTAs through training, communication, education, and advocacy. Further information about the PTA Council and its activities can be found at http://www.paloaltopta.org/.

General Rules/Regulations

The following rules and regulations are designed with the safety and welfare of the students and staff in mind. Your cooperation is expected and appreciated. These regulations reflect the more common concerns and issues that may arise. For more specific information regarding infractions, penalties, and processes, refer to the PAUSD Discipline Plan included in this handbook.

Behavior Standards

The Board of Education states that the behavior of students must reflect the standards of good citizenship demanded of members of a democratic society. Self-discipline and taking responsibility for one's actions are among the ultimate goals of education. The following statements represent policy statements of the Palo Alto Board of Education:

- Students shall obey constituted authority. This shall include conformance to school rules and regulations and to those provisions of civil law that apply to the conduct of juveniles or minors.
- Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for rights and privileges of others.
- High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability is expected of all students.

Identity Safety

The central aspect of our responsibility to our students is that of their personal safety. Therefore, it is imperative that any student who feels intimidated, uncomfortable or threatened in any way report the incident to an Assistant Principal. If the Assistant Principal is unavailable, or the student is more comfortable doing so, they may speak with a guidance counselor, a teacher or other staff member. When an incident is reported to us, we will protect the rights and needs of all students by maintaining confidentiality. It is the conviction of the Paly staff that an essential facet of student safety is ensuring that the Paly campus is free from any form of racial or ethnic slur, or negative comments about another student's sexual identity or religious beliefs. We are proud of the diversity of our student body, and strive to model tolerance and compassion in our approach to students.

It is important for students and parents to know that the school may take action for any violations of school rules which occur from the time the student leaves home for school and until the student arrives home after school. This includes incidents that occur off campus at lunch.

Appearance & Dress

Appearance and dress must be within the limits of decency, cleanliness, and appropriateness for school, and shall not interfere with teaching and learning. Shoes and shirts must be worn at all times. Appropriate tops and bottoms are to be worn at all times. An example of inappropriate clothing would be wearing underwear as the outermost layer of clothing. Bathing Suits are not

proper attire for school. Any clothing advertising or displaying alcohol, illegal substances or activities, guns/weapons, and all gang-related apparel is strictly prohibited.

Student Body Cards & Ids

All students will be issued a student body/ID card for the purpose of buying dance tickets, entering dances, checking out library materials, displaying permission to access the Internet, attendance, and for identification. Students must identify themselves to staff members upon request.

Visitors

Student visitors are not permitted on campus. Paly does not permit “shadowing.”

Unauthorized Presence On Campus

All students are to be present on the campus in which they are enrolled. Students who do not abide by this regulation may be suspended.

School Property

Students are responsible for textbooks, Chromebooks, library books, and other school property, which is loaned to them even if left on school grounds or lockers. If textbooks, library books, or other school equipment is lost, damaged or stolen, the student is held responsible until the obligation is cleared. The school is not responsible for theft, damaged or vandalized personal property.

Grounds

Students are requested to put all litter in the trashcans and empty cans, bottles and containers in green and blue recycling bins. Students are not to sit in cars during school hours. Students should not be in classrooms without school personnel supervision.

Open Campus

The Paly campus is an open campus. Students frequent the Town and Country establishments during the lunch hour and are permitted to leave the campus during prep periods.

The California Education Code provides that “no school staff member or employee of the district shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property unless the district, board, or the person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school or otherwise specifically assumed such responsibility. Only in the event of such a specific undertaking such as a field trip would the district, board, or person be liable or responsible for conduct or safety of any pupil only while such pupil is or should be under the immediate and direct supervision of any employee of such district.” (E.C.44807.5)

Town & Country

Students must always use the crosswalk at the pedestrian signal light and be considerate of store owners and other shoppers. Town and Country rules prohibit the following:

- Standing, walking or sitting in such a way as to cause inconvenience to others.
- Possession or use of illegal substances (including tobacco).
- Disorderly or disruptive conduct of any nature, including: use of obscene or insulting language/gestures; running, yelling, fighting; throwing objects or littering; and playing radios, tape players, compact disc players or similar electronic devices.
- Loitering
- Riding skateboards or roller blades.
- Riding bicycles on sidewalk.
- Any act which could result in physical harm to persons or damage to property.
- Violation of any of the foregoing may result in revocation of your permission to enter onto or remain on Palo Alto Town and Country Village property, and may result in police action.

Students not abiding by these rules can and may be banned from Town and Country during school hours.

Prohibited On Paly Campus

- Gambling, dominoes and card games of any variety.
- Bringing pets, friends, siblings or children to school.
- Individual listening devices, such as smart phones, compact disc players or iPods, may not be used in any classroom or building without express permission from a teacher or other staff member.
- Playing with hacky sacks, balls, or frisbees is confined to the fields only, and is permitted as long as the activity is not disruptive.
- Students must remain quiet outside of all classrooms while school is in session, or it may be necessary to restrict these areas (particularly near the library).
- Any electronic communication device (cell phones, etc.) that is judged to be disruptive may be confiscated at the discretion of the teacher or other staff member.

Classroom Focus Policy

Learn. Connect. Respect.

Purpose:

To minimize distractions, create a culture of learning, and increase student engagement and social interaction in the classroom.

Expectation:

Upon entering the classroom, students will power off or silence their devices and place them in the designated classroom holder. Devices remain in the holder until you are released at the end of the period, including during bathroom breaks.

Regulated Devices Include:

- Smartphones: Must be placed in the designated holder.
- Smartwatches: Must be silenced and stored in the holder if used for communication.
- Smart Glasses & Wearables: (e.g., Meta Glasses) Must be powered off and stored in backpacks; these are strictly prohibited from being worn during instructional time.
- Wireless Earbuds: (e.g., AirPods) Must be stored away in backpacks.
- Personal Laptops: Use is for approved educational tasks only; "mirroring" text or iMessages to your screen is a policy violation.

Protocol:

- Deposit: Place only your personal device in the holder—do not handle peers' technology.
- Storage: Devices stay secure until the end-of-period bell.
- Exceptions: Access is permitted only for documented medical needs (e.g., glucose monitoring), IEP/504 accommodations, or specific teacher-led activities.

Consequences for Unauthorized Use:

1. **First Offense** – Student emails parent/guardian, CC'ing teacher and alpha admin, to explain future compliance.

2. **Second Offense** – The device is confiscated by an administrator; students may pick it up at the end of the school day.

3. **Third Offense** – The device is held by an administrator; a parent or guardian must come to campus to collect it.

Respect the learning environment—stay present, stay focused.

Thefts & Vandalism

Thefts, vandalism and all incidents of tampering with personal or school property should be reported to the Main Office. Students responsible for such behavior or who are in possession of stolen property will be subject to disciplinary action and referral to the police. Restitution will be made as provided for by law. The school is not responsible for theft, damaged or vandalized personal property. Students should not bring valuables or large sums of cash to school. Students should keep valuables in their pockets or inside their backpack. Gym and other lockers should be kept locked at all times. Bikes should be locked at all times. If your bike is stolen, please report this to the main office.

Pranks & Other Illegal Activities

Activities that are dangerous, destructive, disruptive, or demeaning are not acceptable on campus. This includes "streaking", possession or throwing of water balloons or eggs, placing students in trashcans or otherwise showing disrespect to each other. Squirt guns, "Super Soakers", paint ball guns, and all other liquid projecting devices (including water bottles if used for the purpose of throwing water) are NOT allowed. Students are prohibited from using paint without authorization, entering any locked facility, or climbing on any roof. Students should be aware that even if they intend no harm, if they are involved in such activities, they are subject to disciplinary action, which may include suspension. Police will be called to investigate illegal activities. When there is a cost involved in a "prank" and the school is unable to determine the individuals involved, the cost is charged to the grade level class responsible for the prank. As a consequence for being involved in such activities, students may be barred from participation in school activities, commencement and graduation activities, and auditioning for or performing in Baccalaureate and commencement ceremonies. Seniors who are caught streaking will be suspended for 2 days. Students will also meet with PAPD. If streaking continues, students will be in jeopardy of not participating in their senior activities, including graduation.

Inappropriate Objects

Objects that are not directly related to a classroom project or assignment and approved by a staff member are not permitted on campus. This may include but is not limited to: lighters, matches, sharp objects, laser pointers, noise makers, water balloons, squirt guns, paint balls, eggs, pocket knives, box cutters, pepper spray, poppers, firecrackers, spray cans of any type. The presence of inappropriate objects can create a disruption. A student who brings an object to the campus is responsible for the object brought onto the campus. The school cannot assume responsibility for lost/stolen personal items.

Weapons

Firearms (including look-alikes), knives, explosives, fireworks, paint ball guns and other instruments usable as weapons may not be brought onto campus. Penalties are severe and will range from suspension from school to expulsion from the school district and arrest, per state Educational Code.

Alcohol & Other Drugs

Students may not use, be under the influence of, buy, sell or give intoxicants or any controlled substance to others, including prescription medication. Violation of this rule results in immediate disciplinary action that will range from suspension to possible expulsion from the school district. If the final disposition is reinstatement on this campus, students may be barred from participation in school-related activities, dances, commencement and graduation activities.

Tobacco-Free School

In order to support and reinforce the District's educational efforts to prevent student tobacco use through adult modeling, the Board of Education established on July 1, 1992 a Board Policy and Administrative Regulation (BP/AR 5131.62) declaring Palo Alto Unified School District tobacco-free. It is the responsibility of all staff and community members to implement this policy in school buildings and school-owned vehicles, on school grounds, and at school-sponsored events off campus. A student may be suspended or recommended for expulsion from the school in which the student is enrolled if the student has violated California Education Code, Section 48900, as follows: Possessed or used tobacco or products containing tobacco or nicotine. Consequences may range from a warning to suspension or expulsion.

Vaping

Vaping any substance is prohibited on school grounds. Vaping paraphernalia of any kind is also prohibited on campus.

Peanut Allergies

Parents and students are strongly encouraged not to bring peanut products to school, as there are some students who have life-threatening allergies to nuts on campus. Parents are also strongly encouraged to avoid nut-products when bringing food on campus for groups of students (class, clubs, etc.). Any food items with nuts that are intended to be shared with other students must be labeled as such.

Dance Policy

Since dances are school-sponsored events and all school rules must be followed, the dance etiquette protocol is designed to ensure that dances are safe and comfortable for Paly students:

- Must bring an official Paly ID
- Chewing gum is not permitted in the dance
- No food or drinks may be brought into the dance
- Clothing must be school appropriate (see school dress policy in this handbook)
- Dancing must be appropriate for a school function (no demeaning or sexually explicit dancing)
- Courteous behavior is expected at all times

A Paly ID card is required to purchase a dance ticket and also to enter the dance. Only one ticket per student may be purchased. Tickets cost $5 with Student Body sticker and $10 without. No refunds will be given. Students without ID cards at the door may not be allowed entrance.

Non-Paly students may attend the Prom or a designated dance only if a Paly student adheres to the following regulations:

- Dance ticket must be purchased by the guest pass application deadline
- Guest pass application must be completed and approved (If a guest cannot completely fill out the guest form application, the guest must make an appointment to meet with the Director of Student Activities in person.)
- Guest must be accompanied by Paly host student (Only one guest per Paly student)
- Guest is required to bring a photo ID card

Any violation of these rules will result in dismissal from the dance and may result in additional disciplinary action. Please see dance information in the Student Activities portion of this Handbook.

Transportation & Parking

Sharing the road safely is important for all Palo Alto High School students regardless of how they come to school – on foot, on bike or in a car. Students found violating traffic regulations or operating vehicles in an unsafe manner will lose their driving privileges on campus.

- Drivers should maintain a safe speed and drive courteously at all times. Campus maximum speed is 10 m.p.h.
- Pedestrians and school buses always have the right-of-way.
- Student vehicles may not be driven through campus or in the staff parking areas by the Big Gym or by the 300 building.
- There is no parking beyond the football field.
- Speeding, careless driving/biking or dangerous driving/biking, as deemed by the administration or the Palo Alto Police Department (PAPD), will be considered driving/biking in an unsafe manner.

Drop-Off Zones

Drivers dropping-off students on campus should:

- Use the designated drop-off zones in a safe and courteous manner – pull all the way forward and have students exit the vehicle on the right side, next to the curb.
- Follow the recommended circulation pattern to exit the parking lot safely.
- Avoid entering staff parking areas inside the gym gates or beyond the 100 building and the Embarcadero bike parking area.
- Obey any instruction from school staff.

Bicycles

Follow the rules of the road! Bike traffic across campus is prohibited from 8:45 a.m. to 4:10 p.m. – bicycles must be walked when on campus and may be ridden once you reach the parking lot. All bikes should be parked and locked in designated areas; otherwise, campus supervisors may lock them up. The school is not responsible for bike vandalism or theft, however all bike thefts and/or vandalism should be reported to the main office. No one is to loiter in the bike area. Any bike thefts should be reported immediately to the main office, as well as the Palo Alto Police Department. It has been our experience that bike thefts occur when student fail to lock their bikes. Please be sure to take the time to lock your bike!

* California state law requires students to wear bike safety helmets.

Skateboards, Rollerblades, & Scooters

These may be used on campus as a form of transportation ONLY between the street and the nearest bike rack. They must be stored in lockers upon arrival. Policy regulations stipulate that skateboard riders are required to obey all applicable traffic laws.

General Parking Regulations

Parking on campus is a privilege and requires compliance with all parking and traffic regulations. All vehicles must visibly display a Palo Alto High School (PAHS) or PAUSD parking permit (see regulations below). Failure to properly display a permit will be cause for a parking citation to be issued by the Palo Alto Police Department (PAPD). All vehicles must park within a designated marked parking stall. Vehicles must park between signs and may not block any part of the roadway or lot.

*** All provisions of the California Vehicle Code pertaining to parked vehicles will apply and may be enforced on PAHS grounds unless specified otherwise. Parking regulations will be enforced Monday thru Friday from 7:00 a.m. to 4:30 p.m.*

Permits

Student Permits

Students who drive to school are required to purchase and display a PAHS student permit. (See procedure for purchase of permits on next page.) This permit must be displayed on the lower left corner (driver's side) of the windshield. <u>It is the responsibility of the driver to ensure that the permit is visible from the outside.</u> Vehicles displaying a student permit may only park in student designated parking areas. They may not park in Staff or Visitor areas, nor may they park in red zones, fire lanes or in a disabled stall without a proper disabled placard. Students parked in an area other than designated or student-only parking areas could be issued a citation by the PAPD.

Staff Permits

Staff personnel will be required to display a PAHS or a PAUSD permit which must be hung from the front of the rearview mirror and visible from the outside of the vehicle. <u>It is the responsibility of the driver to ensure that the permit is visible from the outside.</u> Vehicles displaying a staff permit may park in Staff or Student areas, or spaces with "Visitor" written on the ground. In addition, they may not park in red zones, fire lanes, or in a disabled stall without a proper disabled placard.

Visitor Permits

Parents, volunteers, and other visitors to the campus may park in Student or Visitor parking stalls. Unless using the 10-minute visitor spaces, a daily/temporary permit must be obtained at the Front Office. The daily/temporary visitor permit must be placed on the front dashboard, and the expiration date must be clear and visible. Visitors may park in the Visitor or Student areas only. Under certain circumstances, students may obtain daily/temporary permits from the Auditor. Students with temporary permits may only park in designated student-only lots. Vehicles with daily/temporary permits may not park in Staff areas, red zones, fire lanes, or in a disabled stall without a proper disabled placard.

Important Parking Information

- Only park in a disabled stall, or any part of it, if you have a current, valid disabled placard or license plate. Vehicles blocking or parked in disabled stalls without a visible, properly displayed disabled placard or license plate will be cited.
- There is absolutely no parking allowed in designated fire lanes and red zones. Vehicles parked in fire lanes or red zones will be cited and may be subject to towing.
- Vehicles must park within a designated marked parking stall/space. Vehicles parked outside of a designated parking stall/space or taking up more than one parking space will be cited.
- All parking citations must be paid to the City of Palo Alto Revenue Collections Department. To contest or appeal a citation, follow the directions on the reverse side of the citation or call Revenue Collections at (650) 329-2252. If you need further assistance please call (650) 329-2411. The high school cannot negate tickets.
- PAHS is not responsible for fire, theft, vandalism, or damage to any vehicle in the PAHS parking lots.
- Parking permits will remain the property of PAHS. They are issued for the sole use of the purchaser and may not be sold or given to another student.
- Permits are only transferable between vehicles listed on the parking permit application, which is on file with the ASB Auditor.
- Help PAHS maintain good relations with our neighbors. Do not park at Town and Country or in the Southgate residential neighborhood.

Procedure For Purchase Of Parking Permits

Parking Permits will be available for purchase for Seniors and Juniors only. Seniors will have priority, and after this time will be distributed through a lottery for Juniors. During the school year, permits will be sold at the ASB Bookkeeper's office, prorated by quarter. To obtain a permit, you must first fill out the online form titled Parking Permit Application. Once submitted, the ASB Bookkeeper will contact you with instructions for payment and permit pickup. Please familiarize yourself with Student Parking Regulations, and park only where permitted.

Note: Spaces are limited. Parking enforcement typically begins **three weeks after school starts**, so be sure to apply early!

Please familiarize yourself with Student Parking Regulations, and park only where permitted.

Academic Integrity

Honesty, trust and integrity are vital components of the education process. The School Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty.

Teachers care about student learning and as a community we value honesty, trust, and personal integrity. Academic integrity is an integral component in fostering self respect, achievement and positive relationships among all stakeholders in our District community. Our Academic Integrity Policy is intended to clarify the expectations we have for all students to maintain an ethical climate that values honesty, effort and respect for others.

Students are expected to produce their own work, complete course activities themselves, and take course exams, tests or quizzes without the assistance of others or AI tools unless otherwise directly specified by the teacher. Students and families should understand and act upon the values of academic integrity and should encourage the highest standards of academic behavior from themselves and their peers.

Considerations for the use of Artificial Intelligence (AI)

Students:

AI is evolving constantly. Current considerations:

- Using AI to write college essays: Please be aware that you should not input any personal information into AI. Anything entered is inputted into the system database and you lose confidentiality. Output can be considered the intellectual property of the AI you use, which means the information may appear in another query. We discourage students from using AI to write college essays.
- There is now a way to cite Gemini in MLA or APA . You need to discuss with your teacher and check class syllabi on what use of AI is acceptable in their class.
    - The use of any generative AI content requires correct MLA or APA citation.
    - MLA formatting requires direct citation of generative AI content (text and image) as well as any functional use of the tool for editing or translation.
    - APA formatting requires direct citation generative AI content be treated in the same manner as a "personal communications."
    - For both MLA and APA citation formatting, please follow your teacher's instructions regarding the preferred style, parenthetical or footnote, and Works Cited or References page

Teachers:

AI is constantly evolving and will likely be used widely in many jobs our students will have after they have completed their schooling. Please consider how your class can help students use AI appropriately to assist them with their learning. There is now a way to cite Gemini in APA or MLA. Teachers should make expectations clear with their students about what use of AI is acceptable in their class through the course guide/syllabus.

Definition of Academic Misconduct

Cheating is a form of academic dishonesty in which an individual acts dishonestly or unfairly in order to gain an advantage on an assignment, project or test, thus undermining the integrity of an assignment or exam.

Teachers, Administrators, and parents/guardians are responsible for helping the student understand how their actions have harmed others (classmates, staff) and what steps can be taken to rebuild trust and relationships they have potentially damaged. Staff will solicit the help of School Counselors, Teacher Advisors, and Wellness staff when appropriate.

CATEGORIES OF ACADEMIC DISHONESTY

Category A – Violations includes, but are not limited to:

- Talking to or communicating with another student during an exam, test, or quiz.
- Copying any minor assignment, such as a one-night homework assignment (not including tests or quizzes) assigned to be done independently. If it is not clear which student did the original work, and which student copied the work, both are guilty of a Category A violation.
- Sharing work on a minor assignment with another student with the reasonable expectation and intention that the other student might plagiarize that work.

Category B – Violations includes, but are not limited to:

- Submitting plagiarized work, (other than copying a minor assignment as defined in Category A.) In the case of plagiarized work between students, if it is not clear which student did the original work, and which student plagiarized the work, both students are guilty of a Category B violation.
- Looking at another student's work or paper during an exam, test, or quiz.
- Using any unauthorized material (cheat sheet) or device during an exam, test, or quiz (including translators, calculators, cellphones, computers, AI glasses, etc).
- Giving or receiving test information, in any form, to or from students in other periods of the same teacher or same course or from previous school years.
- copying or closely paraphrasing sentences, phrases or passages from an un-cited source for a paper, project or lab report, including work submitted through Turnitin.com
- submitting papers, projects, or lab reports taken from the internet, other publications,

or other students, including work submitted through Turnitin.com.
- submitting individual papers, projects, or lab reports that are not wholly your own work
- submitting translations from internet-translation/and or AI generated programs
- submitting a computer program developed in whole or in part by someone else

Category C – Violations includes, but are not limited to:

- Removing, copying, photographing, and / or recording any testing materials (including scratch paper) from the designated testing environment
- Stealing (or photographing) exams, projects or assignments.
- Creating/posting an online database of shared testing questions and/or materials
- Altering grades on a computer database or in a grade book.

CONSEQUENCES FOR ACADEMIC DISHONESTY

*Teacher's professional judgment shall determine whether cheating has occurred

1st offense CATEGORY A CONSEQUENCES	1st offense CATEGORY B or 2nd offense of CATEGORY A CONSEQUENCES	CATEGORY C or any second offense of B and 3rd of A Consequences
• Student must redo the assignment/summative assessment under supervision to evaluate understanding of material • Teacher will contact parent/guardian (via e-mail, phone call, or mail) • Teacher warns student about cheating policy • Referral must be sent to Assistant Principals • The Assistant Principal will enter the infraction in IC under behavior log and meets with student	• One of the following **per teacher decision**: ○ No credit or 0 on assignment/summative assessment ○ Must re-do assignment/summative assessment ○ Must do alternate assignment/summative assessment • Teacher notifies parent and administrator (via e-mail, phone call, or mail) • Written referral must be sent to Assistant Principals • The Assistant Principal will enter the infraction in IC under behavior log and meets with student and family • Student will be required to write a reflection and submit the reflection to administration. • Student will be placed on Social Probation for 1 week (Social Probation may include the inability to attend dances,	• Student receives a zero on the assignment • Teacher notifies parent and administrator (via e-mail, phone call, or mail) • Administrator logs offense in IC and meets with the student and family to determine additional consequences, which may include suspension or expulsion, completing a community service project related to academics, or other appropriate consequences. • Student will be required to write reflection and submit the reflection to administration. • Student will be placed on Social Probation for 2 weeks (Social Probation may

1st offense CATEGORY A CONSEQUENCES	1st offense CATEGORY B or 2nd offense of CATEGORY A CONSEQUENCES	CATEGORY C or any second offense of B and 3rd of A Consequences
	sporting events (as a spectator), artistic performances (as a spectator), and other community events.)	include the inability to attend dances, sporting events (as a spectator), artistic performances (as a spectator), and other community events.) ● Student becomes ineligible to receive awards or scholarships awarded by the school and/or to participate in awards ceremonies

**Academic consequences are at teacher's discretion. These are recommended consequences.*

When a student has violated the Academic Integrity Policy the following steps will occur:

1. The teacher gathers evidence of cheating/plagiarism, <u>and</u> confers with the student.
2. The teacher communicates the details of the student conversation and determines the grading outcome to the assistant principal (report to admin supporting students by last name) through the paper student referral form.
3. The teacher will contact the parent/guardian (cc. Admin, School Counselor, Teacher Advisor, and Case Manager when applicable) informing them of the infraction and grading outcome.
4. The administrator will record a summary of facts regarding the academic dishonesty in Infinite Campus.
5. The administrator will review the violation and the student's disciplinary history in regards to academic dishonesty to determine appropriate disciplinary action.
6. The administrator will meet with the student and contact the parent/guardian.

Teachers, Administrators, and parents/guardians are responsible for helping the student understand how their actions have harmed others (classmates, staff) and what steps can be taken to rebuild trust and relationships they have potentially damaged. Staff will solicit the help of School Counselors, Teacher Advisors, Wellness staff and Case Managers (if applicable) when appropriate.

Grading Outcomes/Disciplinary Actions

A student may face consequences for prior violations of this policy that are discovered in the course of investigating a subsequent allegation. If a single incident of cheating encompasses more than one violation, the consequences for subsequent violations may be applicable.

Letters of Recommendation: Letters of recommendation by District staff do not fall within the purview of this Policy. Any decision to rescind or amend a letter of recommendation is reserved for the independent discretion of the staff member who wrote it.

If a student is accused of a Violation of the Academic Integrity Policy, they may present evidence in their defense, and respond to any evidence presented in support of the accusation. Turnitin.com, the observations and testimony of teachers, staff and other students and any materials submitted by the student may be used to establish the facts of the case.

Acceptable Computer/Internet-Use Policy

Student Expectations: District Guidelines can be found here.

A charged device must be brought to school every day at 1:1 school sites:

- This may be a personal device such as a laptop/tablet or a PAUSD issued device such as a Chromebook

Best Practices:

- Log out of and close all applications before device put into sleep mode
- Replace and charge all portable devices you borrow (from carts, etc.)
- Check Schoology regularly for class and school updates

Practice responsible digital citizenship, including, but not limited to:

- Copyright and Fair Use
- Students are expected to always log in with their PAUSD accounts and work under their own name, never under pseudonyms or anonymously
- Students should always “think before you post.” As citizens in a digital society, students must consider the consequences and permanent nature of technology use, often referred to as “digital footprints.”
- Student conduct shall reflect consideration for the rights and privileges of others.
- Access to devices and the internet network is a privilege, not a right; students must use technology in responsible and ethical ways.
- Activities that are strictly prohibited at school: Gaming, gambling, streaming videos or other content from personal accounts. Additionally, during instructional time engaging in social media, texting or any other kind of instant messaging is prohibited.

- Some students may find games, applications and social media available on cell phones addictive. In these cases, the education of such students is greatly disrupted, and this behavior may lead to further problems. If this behavior is witnessed by district staff the student and parents may be contacted and asked to leave the device at home.
- Report any intentional theft, vandalism, or accidental damage to school devices.

Avoid inappropriate behaviors including, but not limited to:

- Discrimination, bullying, cyberbullying, harassment, intimidation, plagiarism, theft, vandalism and hacking
- Posting to or creating a "Burn Page," false profiles, or creating a credible impersonation of another actual student
- Photographing/recording/videotaping individuals without their express permission
    - Consent for photographs or videos must come from the parent or guardian of any student under 18 years of age

Technology for Personal Use:

- Students who bring personal cell phones or other devices to school must use this device in a responsible manner
- If personal devices are judged to be disruptive the teacher, school or district has the right to confiscate the device and return it to the parent or guardian.

No hacking or other purposefully malicious activity. This includes hacking into any websites or systems to:

- Manipulate data
- Play with, experiment with, or test systems or devices
- Disrupt systems

Content Creation & Curation

- Only school appropriate content should be created and stored using district devices and/or network.
- All content must be free of any hate speech, profanity, obscene or vulgar content or language, bullying, discriminatory language or images of any kind, harassment (including sexual harassment), intimidation of others, hazing, extortion, reference to violence against others, reference to illegal drug or alcohol use or anything that could endanger others, including terrorist threats.
- Content must be free of any malicious pranks, jokes or any other illegal behaviors.

About Privacy

- All school devices as well use any personal device using a PAUSD internet connection are not private.

- Students can have any device, search history or download searched, reviewed and managed by the school district.
- Students should assume that everything they do is viewable by others, including documents, e-mails and instant messages.
- Student passwords - Students should always protect their passwords. Students should not write down passwords in highly visible places or share passwords with others.
- Others' passwords - Students are prohibited from having passwords, or any other secure information for other students, staff members or the district, including district passwords (example: Wi-Fi access passwords).
- Do not share sensitive personal information online. This includes, credit card numbers (no online shopping), social security numbers, student location data or address, student first and last name, or e-mail address on any applications or websites.

School-based Consequences:

- Students can lose the privilege of using a PAUSD device or a personal device while at school.
- In some cases, students and parents or guardians may be required to attend educational sessions about the responsible use of technology.
- Suspension or expulsion can be used in cases of severe violations of this acceptable use policy.

Legal and Criminal Consequences:

- For all illegal activity the police or appropriate authorities will be notified.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health.

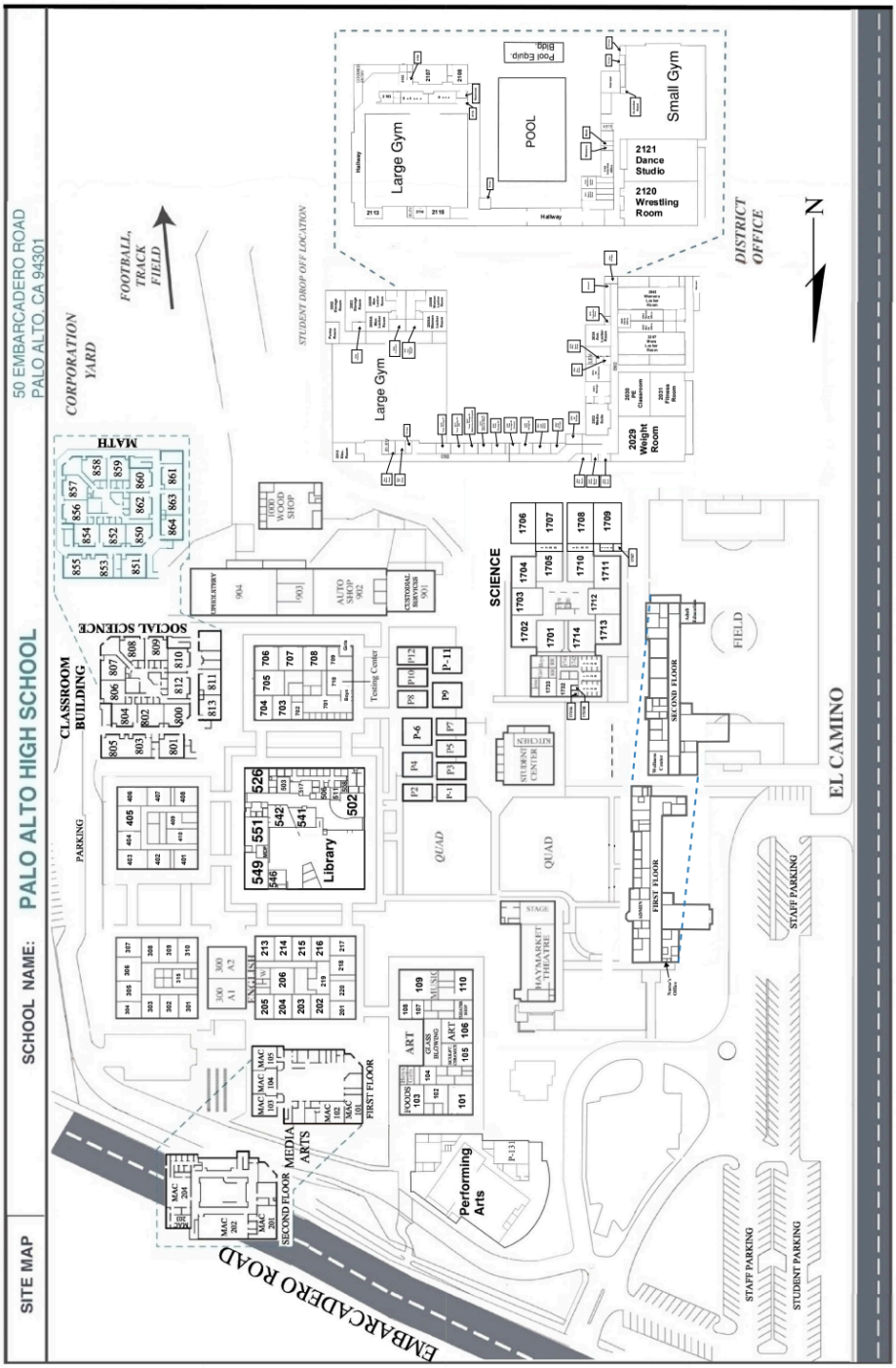
How to Report a Problem

For any students or parents/guardians that encounter problems such as cyber bullying, unacceptable use of technology, hacking, etcetera, please report the incident as soon as possible or within 24 hours to a school site administrator.

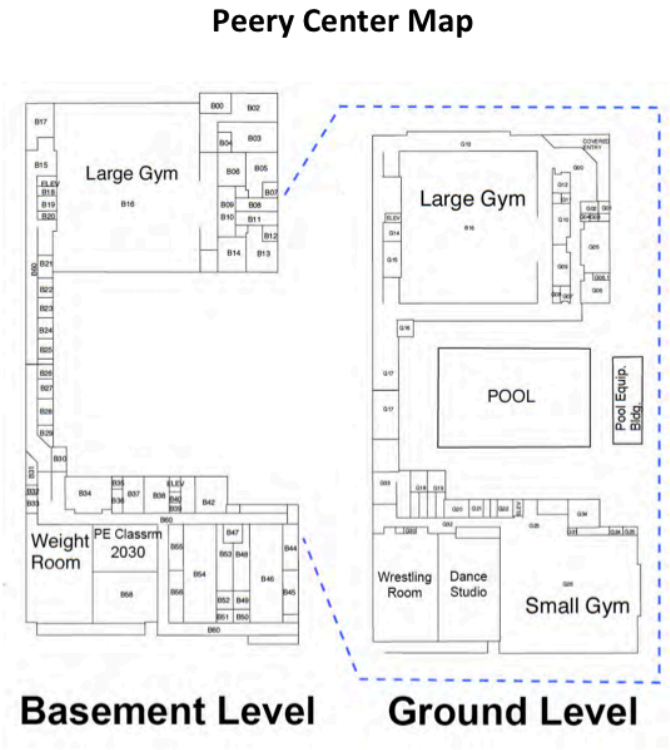
Administrative Regulation 6163.4

Key Information & Locations

School Map



Peery Center Map



District/Policies

The following pages contain several important board policies.

To view all policies, please visit: https://www.pausd.org/policies#/browse

Homework:

In addition to the information contained earlier in this handbook and in the teacher's course guide, more information about district policies around homework can be found:

BP 6154: Homework/Make-up Work

AR 6154: Homework/Make-up Work

Conduct and Discipline

In addition to the information and expectations as outlined earlier in this handbook, guidelines as determined by the school board can be found at the following links:

BP 5131: Conduct

AR 5144: Discipline

BP 5144: Discipline

Consequences: Consequences for first and second minor offenses at the School Site Level may include the following:

- Detention/restriction of privileges/work detail
- Counseling by teacher
- Referral to Administrator for appropriate action
- Parent notification
- Weekly progress reports
- Parent conference
- Assignment community service
- Referral to counselor
- Loss of privileges – school activities, commencement and graduation activities

Consequences for major violations may include the following:

- Teacher suspension from class for same day and the next (up to two class periods)

- Student behavior contract
- Referral to the Police Department
- Involuntary transfer
- Referral to community agencies
- Referral to district-level committee (example, School Attendance and Review Board)
- Juvenile court referral
- Modification of schedule, program, or shortened day
- Administrative suspension from school from one to five days
- Consideration of expulsion

AR 5144.1: Suspension & Expulsion/Due Process

BP 5144.1: Suspension & Expulsion/Due Process

Laws On Driving / Illegal Substances

Senate Bill 1300, effective January 1, 1989, calls for a one-year mandatory suspension of driving privileges for any person under the age of 21 years who has been convicted of possessing or using alcohol or other illegal drugs. Minors between the ages of 13 and 16 who receive such a conviction will have to wait a full year before obtaining their driver's license once they reach the age of 16. This Bill also imposes mandatory jail sentences of any individual who injures another person while driving under the influence with a suspended or revoked license.

For further information on this Bill you may contact Robert Ryan, Critical Health Initiatives Unit, at (916) 322-4018.

California Education Code Section 48900(h) indicates that possession and use of tobacco is a suspendable offense. California Penal Code Section 308(b) reads,

> *Every person under the age of 18 years who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, products from tobacco, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars ($75) or 30 hours of community service work.*

The Brady-Jared Teen Driver Safety Act of 1997 reads in part,

> *...For the first 6 months after obtaining the provisional license, the teen driver cannot transport persons under the age of 20 unless accompanied by a licensed driver who is at least 25 years of age. For the first 12 months after obtaining the provisional license, the teen driver cannot drive between the hours of midnight and 5 a.m. unless accompanied by a licensed driver at least 25 years of age.*

Unlawful Discrimination Notice

The district will not tolerate discrimination, including discriminatory harassment, intimidation, bullying or any other behavior that infringes on the safety or well-being of students, staff, or any other persons within the district's programs and activities whether directed at an individual or group. This includes but is not limited to discriminatory harassment, intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, nationality, national origin, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

(Education Code 234.1)

Reporting & Intervention

Any student who believes he or she has been subjected to unlawful discrimination, including discriminatory harassment, intimidation or bullying or any other individual who believes that a student has suffered unlawful discrimination is encouraged to notify school staff immediately. In addition, an anonymous reporting link is on the district website as a means of affording individuals a way to report any incidents of bullying confidentially.
(https://www.pausd.org/school-life/health-wellness/bullying-prevention)

School staff who witness unlawful discrimination are required to immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) Staff is also required to report the incident to the Principal or designee.

The Principal or designee must notify the parents/guardians of the individuals involved in the incident. He/she also may involve school counselors, mental health counselors, and/or law enforcement where appropriate.

Complaints & Investigation

The district is committed to conducting a prompt investigation of all complaints of unlawful discrimination. Any student, parent/guardian, third party or other individual or organization who believes that he/she or another student or group has been subjected to unlawful discrimination, or who has witnessed such conduct, may report the conduct orally to any school employee or administrator, and/or file a formal written complaint with District Compliance Officer pursuant to AR1312.3 - Uniform Complaint Procedure ("UCP").

Complaints under the UCP will be resolved within 60 days of receipt of the complaint.

The following position is the designated Compliance Officer to handle UCP complaints regarding unlawful discrimination and to answer inquiries regarding the district's nondiscrimination policies:

Associate Superintendent – Educational Services
25 Churchill Avenue, Palo Alto, CA 94306
(650) 329-3709

Discipline

Students who engage in discrimination, including discriminatory harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline in accordance with applicable law and as provided in Board Policy (BP) and Administrative Regulation (AR), up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Other possible responses include, but are not limited to, those listed in AR 1312.3 Section F– Remedial Action, such as counseling and academic support for the subject of the complaint, separating the subject of the complaint and the individual who engaged in the discrimination, and follow-up inquiries to ensure that the discriminatory conduct has stopped. Steps may also include training or other interventions for the larger school community.

Though an incident of alleged discriminatory harassment, intimidation, and/or bullying may occur outside a district program or activity, if the effects of the incident result in discriminatory harassment, intimidation, or bullying in a district program or activity that is sufficiently serious to interfere with or limit the targeted student's ability to participate in or benefit from the program or activity, the school must respond promptly and effectively to eliminate the harassment that is occurring in the district program or activity, prevent its recurrence, and address its effects. Such response may include discipline of the alleged harasser and interventions for the targeted student, as described above.

Prohibition Against Retaliation

Retaliation against a student, parent/guardian or other individual because he or she has filed a complaint or assisted or participated in an unlawful discrimination proceeding, or who has otherwise acted to assert the rights of students to be free from unlawful discrimination is also prohibited. Any student or employee found to have retaliated against another in violation of this policy will be subject to discipline as described above.

Students who knowingly file false discrimination complaints or give false statements in an investigation will be subject to consequences including discipline measures up to and including suspension and expulsion.

Nondiscrimination, Bullying, Harassment, and Complaint Policies & Procedures

The Board of Education of the Palo Alto Unified School District shall provide equal opportunities in all areas and assure that there will be no discrimination against any person on the grounds of race, religion, age, sex, national origin, color, disability, political belief, sexual orientation, marital status or veteran's status. The following policies outline PAUSD expectations and procedures:

- BP 5131.2: Bullying Prevention
- AR 5131.2: Bullying Complaint Procedures
- BP 5145.7: Sexual Harassment
- BP 5145.3: Nondiscrimination/Harassment
- AR 5145.3: Nondiscrimination/Harassment

- BP0410: Nondiscrimination in District Programs and Activities
- TITLE IX
- Section 504
- BP1312.3: Uniform Complaint Procedures
- AR 1312.3: Uniform Complaint Procedures
- AR 1312.4: Williams Uniform Complaint Procedures
- BP 1312.2: Complaints Concerning Instructional Materials

Parents & Community

Parent & Community Involvement

California Education Code Sections 11501-11504 requires that school districts recognize the necessity and value of parent involvement to support student growth and academic achievement. The premise of the enabling legislation, Assembly Bill 322, underscores the long-standing belief of the Palo Alto Unified School District that a child's education is a responsibility shared by school, community, and family during the entire period the child spends in school.

The Board of Education of the Palo Alto Unified School District recognizes the necessity and value of parent and community involvement to support student growth and academic achievement. The Board of Education believes that a child's education is a responsibility shared by school, community, and family during the entire period the child spends in school. Furthermore, the Board believes that the education of children will be enhanced if parents, community members, and educators share their collective knowledge and skills. To assure a collaborative partnership, the Board, administration, and staff are committed to:

- Supporting community members and parents as collaborative decision-makers and assuring opportunities for their participation in governance, advisory, and advocacy roles.
- Fostering an environment in each school that invites and welcomes community members and parents in supporting, enriching, and evaluating children's education.
- Recognizing the diverse characteristics of school communities, including special needs and interests, which may result in models of involvement unique to each site.
- Providing support and resource information for school staff, community, and parents to enable them to implement and sustain appropriate parent involvement from kindergarten through grade 12.
- Providing clear, timely communication among school, community, and the family as to school programs and children's progress.
- Working with the community and parents to identify techniques that will encourage the cognitive and social/emotional developments of students.
- Providing appropriate training that will support effective participation of staff, parents, and community members in specified decision-making, instructional, and other school activities.
- Helping connect schools, community, students, and families with resources that provide educational enrichment and support.

- Encouraging parent and community education programs which will enhance parenting skills and foster conditions in the home and community that support children's cognitive and social/emotional development.

The Superintendent is directed to initiate actions which will familiarize parents, community and staff with the goals of this policy and provide in-service training opportunities which will help the different parties work effectively together. Reports shall be provided on a regular basis that indicates how the goals of this policy are being implemented.

Board of Education – 1/21/92

Parent Concerns

Concerns raised by parents/guardians about school district personnel should be resolved as quickly as possible. Therefore, parents or guardians of students in the PAUSD are urged to discuss their concerns directly with the employee(s) in question when concerns surface.

If the concern is not resolved with the employee(s) at this first level, the parent/guardian should then put the concern in writing and direct it to the employee's immediate supervisor, the principals at the elementary school, the assistant principal and the principal at the secondary level.

The immediate supervisor shall give a copy of the document to the employee(s) and shall review the concern with the employee(s) to attempt a resolution of the matter. If the concern is not put into writing at this stage (second level), the district will be unable to respond.

If the concern is put into writing, the supervisor shall respond in writing within ten (10) working days of receipt of the document. The response shall be directed to the employee(s), the parent/guardian and, at the secondary level, to the principal, and shall state the proposed resolution.

If the resolution is unsatisfactory, the parent/guardian may request that the matter (including initial document and the supervisor's response) be forwarded to the Superintendent or his/her designee. This request must also be in writing. The Superintendent or his/her designee shall respond in writing within twenty (20) working days after receipt of the written request (and documentation) to the parties with his/her resolution of the concern.

Appeals of the Superintendent's decision may be made to the Board of Education.

Education Code, Section 35160.5 (10/84) Revised (11/87)