

# Riverside Unified School District

## Parent/Student Handbook

2016-2017



David C. Hansen, Ed.D.  
District Superintendent

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## INTRODUCTION

### **Dear Parents/Guardians** (EC 49063), 48980 et seq.:

Governing Boards of school districts are required to annually notify the parents/guardians of its students regarding their rights and responsibilities, available programs, and options. In addition to information pertaining to Curriculum and Instruction, Health and Welfare, Records, Special Education, Student Behavior, etc., parents/guardians are provided a Central Services Directory.

Please read all sections of this handbook, then **sign** and **return** the individual ***Mandatory Parent Notification Receipt*** as required by EC 48982, and any other pertinent forms to your student's school. It is recommended that parents/guardians keep this handbook for reference during the school year.

## COMMUNICATION WITH SCHOOL PERSONNEL

All parents are encouraged to work closely with school personnel to promote the education of their students. The student's teacher(s) is knowledgeable about progress in academic and social areas and should be contacted if information is needed about the classroom. The principal is also available to discuss any concerns about a student's education.

## CURRICULUM & INSTRUCTION

### **ACADEMIC ELIGIBILITY STANDARDS**

All students who participate in extracurricular activities in grades 7-12 will be required to achieve a 2.0 Grade Point Average. This will affect all students who participate in performing groups. Grade Point Average will be calculated on the basis of A=4; B=3; C=2; and D=1. When a Pass/Fail or Credit/No Credit grade is given, a Pass or Credit grade will be counted as a C grade. New eligibility periods will begin near the beginning of the next quarter. (See the "Progress Report and Report Card Calendar and Extra Curricular Activities Eligibility Schedule" available at your site for exact dates)

### **COURSE SELECTION AND CAREER COUNSELING** (E.C. 221.5)

Students in grades 7-12 periodically receive counseling from school personnel regarding alternatives for careers, courses of study and alternatives for graduation. Counselors explore with students the possibility of careers or courses leading to careers. They also discuss non-traditional careers for that student's gender. Parents are encouraged to participate in such counseling sessions and decisions. Contact the principal for details.

### **COURSE PROSPECTUS** (Course Catalog) (E.C. 49063 and 49091.14)

The curriculum, including titles, descriptions and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus (course catalog). Each school site shall make available its prospectus (course catalog) for review upon request.

### **TEXTBOOKS** (E.C.48904)

At the beginning of the school year, students are furnished free of charge several textbooks, ebooks, and/or an electronic device. They are responsible for keeping these in good condition. Textbooks and electronic devices are expected to be turned in at the end of each school year or before leaving a school. Parents of students who abuse, mutilate or lose books and/or devices will be billed for the cost of their replacement. Grades, reports cards, transcripts and diplomas may be withheld until fees for the cost of unreturned books or lost and/or destroyed school property are paid.

### **PROMOTION/ACCELERATION/RETENTION** (E.C. 48070.5)

Parents/guardians of students are notified in writing when their student is going to be retained. To be retained the student must meet the following criteria:

**In kindergarten through third grade,** the student performs at a below basic level at the minimal (1) level in the third trimester on all reading and writing standards as indicated on the report card and performs at a minimal (1) level on all district third-trimester assessments in reading and writing. Students retained in grade three who perform at a proficient level or higher on the state assessment in English language arts during the third trimester may, at the discretion of the principal, be promoted to the next grade level.

**In grades four through six,** the student performs at a minimal (1) level at the end of the third trimester on all reading and writing or all mathematics standards as indicated on the report card and performs at a minimal (1) level on all corresponding district third-trimester assessments in reading and writing. Sixth-grade students who are going to be retained may not participate in the school's promotion ceremony. Students retained in grades four through six who perform at a proficient level or higher on the

state assessment test in English language arts and mathematics during the third trimester may, at the discretion of the principal, be promoted to the next grade level.

**In grades seven or eight**, the student meets one or more of the following during the year:

- (a) Receives two or more failing grades in language arts, unless the student has a basic or higher performance level on the second semester reading and writing assessments, and/or
- (b) Receives two or more failing grades in 7th grade math unless the student has a basic or higher performance level on the end of the year mathematics assessment.

Beginning August 2011, middle school students must pass a specific number of classes in order to participate in the middle school promotion ceremony. On April 19, 2011, Riverside Unified School District approved the following criteria for middle school promotion ceremony participation:

1. Beginning in 2012-13, middle school will be on a semester, rather than a trimester, calendar.
2. The 7th grade class promoting in June 2014 (and every 7th grade class thereafter) will be required to pass 20 classes out of the possible 24 semester classes attempted, or 100 out of 120 credits attempted over two years to participate in the promotion ceremony.
3. Passing a class is defined as earning a semester grade of 'A, B, C, or D'.
4. Students receiving an 'F' semester grade will be allowed the opportunity to remain eligible for the promotion ceremony by passing the failed class with a 'C' or better grade the following semester.
5. A 7th grade student who earned an 'F' in math or language arts may remain eligible for the promotion ceremony participation by earning a proficient or advanced score on assessments in math or language arts. This option is available only to 7th graders, because state assessment scores are not reported by California until August.
6. Students entering a middle school after the start of the school year will be required to pass five out of six possible classes taken for the full semester(s) they attend the RUSD middle school to participate in the promotion ceremony.
7. If a student is considered in jeopardy of not participating in the promotion ceremony, an Individual Promotion Plan (IPP) may be completed by a designated school representative, student, and parent. The goal of the IPP is to identify a plan of action that will be taken by all stakeholders to assure the student's participation in the promotion ceremony.

As a condition for promotion, students in grade seven and eight who receive a failing semester grade in language arts or mathematics shall attend a remedial program such as before or after school intervention, Saturday class, and/or summer school and earn a passing grade. In order to earn a passing grade in the remedial program, the student must have a basic or higher performance level on the language arts or mathematics assessments that were administered at the end of the semester in which the student earned a failing grade. The assessments shall be re-administered at the end of the remedial program. For each retained grade eight student who meets the criteria to be promoted, the principal or administrative designee shall complete and send a copy of the district Student Placement Form to the parents/guardians, the high school the student will attend, and to the Department of Educational Accountability.

Middle school principals shall mail a written notification to the parents of grade eight students who still meet the retention criteria after having attended summer school informing parents that the student shall attend the same middle school the following year. The notification shall also inform parents that they may petition to have their student placed in grade nine at a comprehensive high school. Included in the mailing will be a contract the parents and student will need to sign. In order to obtain final approval for the placement at the high school level, the parents will need to have the principal of the high school or his/her administrative designee approve and sign the contract. The contract will state that as a condition for the student being allowed to enroll in grade nine at a comprehensive high school, the student shall make every effort to earn passing grades in all classes. Additionally, the contract will state that if the student earns a failing or no mark grade in language arts and mathematics at the end of the first quarter, the high school retains the right to refer the student to an alternative high school within the district at the discretion of the comprehensive high school principal or his/her designee. The high school principal or his/her designee shall fax a copy of the approved contract to both the student's previous middle school and to the Department of Educational Accountability.

#### **ADVANCED PLACEMENT (E.C. 52244)**

Any economically disadvantaged student, as defined in Education Code 52241, who is enrolled in an Advanced Placement course may apply to the Superintendent or designee to cover the costs of up to three Advanced Placement examination fees minus five dollars which shall be paid by the student.

#### **LIMITED ENGLISH PROFICIENT AND IMMIGRANT PUPILS (E.C. 440)**

The district will notify parents/guardians within 30 days of the start of the school year of their pupil's English language proficiency.

**INSTRUCTION** [Excerpt from Policy #6171 (a)]

**1.0 PARENT PARTICIPATION IN SCHOOLS WITH TITLE I AND STATE COMPENSATORY EDUCATION, ECONOMIC IMPACT AID - LIMITED ENGLISH PROFICIENT, AND SCHOOL IMPROVEMENT**

1.1 Parents of children enrolled in Title I and State Compensatory Education instruction programs shall have an adequate opportunity to participate in the development of a written parent involvement policy, which will become a part of the Local Education Agency (LEA) Plan and establishes the District's expectations for parental involvement.

1.1.1 District Level

The district level parent involvement policy will contain these provisions:

- a. Parents will be involved in helping to develop the LEA Plan by having the opportunity to participate in parent advisory committees. Parents' comments will be submitted to the California Department of Education if the LEA Plan is not satisfactory to parents.
- b. Parents will be involved in the joint development and review of the School's Single Plan for Student Achievement by having the opportunity to participate in School Site Council, Title I Consultation Group, English Learner Advisory Committee and other parent groups.
- c. Technical assistance is provided to schools to assist them in the development and implementation of their parent involvement programs through the assistance of the Title I Family Services Supervisor, professional development for school staff and ongoing school site support.
- d. Title I/SCE parent involvement activities will be coordinated with Headstart and other preschool parent involvement programs through opportunities to participate in school site parental involvement activities.
- e. With the assistance of the district parent advisory committee, a district-wide annual evaluation will be conducted regarding the content and effectiveness of parent involvement programs.
- f. Title I/SCE parents are involved in determining the content of parent involvement programs by having the opportunity to participate in school and district level advisory groups.
- g. Barriers to parent participation in activities authorized by Title I will be identified with the assistance of parents and district/school staff.

1.1.2 Title I/SCE School Level

Each school will jointly develop, with parents, a written parent involvement policy. The District policy may be used if both staff and parents agree to its use.

- a. Each school shall convene an annual meeting for Title I/SCE parent to explain the statutory requirements, district programs, and to explain parents' rights to be involved in program decision making.
- b. Each school shall offer a flexible number of meetings to enhance parent involvement.
- c. Parents will be involved in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I/SCE programs.
- d. Parents will be provided:
  1. timely information about programs
  2. description and explanation of curriculum and assessments used
  3. opportunities to meet with other parents
  4. timely responses to parent questions and concerns

1.1.3 Each Title I/SCE school will develop, jointly with parents, a School-Parent Compact. The Compact will outline:

- a. The school's responsibility to provide high quality curriculum and instruction
- b. Parents' responsibilities to support their child's education
- c. The importance of communication between teachers and parents
- d. The shared responsibility of parents, students, and the entire school staff to improve students' academic achievement
- e. The shared responsibility between the school and parents to help children achieve the statewide academic content standards
- f. Reasonable opportunities to volunteer at the school, participate in their children's class, and observe classroom activities

1.1.4 Parent-teacher conferences will be held at least annually at which time the Compact shall be discussed as it relates to the child's achievement.

1.1.5 Parents will receive frequent progress reports.

1.1.6 Parents shall have reasonable access to staff.

1.1.7 Each Title I/SCE school shall provide appropriate assistance to parents, including information about National Goals, State's content and performance standards, and how to monitor their child's progress toward meeting these standards.

1.2 Parents in all schools are assured opportunities for involvement by means which will include:

1.2.1 Reporting to parents regarding their child's progress.

1.2.2 Helping parents to develop skills to use at home that support their children's academic efforts at school and their children's development as responsible future members of society.

- a. Providing materials to parents to help them promote education of children at home.
- b. Providing parents with techniques and strategies to assist their children in learning at home.
- c. Building consistent and effective communication between home and school.

1.2.3 Educating teachers and other staff, with the assistance of parents, about

- a. Recognizing the value and usefulness of parents' contributions
- b. Reaching out to, communicating with, and working with parents as equal partners
- c. Implementing and coordinating parent programs
- d. Building ties between parents and the school

1.2.4 Providing timely responses to parent recommendations.

1.2.5 Involving parents in development of parent involvement program and activities.

1.2.6 For Title I/SCE targeted assistance schools, timely notification to parents that their child has been selected to participate in Title I/SCE and reasons for the selection.

1.2.7 Ensuring that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

1.2.8 For Title I/SCE schools, providing the opportunity for school community elected parents to participate in Compensatory Education District Advisory Committee meetings, which are held at least four times per year.

1.3 Parent involvement programs and activities shall be assessed annually for effectiveness and appropriate modifications.

Legal Reference:

Public Law 100-297 (Elementary and Secondary Education Act of 1988, Chapter 1)  
Public Law 103-382 Improving America's School Act  
Federal Register 34 CFR  
200.53 (May 19, 1986)  
Section 200.34 (May 19, 1989)  
Assembly Bill 322 (1991)  
Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988  
Public Law 100-297, 1016-1021  
No Child Left Behind Act 2001, Section 1118(a)  
Education Code  
11500-11506 Programs to Encourage Involvement of Parents

Legal Reference:

Management Resources:

CDE Legal Advisory  
0125.09 Procedures for requesting guidance from the U.S. Department of Education CDE Program Advisories  
0620.09 Use of categorical funds for motivation incentives  
0626.87 Use of Chapter I-funded personnel in conducting quality program reviews  
06271.09 School-Based Program Coordination Act  
09211.09 Implementing class size reduction under the Morgan-Hart Class Size Reduction Act of 1989  
09281.09-09282.09 Guidelines  
1107.89 Implementation of new procedures for noncompliance Non-Regulatory Guidance, Parental Involvement: Title I, Part A (April 23, 2004) Parental Involvement in Title I Schools, CDE (2005)

**GRADUATING CLASS OF 2016 AND BEYOND**  
**HIGH SCHOOL GRADUATION REQUIREMENTS**  
**COMMENCING WITH THE 2012-13 INCOMING 9th GRADE CLASS**

<b>SUBJECT</b>	<b>GRADE</b>	<b>CREDITS REQUIRED</b>	<b>COURSES THAT MEET THE REQUIREMENT</b>
<b>ENGLISH*</b> <b>(4 years/40 credits)</b>	9	10	Introduction to Literature, Honors Introduction to Literature, and Sheltered Introduction to Literature
	10	10	World Literature, Honors World Literature, and Sheltered World Literature
	11	10	American Literature, American Literature, Honors American Literature, Advanced Placement English Language and Composition, and Sheltered American Literature, and English Language Development 3
	12	10	English Literature, English Literature, Honors English Literature, IB English HL, Advanced Placement English Literature and Composition, Sheltered English Literature and Expository Reading and Writing
	10-12		CAHSEE suspended per SB 172 (Liu) as a graduation requirement for the Classes of 2015-16, 2016-17 and 2017-18
<b>HISTORY/SOCIAL SCIENCE</b> <b>(3 years/30 credits)</b>	10	10	World History/Geography, World History/Geography Honors, World History/Geography IB/Honors, and European History Advanced Placement
	11	10	U.S. History, U.S. History Honors, U.S. History Advanced Placement
	12	5	American Government, American Government Honors, American Government Advanced Placement and Sheltered American Government
	12	5	Economics, Economics Honors, Economics IB/Honors, Advanced Placement Microeconomics, Advanced Placement Macroeconomics and Sheltered Economics
<b>MATHEMATICS</b> <b>(3 years/30 credits)</b>	9-12	20	Mathematics placement is determined by successful completion of prerequisite courses.
	9-12	10	Algebra I or Math I
	10-12		CAHSEE suspended per SB 172 (Liu) as a graduation requirement for the Classes of 2015-16, 2016-17 and 2017-18
<b>SCIENCE</b> <b>(2 years/20 credits)</b>	9-12	20	This requirement shall include a minimum of two years of science to include one year of life and one year of physical science. The choice of classes is determined by the goals of the student and/or completion of prerequisites. Please consult the course catalog for description of classes.

<b>PHYSICAL EDUCATION (2 years/20 credits)</b>	9-12	20	9th Grade P.E., 10th Grade P.E., Coed P.E., Sports P.E., ROTC, Marching Band , Aerobics, Weight Training, Modified P.E. Color Guard/Pageantry, Pep Squad, and Dance 1A and 1B.
<b>FOREIGN LANGUAGE AND/OR VISUAL/PERFORMING ARTS, AND/OR CAREER TECHNICAL EDUCATION (1 year/10 credits)</b>	9-12	30	Foreign Language, VAPA and/or CTE with at least 20 credits in the same concentration.
<b>ELECTIVES</b>	9-12	50	All courses not taken for required course credit can be used for elective credit. Elective courses should be selected to reflect overall academic and career goals, interests, and abilities of the student.

A passing grade in Foreign Language and math (Algebra 1 or higher) completed prior to 9th grade will receive Subject area credit on the high school transcript and does count towards the 220 credit graduation requirement. The grade is not included in the high school GPA.

## MINIMUM COURSE REQUIREMENTS FOR UNIVERSITY OF CALIFORNIA(UC)/CALIFORNIA STATE UNIVERSITY(CSU) ADMISSION

- |                                  |   |
|----------------------------------|---|
| a. History/Social Science        | Two years of history/social science, including one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government; and one year of world history, cultures and geography.   |
| b. English                       | Four years of college preparatory English that include frequent and regular writing, and reading of classic and of modern literature. Not more than two semesters of ninth grade English can be used to meet this requirement.  |
| c. Mathematics                   | Three years required, four years recommended, to include Algebra I, Geometry, and Algebra II.   |
| d. Laboratory Science            | Two years of laboratory science, three years recommended, providing fundamental knowledge in at least two of these three disciplines: biology, chemistry, and physics.<br>No more than one unit may be earned in ninth grade.   |
| e. Language Other Than English   | Two years of the same foreign language, three year recommended.   |
| f. Visual and Performing Arts    | One year required. One year of visual and performing arts chosen from the following: dance, drama/theater, music and/or visual art.   |
| h. College Preparatory Electives | One year, in addition to those required in “a-f” chosen from the following areas: visual and performing arts (non introductory level), history, social science, English, advanced mathematics, laboratory science, and languages other than English (a third year in the language used for the “e” requirement or two years of another language). |

University admission requirements frequently adjust to meet the academic demands of higher education. Students should meet with their high school counselors early in the SOPHOMORE year to plan adequately for the changes in admission requirements that may be announced for the following school year.

**Information about college admission requirements and high school courses that satisfy requirements for admission to UC and CSU is available at the following web sites:**

Riverside’s Completion Counts centralized hub for information about Colleges, Careers and Financial Aid.  
[www.college311.org](http://www.college311.org)

University of California  
[www.universityofcalifornia.edu](http://www.universityofcalifornia.edu)

University of California a-g requirements  
<http://www.ucop.edu/doorways>

Cal State University  
[www.calstate.edu](http://www.calstate.edu)

Early Assessment Program (EAP)  
<http://www.cde.ca.gov/ci/g/hs/eapindex.asp>  
<http://www.csusuccess.org/caaspp>

Financial Aid Information – FAFSA  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Advanced Placement (AP)  
<https://www.collegeboard.org/>

College Board (for information including SAT, PSAT, and ACT testing)

[www.collegeboard.org](http://www.collegeboard.org)

[www.act.org](http://www.act.org)

### **CAREER TECHNICAL EDUCATION (E.C. 51229)**

A Career Technical Education program of study involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers.

For more information about Career Technical Education contact:

[www.cde.ca.gov/ci/ct](http://www.cde.ca.gov/ci/ct)

To speak with your student's counselor about registering for classes that meet college admission requirements or to enroll your child in the RUSD Career Technical Education program contact the Guidance Department at your child's high school:

Arlington	(951) 352-8316
Martin Luther King	(951) 789-5690
North	(951) 788-7311
Poly	(951) 788-7203
Ramona	(951) 352-8435
Lincoln	(951) 788-7371
EOC (Raincross, Summit View, Opportunity, Riverside Virtual School)	(951) 276-7670

### **INVESTING FOR FUTURE EDUCATION [E.C. 48980 (d)]**

Parents and guardians are advised of the importance of investing for the future college or university education of their children and of considering appropriate investment options including, but not limited to, United States Savings Bonds.

### **EXCUSE FROM HEALTH INSTRUCTION WHICH CONFLICTS WITH RELIGIOUS OR MORAL BELIEFS (E.C. 51240)**

During the school year, the instructional program in some classes at some grade levels may include instruction about health. If such instruction will conflict with the religious training, beliefs, or personal and moral convictions of a student's family, please advise the principal of the student's school in writing so the student may be excused from this phase of the instructional program.

### **STUDENTS' RIGHT TO REFRAIN FROM THE HARMFUL OR DESTRUCTIVE USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES (E.C. 32255)**

Each teacher teaching a course utilizing live or dead animals or animal parts shall inform the student and the parent/guardian of the student's right to be excused, upon a written request from the parent/guardian, and provided an alternative assignment to meet the objectives of the course.

### **STUDENT RIGHTS IN RESEARCH, EXPERIMENTAL ACTIVITIES, AND TESTING FEDERAL PROGRAMS FUNDED THROUGH U.S. DEPARTMENT OF EDUCATION**

All instructional material, including teacher's manuals, films, tapes, or other supplementary instructional material which will be used in connection with any research or experimentation program or project funded by the U.S. Department of Education shall be available for inspection by the parents/guardians of students engaged in such program or project (Subsection [a], Section 439, General Education Provisions Act).

No student may be required, as part of any federally funded program covered by Section 439, to submit without prior consent to psychiatric examination, testing, or treatment, or psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning one or more of the following seven areas: (1) Political affiliations; (2) Mental and psychological problems potentially embarrassing to the student or his family; (3) Sex behavior and attitudes; (4) Illegal, antisocial, self-incriminating and demeaning behavior; (5) Critical appraisals of other individuals with whom respondents have close family relationships; (6) Legally recognized privileged and analogous relationships such as those of lawyers, physicians, and ministers; or (7) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of a non-emancipated minor, without the prior written consent of the parent (Subsection [b], Section 439, General Education Provisions Act).

Only a student or parent or guardian of a student directly affected by a violation under Section 439 may file a complaint to the Family Education Rights and Privacy Act Office, U.S. Department of Education, under the regulations. The complaint must be submitted in writing and must contain specific allegations of fact giving reasonable cause to believe that a violation exists and include evidence of attempted resolution of the complaint at the local and state level.

**RELIGIOUS INSTRUCTION** (E.C. 46014, BP #5113)

School districts are required to notify parents that school authorities may adopt a resolution and establish rules and regulations permitting students to be absent from school for religious instruction under certain conditions. Riverside Unified School District requires students to be in attendance for the instructional day as established by the Board of Education.

**GRADING OF PUPIL** (E.C. 49066-49067)

When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course. The determination of the pupil's grade by the teacher, in the absence of mistake, fraud, bad faith, or incompetence, shall be final. A notice of failure is required prior to issuing an F.

**DISCRIMINATION COMPLAINTS**

(Federal Regulation, Title VI and IX, Rehabilitation Act of 1973, Section 504)

There shall be no discrimination among students applying for admission to or who attend schools of the Riverside Unified School District. Riverside Unified School District does not discriminate on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, age, sex, sexual orientation, parental or marital status, pregnancy, or association with a person or a group with one or more of these actual or perceived characteristics. The lack of English language does not prevent admission and participation because the District offers programs to assist non-English speaking children and parents. Reasonable accommodations for handicapped pupils are available. Questions or concerns regarding Federal Regulations, Title IV, Title VI and Title IX should be directed to the *Senior Administrator for Pupil Services or District Complaint Officer: 5700 Arlington Avenue, Riverside, CA 92504, (951) 788-7135 or (951) 352-1200*

Board Policy #5145.3 can be found in the Principal's office. The Director of Pupil Services, serves as the District 504 Coordinator, 5700 Arlington Ave., 951-352-1200.

**HEALTH EDUCATION** (E.C. 51210)

Family Life education is provided from grade 4 through 6 in accordance with Board adopted standards (1999) and focus on family and community health, disease prevention, understanding and recognizing dangerous situations, and growth and development.

**COMPREHENSIVE SEXUAL HEALTH AND HIV/AIDS PREVENTION** (E.C. 51930 and 51939)

The Riverside Unified School District fully complies with the regulatory requirements to provide sexual health education. Sexual Health curriculum, including HIV/AIDS prevention and sexually transmitted disease prevention instruction, is provided in grade 7 and 9.

**OPT-OUT INFORMATION** (E.C. 51938)

If instruction about the human reproductive organs and their functions, processes, and diseases including information about HIV disease, are included in a student's class, parents will have an opportunity to inspect and review any written or audiovisual materials to be used. Parents may evaluate the materials and based on first-hand knowledge, determine whether they want their student to participate in the program. A student will not be permitted to attend the class during coverage of this material if the parents request in writing that the student be excused. If parents have any questions they may contact the principal of the school.

**SEX EDUCATION CLASSES** (E.C. 51553)

All public schools that teach sex education courses that discuss sexual intercourse shall include the provisions of Section 1255.7 of the Health and Safety Code and section 271.5 of the Penal Code, relating to parents and others who voluntarily surrender physical custody of a minor child 72 hours old or younger at a hospital emergency room or other designated location without being subject to prosecution.

**REQUIRED INSTRUCTION IN DRUG EDUCATION** (E.C. 48980, 51202 and 51203)

The Riverside Unified School District Course of Study for grades K-12 includes instruction on drug education with a particular emphasis on the harmful effects upon the human body of the use of tobacco, alcohol, narcotics, restricted drugs, and other dangerous substances. Copies of the district course of study are available for review at each school site and through the Instruction Department located at the District Office, 3380 14th Street, Riverside.

**SCHOOL ACCREDITATION** (E.C. 35178.4)

School boards are required to give official notice, at a regularly scheduled meeting, if a school that has elected to be accredited by the Western Association of Schools and Colleges or other accrediting agency, loses its accreditation status. Further, the school administration shall provide written notification to parents/guardians of students in the school with the lost accreditation status and its potential consequences.

### **SCHOOL ACCOUNTABILITY REPORT (E.C. 35256)**

A copy of each school's accountability report card will be furnished upon request and is available on the Districts' website, accessed at [www.RUSDlink.org](http://www.RUSDlink.org). Parents may contact the principal of the school or the Research, Assessment and Accountability (RAE) Department at 788-7135 x80803 for a copy of the most recently completed accountability report card.

### **SCHOOL SAFETY PLAN (E.C. 35294.6)**

The Principal of each school reports on the status of the school safety plan, including a description of its key elements in the annual School Accountability Report Card prepared pursuant to Section 33126 and 35256.

### **COMPREHENSIVE SCHOOL SAFETY PLAN: NOTICE TO SPECIFIED PERSONS AND ENTITIES (E.C. 35294.8)**

Each school safety planning committee notifies, in writing, specified persons and entities about the required public meeting to allow members of the public an opportunity to express an opinion about the school plan.

Specified persons or entities include: the mayor; a representative of the local school employee organization; a representative of parent organizations including the parent teacher organization and parent teacher clubs; a representative of the student body government; and all other persons that ask to be notified.

### **CHILDREN IN HOMELESS SITUATIONS (42 US § 11431)**

The District shall ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for them to meet the same challenging academic standards as other students. Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. You may contact the District Homeless Liaison at (951) 352-1200. (RUSD BP 6173)

## **ELEMENTARY EDUCATION INSTRUCTION AND SUPPORT PROGRAMS**

### **TRANSITIONAL KINDERGARTEN**

The Riverside Unified School District offers a high quality transitional kindergarten program for students who want to start school, but are not age-eligible for the regular kindergarten program. Transitional kindergarten will be the first year of a two-year program. Enrollment in either the transitional kindergarten program or the regular kindergarten program is not compulsory, but may be a good choice for many families wanting to introduce younger students to school.

The transitional kindergarten program is available to children whose fifth birthday falls between these dates:

- September 2 and December 2

RUSD transitional kindergarten students may be taught within regular kindergarten classes, and instruction will be modified to specifically meet their learning needs.

**Parents interested in enrolling students for transitional kindergarten may do so at their home school site during the regular kindergarten registration periods.**

### **LANGUAGE ARTS**

The core curriculum in language arts covers grade-level content standards and benchmarks in listening, speaking, reading, and writing. Teachers use Board of Education adopted materials to plan lessons.

Students who are English learners receive language arts instruction that is consistent with the Riverside Unified School District program option selected by their parents and appropriate for their level of English language acquisition. English learner students also receive daily instruction in English language development and are assessed based on their proficiency in the content standards and benchmarks appropriate for their level of English language acquisition.

### **MATHEMATICS**

The core curriculum in mathematics for grades K-5 covers grade-level content standards and benchmarks in the following areas: (a) counting and cardinality (K only), (b) operations and algebraic thinking, (c) number and operations in Base Ten, (d) number and operations – fractions (grades 3-5), (e) measurement and data, and (f) geometry. The core curriculum in mathematics for grades 6-8 covers grade-level content standards and benchmarks in the following areas: (a) ratios and proportional relationships, (b) the number system, (c)

expressions and equations, (d) geometry, and (e) statistics and probability. Teachers use Board of Education adopted materials in the context of lessons that develop conceptual understanding, computational and procedural skills, and problem solving skills.

## **HISTORY AND SOCIAL SCIENCE**

The core curriculum in history and social science covers grade-level content standards and benchmarks in the following areas: (a) chronological and spatial thinking, (b) research, evidence, and point of view, (c) historical interpretation, and (d) civics. Teachers use Board of Education adopted materials in the context of lessons that develop students' abilities to pose and answer relevant questions and understand the relationship between the present and the past.

## **SCIENCE**

The core curriculum in science covers the following areas: (a) physical science, (b) life science, (c) earth science, and (d) investigation and experimentation. Teachers use district-adopted materials in the context of lessons that develop conceptual understanding, experience, and skill in the use of the scientific method.

## **PHYSICAL EDUCATION**

The core curriculum in physical education follows the California State standards that address the essential skills and knowledge that all students need to maintain a physically active, healthy lifestyle. For grades 1- 6, California Education Code mandates 200 minutes of physical education every 10 school days, exclusive of recesses and the lunch period (Sec. 51210g). Parents who have questions regarding physical education instruction should contact their student's teacher or principal. If you are not satisfied with the response at the site level, please contact the Instructional Services Specialist for Physical Education at the District office. Parents that wish to file a complaint may do so through the District's Uniform Complaint process.

## **STUDENT STUDY TEAM**

The Student Study Team (SST) is designed to offer assistance, suggestions, and ongoing support to the teachers and parents of students who are experiencing difficulty in school. Sometimes a student continues to struggle despite appropriate efforts by the school and family to assist him or her. If a student has a suspected disability, the Team, after exhausting the benefits of general education, may refer the student for testing to determine eligibility for special education services. It is solely the responsibility of an Individualized Education Plan (IEP) team, that include the student's parent or guardian, to identify students for special education services.

## **GIFTED AND TALENTED EDUCATION**

Riverside Unified School District follows guidelines approved by the Board of Education for the assessment and identification of students for the Gifted and Talented Education (GATE) program. The identification process provides an equal opportunity for all students to be considered for the program. All students are assessed for the GATE program in the spring of second grade. Students in grades 3-6 continue to be assessed by referral from the parent, teacher, or principal. Children are identified for the GATE program as a result of intellectual ability or high achievement. GATE students are generally served at their home school in a GATE Cluster Class.

## **HOMEWORK**

Homework is an important and required part of the educational program of the Riverside Unified School District. Homework in the elementary years should provide practice, review, and/or enrichment of concepts or skills introduced by the classroom teacher. Teachers provide information to parents regarding homework requirements. Parents are encouraged to provide an appropriate space and a quiet time conducive to the completion of homework each evening. When students do not have assigned homework, they should be encouraged to spend a block of time reading or perhaps writing letters to friends or relatives.

## **TESTING**

In the Spring of each year, students in grades 3 through 8 and grade 11 complete web-based assessments in English/language arts and mathematics; and grades 5, 8 and 10 paper-based science assessments as part of the California Assessment of Student Performance and Progress (CAASPP). Students in grades 5, 7 and 9 also participate in the Physical Fitness Test called the Fitnessgram™. All English language learners must complete the California English Language Development Test (CELDT) within 30 days of being first enrolled and in the fall of each year. Participation in all state testing is considered mandatory, therefore RUSD strongly encourages each student to take these CAASPP assessments. However, pursuant to Ed Code 60640, it is your right as a parent/guardian to request that your child not participate in state testing. Submit a written request for each child to your school testing coordinator, designating each test for which you decline. That request would be valid only for the current school year.

## **REPORTING STUDENT PROGRESS**

Elementary students receive a Report Card at the end of each trimester. A conference with every parent will be held at some time during the first trimester. Riverside Unified School District uses a standards-based Report Card. The evaluation of students' achievement is based on assessments of students' grade-level proficiency in the content standards and benchmarks. Students will receive performance level marks representing whether they are Thoroughly (4), Adequately (3), Partially (2) or Minimally (1) demonstrating evidence of meeting grade-level standards in language arts, mathematics, history, social science, science, and English language development for English

language learners. Additionally Report Cards give information regarding attendance, behaviors that support learning, special program participation, notification of students at risk of retention, and stages of English language development if appropriate for the student.

### **STUDENT PICK-UP/REMOVING STUDENTS FROM SCHOOL**

In cases of illness or emergency involving students at school, the school will contact the parent/legal guardian or relatives/friends listed on the student's emergency card. ONLY individuals listed on the student's emergency card will be permitted to pick up the student. Any person picking up a student for illness or emergency after being contacted by the school will be required to show identification and to sign the student out using the school log before they pick up or speak to the student. (E.C. 49408)

If a student is being picked up for any non-school related reason the person removing or picking up the student must have written permission from the parent/legal guardian even if they are listed on the emergency card. In all cases, the site administrator will be notified that the student is being removed from class or being picked up. Even with written permission, access to speak with the student may be denied at the discretion of the site administrator in an effort to reduce interruptions in instructional time.

In the case of medical and other such appointments, the person picking up a student must have written permission to pick up the child from school during school hours for the day of the appointment only. The written document must specify the name of the person who may pick the child up from school during school hours, the specific date, the purpose, and it must be signed by the parent. The school will obtain a photocopy of the identification of the person picking up the student, attach it to the parent's note, and document the information in the student's electronic file. Notes for ongoing or future appointments will not be accepted.

If the person picking up the student does not have written permission, the school may contact the parent to obtain written permission either in writing, by email, or verbally, if necessary. Without parent permission, a student may not be released to a family friend/relative, even if they are listed on the emergency card.

### **RUSD FAMILY RESOURCE CENTER**

The RUSD Family Resource Center provides an array of services and activities that are integrated, comprehensive, and responsive to the identified needs of families, schools and the community. Services are free of charge and are facilitated in English and Spanish.

The Family Resource Center is a one-stop place where parents can gather, create connections with peers and community, and receive a variety of education and social services.

#### **Core Services Include:**

- Walk-in Services
- Assistance with RUSD Parent Portal
- Assistance with Free and Reduced Lunch Applications
- Community Resources and Referrals
- Family Support Services
- Family Literacy
- Support Groups
- Connections

#### **Parent Education and Engagement Programs:**

- Parenting Classes
- Parent Institute for Quality Education (PIQE)
- School Smarts Academy
- Parent Engagement Leadership Initiative (PELI)

#### **Community Resources & Referrals Offered:**

- Basic Needs
- Crisis Assistance
- Health Services
- Mental Health/ Counseling
- Support Groups
- Child Development and Youth programs
- Education Programs
- Employment Services
- And other resources...

#### **Family Advocacy Services:**

Support services to strengthen the family unit by providing information, resources, referrals, and education to assist families in accessing services.

For more information please visit our website at <http://www.rusdlink.org/page/6722>.

**6735 Magnolia Avenue, Portable B6, Riverside CA 92506, (951) 328-4003**

#### **ADMINISTRATION OF PRESCRIBED MEDICATION TO STUDENTS AT SCHOOL (E.C. 49423)**

The school nurse or other designated school employees may assist students who need to take prescribed medication during school hours only upon written request of both the physician and the parent or guardian. Parents or guardians who wish this service to be performed must obtain the official Riverside County form from their student's school and return it completed by the doctor and the parent to the principal. Due to safety concerns, students are not permitted to carry any kind or type of medications, including **over-the-counter medication**, on their person while at school or school sponsored events. Only under certain conditions, when immediate administration of a medication is required and prior authorization has been granted by school officials, may a student carry a medication on his/her person. Abuse of this privilege will be cause for revocation. Under guidelines developed by the California State Superintendent of Instruction and the California Department of Education and with the endorsement of the Riverside County Medical Association, **over-the-counter medication** may be administered during regular school hours if the school receives a written statement from the physician and the parent/guardian. Medication must be in an unopened sealed labeled container. Students returning to school with crutches must provide a medical release or be evaluated by the school nurse for proper fit and safety.

#### **CONTINUING MEDICATION PROGRAM (E.C. 49480)**

State law requires that the parent or guardian notify the school when a student is on continuing medication for a non-episodic condition. The school nurse may communicate with the physician regarding the possible effects of the drug only with written permission of the parent or guardian. If a student is on continuing medication, it is the responsibility of the parent to notify the school.

#### **CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (H. & S. Code 324.2 and 324.3)**

Under the California Medical Assistance Program parents may apply for a free health screening for disabilities. All kindergarten or first grade students, if not obtained in kindergarten, must have a physical examination in addition to meeting the statutory immunization requirements prior to enrollment.

#### **EPIPEN AVAILABILITY (E.C. 49414)**

In response to Assembly Bill 559, Education Code 49414 (and a position statement by the Riverside County Medical Association Child Adolescent and Maternal Health Committee) the district has made available on every school campus, adrenalin, in the form of an EpiPen auto injector. EpiPens may be administered during a severe, life threatening allergic reaction. The EpiPen may be used by school staff who have been trained by a credentialed school nurse. Students prescribed an EpiPen by their family physician, because of a previous severe reaction, will need to continue to provide an EpiPen for their possible use at the school, as has been District policy for several years. The EpiPens being provided by the District for this program are specifically for students who have a severe, life threatening allergic reaction without such a prior history. ***If parents/guardians do not wish their student to receive this emergency treatment, they must object, in writing, to the principal of the school, within two (2) weeks of the opening of the school year or within two (2) weeks of enrollment into the school, or receipt of this document.***

#### **HEALTH AND WELFARE (Board Policy 5140)**

Students are under the supervision of school authorities from the time they arrive on school premises until they leave the school premises. When students are provided transportation to and from school by the school district, they are under the supervision of school authorities from the time they board the school bus until the time they leave the school bus. Students are also under the school's supervision at all school-sponsored functions such as athletic events, class parties, etc. School rules apply to student conduct on the bus. Students are accountable for misconduct that occurs on the way to and from school or at any other school inside or outside of the district.

#### **IMMUNIZATION FOR COMMUNICABLE DISEASES (E.C. 49403)**

The District may administer immunizing agents to prevent or control communicable diseases to students whose parents have consented in writing to such immunizations. The statutory immunization schedule includes Polio, DPT, MMR, Hepatitis B, a booster Measles and Varicella (chickenpox).

#### **IMMUNIZATION (Board Policy 5141.3)**

The Board of Education requires parents/guardians to show evidence of meeting statutory immunization requirements upon entrance into school. Students must be immunized for certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2016, parents of students in any school will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten or 7th grade).

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

#### **PHYSICAL EXAMINATION: PARENT REFUSAL TO CONSENT (E.C. 49451)**

Parents/guardians may file annually with the principal of the school a written statement, signed by parent/guardian, stating that they will not consent to a physical examination of the student.

#### **ILLNESS (E.C.49451)**

It is important to protect the health of all students from risk posed by infectious diseases that can be transmitted within the school setting. Your child may be excluded from school in accordance with California Education Code section 49451: "whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he/she shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist."

#### **Please do not send your child to school if he or she has any of the following symptoms:**

- 1. Common cold:** Keep home during period of productive cough and yellow or green nasal discharge
- 2. Eyes that are red, swollen, crusting or draining:** The student may return to school when the eyes are clear or a doctor's note states "non-contagious" or "under treatment."
- 3. Fever (over 100 degrees):** Please keep your child home for at least 24 hours after the onset of a fever. If a student is sent home from school with a temperature greater than 100° F, the student MAY NOT return to school the next day.
- 4. Vomiting/Diarrhea:** If the student has vomited or had diarrhea please do not send the student to school. The student must be free from vomiting/diarrhea for 24 hours before returning.
- 5. Skin rashes:** A skin rash of unknown origin or a contagious rash requires a clearance from a health care provider that states the student may return to school. Otherwise, the student may return when the rash has cleared.

If a pupil is at school with any of the above, the parent/guardian will be called to pick up the pupil.

#### **STUDENTS WHO NEED TO BE ON CRUTCHES WHILE ATTENDING SCHOOL**

Students who are required to use crutches while attending school MUST provide a medical release from their physician or physical therapist. If the medical release from the physician or physical therapist does not indicate that the student requires the use of crutches, the student must be evaluated by a District school nurse to determine whether or not it is safe for the student to be on a public school campus while using crutches.

#### **LIABILITY FOR EMERGENCY TREATMENT (E.C. 49407)**

It is required by law that each student have on file in the school office one or more emergency telephone numbers to be used by the principal when emergency situations arise. The following section from the California Education Code states in relevant part:

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

#### **INSURANCE FOR MEDICAL AND HOSPITAL SERVICES FOR PUPILS (E.C. 49472)**

The medical costs of student accidents are the responsibility of the parent or guardian. Student accident insurance solves many problems in advance. Every year the Riverside Unified School District provides parents/guardians with applications for school time accident insurance. The contract is made between the parent/guardian and the insurance company. The Riverside Unified School District only supplies the application forms. This low cost accident insurance helps pay for the medical costs if a student is injured while under the jurisdiction of the school. Parents are advised to use this option to protect their family in case of an accident. Principals can provide parents with further information and the application form.

#### **INSURANCE FOR ATHLETIC TEAMS (E.C. 32221.5)**

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. "Members of school athletic teams" include members of school bands, orchestras, cheerleaders and their assistants, pom and dance team, team managers and their assistants, and any student or pupil selected by the school or student

body organization to directly assist in the conduct of the athletic event. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state or federally sponsored health insurance programs. Information about these programs may be obtained by calling:

Healthy Families at 1-800-880-5305, [www.healthyfamilies.ca.gov](http://www.healthyfamilies.ca.gov)

MediCal at 1-800-880-5305

Pacific Educators (low cost local program) at 1-800-722-3365

#### **RELEASE OF STUDENTS FOR CONFIDENTIAL MEDICAL TREATMENT (E.C. 46010.1)**

School districts must notify parents/guardians that school authorities may adopt policies permitting release of students for confidential medical treatment services without the consent of the student's parent or guardian. The policies of the Riverside Unified School District require that the student's parent or guardian give consent for the release of the student from school during the hours school is in session unless the student is an adult, 18 years of age or older.

#### **VISION AND HEARING TESTING AND SCOLIOSIS SCREENING (E.C. 49451-49452.5)**

The Riverside Unified School District conducts vision and hearing testing and scoliosis screening at specific grade levels. The screenings are done by a credentialed school nurse. Students may be exempt if parent/guardian notifies the school principal in writing that such appraisal is in conflict with their religious beliefs.

#### **TYPE 2 DIABETES INFORMATION**

Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight children.

- According to the U.S. Centers for Disease and Prevention (CDC), one in three American children born after the year 2000 will develop Type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- The body turns the carbohydrates in foods into glucose, the basic fuel for the body's cells.
- The body makes insulin to move glucose into the cells for their energy.
- In type 2 diabetes, the body's cells resist the effects of insulin and blood glucose levels rise.
- This can lead to serious complications.

**It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.**

#### **Risk factors for type 2 diabetes:**

- *Overweight*- Excessive weight doubles the chances of developing type 2 diabetes.
- *Family history* of diabetes.
- *Inactivity*- Being inactive reduces the body's ability to use insulin.
- *Specific ethnic groups*- Native Americans, African-Americans, Hispanics/Latinos or Pacific Islanders are more likely to develop type 2 diabetes.
- *Puberty*- During this time of rapid growth and increase in hormone levels, children are more likely to develop type 2 diabetes.

#### **Warning signs and symptoms:**

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth and frequent urination
- Blurred vision
- Dark velvety or ridged patches of skin especially on the back of the neck or under the arms
- Irregular periods, no periods and/or excess facial and body hair growth in girls

Healthy lifestyle choices can help **prevent** type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- Eat healthy foods low in fats and calories such as fruits and vegetables.
- Get physical exercise by being physically active a minimum of 60 minutes every day.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. If you have questions, contact your child's school and ask to speak to the District Nurse.

Ref: American Diabetes Association  
U.S. Centers for Disease Control and Prevention

## **A PARENT'S GUIDE TO MRSA IN CALIFORNIA**

### **What you Need to Know**

Recently there has been considerable media attention about Methicillin resistant Staphylococcus aureus (MRSA). Riverside Unified School District recognizes this is a potentially serious community acquired infection and would like you to have the following information to share with your family about MRSA.

### **What is Staphylococcus aureus?**

Staphylococcus aureus (staph) are bacteria that many healthy people carry on their skin or in their nose. About 25% to 30% of people in the United States carry staph in their nose, but it does not make them sick. Staph can also be carried in the armpit, groin, rectum or genital area. Most staph infections are minor and can be treated without antibiotics. However, staph can sometimes cause serious infections like pneumonia, blood or joint infections and deep skin infections.

### **What is MRSA?**

Methicillin-resistant Staphylococcus aureus (MRSA) is a type of staph that is not killed by penicillin and similar antibiotics. About 1 out of every 100 people carries MRSA without making them sick. In California over half of all the staph infections are caused by MRSA. MRSA infections do not look any different than those caused by ordinary staph.

### **What do staph and MRSA infections look like?**

Common skin conditions caused by staph and MRSA may look like any of the following:

- Sores that look and feel like spider bites (but are not spider bites);
- Red painful bumps under the skin, called boils or abscesses;
- A cut that is swollen, hot and filled with pus;
- Blisters filled with fluid or red skin with a honey-colored crust(usually on the face); or
- Red, warm, firm skin area that is painful and getting larger (usually on the legs).

### **How does a person get staph or MRSA?**

Staph and MRSA can be spread when a person:

- has direct skin-to-skin contact with an infected person,
- touch surfaces that have staph on them from someone else's infection (e.g., towels, athletic equipment, used bandages).

Staph is not usually passed through the air.

### **What should I do if I think my child has MRSA?**

If you think your child has MRSA, call a doctor. Do not ignore the sore and hope it will go away.

### **Do schools need to be closed and disinfected if a student has a MRSA infection?**

No, it is not necessary to close schools to "disinfect" them because of MRSA infections. MRSA is spread mostly by direct skin-to-skin contact with an infected person or from touching surfaces that have staph on them from someone else's infection. If the student's infection has been covered, then no special cleaning is needed. Cleaning and disinfection should be done on surfaces that are likely to contact uncovered or poorly covered infections.

### **What is the easiest way to prevent MRSA and staph infections?**

Hand washing is the easiest way to prevent MRSA and staph infections.

If soap and running water is not available and hands do not have visible dirt on them, staph germs can be killed by using an alcohol-based hand rub.

### **When should hands be washed?**

- Whenever the skin comes in contact with other people or with shared surfaces or equipment;
- Before and after athletic practice, games or working out;
- After sneezing, coughing, blowing or touching the nose;
- Before and after touching the eyes, nose or mouth, or skin that has open sores, boils and skin rashes;
- After using the toilet or urinal;

- After touching any item soiled with wound fluids, such as bandages, dressings or bedding;
- After cleaning the bathroom, changing your bedding or doing laundry; and
- Before preparing food, eating or drinking.

**For more information about MRSA and staph infections, contact your doctor, local health department or school nurse.**

**California Department of Public Health  
Division of Communicable Disease Control  
Infectious Diseases Branch  
[www.cdph.ca.gov](http://www.cdph.ca.gov)**

### **NUTRITION SERVICES**

A new application for Free or Reduced-Price meals for your children must be approved EVERY SCHOOL YEAR to start or to continue receiving subsidized meals. You may click on this link <https://riversideusd.rocketscanapps.com/> to complete an application and for further information. RUSD Meal Prices for 2016-2017:

Primary Breakfast: \$1.25  
Lunch: \$2.75  
Secondary Breakfast: \$1.50  
Lunch: \$3.25

A complete breakfast and complete lunch are served in the school cafeteria daily. Prices vary and are subject to change annually due to food costs. Parents are encouraged to check with the principal of their student's school at the beginning of each school year to determine food costs for the new school year. Prepayment of breakfast and/or lunch is encouraged although individual meals may also be purchased. Students bringing lunches may also purchase 8 oz. milk or a 4oz. juice. All students must enter their Student Identification Number at the cafeteria keypad before obtaining a meal unless they are purchasing a single meal with cash.

Only in TK-6 elementary schools: if a student forgets his/her lunch, the cafeteria will charge the student's account for up to two lunches. After two days an emergency lunch, which consists of milk, fruit and vegetable, will be served.

**New 2016-2017\*\*\*Grades 7 & 8, if a student forgets his/her lunch, the cafeteria will charge the student's account for up to two lunches. After that, no meal will be provided.**

**Important reminder: New applications for the 2016-2017 school year must be received by October 7, 2016 to be processed-If a new application is not received and processed by this date, student(s) will be removed from the program until an application is received and processed.**

Online applications are processed daily.

### **FREE AND REDUCED PRICE MEALS (E.C. 49510)**

Based upon family income, certain students may receive free or reduced price meals upon application under the National School Lunch Program guidelines. Subsidized meal applications are available.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter

all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## TRANSPORTATION

### STUDENT ELIGIBILITY

All transportation services are subject to change. Currently, the Riverside Unified School District's policy provides that students residing beyond certain prescribed distances from their school of residence shall be eligible for home-to-school/school-to-home bus transportation service. These distances are:

1. Kindergarten through third grade: beyond one and one-quarter miles (1 ¼)
2. Fourth grade through sixth grade: beyond two and one-quarter miles (2 ¼)
3. Seventh grade through twelfth grade: beyond ten miles (10)

The distance is the shortest walking distance computed by measuring the mileage from the student's residence to the nearest entrance to the school site as determined by district policy.

Notwithstanding the walking distance criteria above, transportation shall only be provided to regular students of schools at which five percent (5%) or more of regular students are eligible by distance, calculated on or about April 15 of each school year and applied to the following school year.

### KINDERGARTEN STUDENTS

Kindergarten students do not need to be met by parents/guardians at bus stops. If a student is hesitant to get off the bus, he/she will be returned to school and the parent will be contacted.

### SCHEDULED PICK-UP TIMES

All students should arrive at their bus stop **no earlier than ten (10) minutes before and no later than five (5) minutes before their scheduled pick-up time**. Since all buses are scheduled for more than one school, on-time departures are essential. Once the bus is in sight, students should line up and be ready to board. **Those students not ready to board or arriving late may be left.**

### BUS STOP BEHAVIOR

Students at a bus stop are subject to the same discipline rules as they are when riding the bus or while on campus at school. Students who are identified as causing vandalism or disrupting at the bus stop are subject to school discipline which may include the loss of their bus riding privilege.

### BUS STOP SAFETY

**School bus drivers will activate red flashing lights and stop signal arms at all bus stops when students are loading or unloading from a school bus with the following exceptions: school bus loading zones on or adjacent to school grounds; during activity trips; when the school bus is disabled; where students require assistance to board or leave the school bus; where the roadway surface is covered by snow and ice and requiring traffic to stop would create a hazard; on a state highway with a posted speed of 55 mph or higher; where the school bus is completely off the highway; or any location determined by the District, with the approval of the California Highway Patrol, to present a traffic or safety hazard.**

### TRANSPORTATION FEES

If transportation services are provided, such services are not provided free of charge for eligible students in grades 7-12. However, the Riverside Unified School District does offer a Parent Pay Busing program for eligible students in grades 7-12. Provisions are available for reduced transportation fees for families based on district verified financial needs. Current Parent Pay Busing rates and information is available on the District's web page or by calling Transportation Services at 951-352-6789.

### BUS PASSES

Subject to change. Currently only secondary students in grades 7-12 are required to have a bus pass to ride the bus. Bus passes may be expanded to all bus riders. Bus passes are issued to eligible students by the Transportation Department at the beginning of the school year. A fee will be charged for replacing a lost bus pass in accordance with District policy. Students will not be allowed to ride the bus without the proper bus pass.

### USE OF VIDEO CAMERAS ON SCHOOL BUSES

Video cameras are used on school buses to assist in the management of student behavior. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with district policy and regulations for student conduct.

## **BUS CONDUCT**

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including school activity trips.

- Riders shall follow the instructions and directions of the bus driver at all times.
- Riders should arrive at the bus stop five (5) minutes before the scheduled pick-up time and stand in a safe place to wait quietly for the bus.
- Riders shall enter the bus in an orderly manner and go directly to their seats.
- Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops, and only then enter the aisle and go directly to the exit.
- Riders should be courteous to the driver and fellow passengers.
- Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing, changing seats, inappropriate sexual conduct and indecent exposure are prohibited actions which may lead to suspension of riding privileges.
- No part of the body, hands, arms, or head should be put out of the window.
- Nothing shall be thrown from the bus.
- Riders shall help keep the bus and the area around the bus stop clean.
- Riders shall not damage or deface the bus or tamper with bus equipment.
- Animals, reptiles, or insects shall not be allowed on the bus.
- Glass containers or inflated balloons shall not be allowed on the bus.
- Riders should be alert for traffic when leaving the bus.
- No weapons, imitation firearms, or dangerous instruments shall be allowed on the bus.
- No drugs shall be used or carried on the bus.
- No use or possession of tobacco or any product containing tobacco or nicotine shall be allowed on the bus.

Riders who fail to comply with the above rules shall be reported to district staff who shall determine the severity of the misconduct and take action accordingly. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the district staff, in accordance with District Policy, up to the remainder of the school year.

## **MINOR OFFENSES**

Normally, for minor offenses the elementary student will be given a verbal warning for the first offense. If a student fails to respond to a verbal warning, a written Notice of Unsatisfactory Conduct will be issued as a written warning and the parents will be notified by mail or phone. For students who continue to misbehave after receiving a warning, a Notice of Unsatisfactory Conduct will be issued and the following penalties will apply: copies of these notices are sent to the student's school.

1. First offense after a warning: Three (3) days' suspension of bus riding privileges
2. Second offense after a warning: Five (5) days' suspension of bus riding privileges
3. Third offense after a warning: Ten (10) days' suspension of bus riding privileges
4. Fourth offense after a warning: Thirty (30) days' suspension of bus riding privileges
5. Fifth offense after a warning: Complete revocation of bus riding privileges

NOTE: Suspension or revocation of bus riding privileges does not relieve the parent of the responsibility to ensure the student attends school. School attendance in the State of California is compulsory through age 18 or the completion of the district course of study.

Secondary school students (grades 7-12) may not receive a warning notice and sanctions may begin with a suspension from riding the school bus for the first offense. It is assumed that secondary students are capable of greater self-control than elementary students.

## **MAJOR OFFENSES**

For major offenses indefinite suspension of bus privileges, complete loss of bus privileges or expulsion from school may result from the first offense. Infractions of the following rules are major offenses:

1. Failure to properly wear seat belt.
2. Falsifying or using another student's bus pass to ride.
3. Open defiance or directing obscenities, profanities, or racial slurs at the bus driver.
4. Fighting. (Fighting is automatic suspension for all participants regardless of fault).
5. Failure to provide your name to the driver when asked or giving a false name.
6. Engaging in any act that seriously jeopardizes the safety of anyone on the bus.
7. Smoking - anything.
8. Bringing weapons - knives, guns, razors, laser pointers, nun chaku sticks, (or look-alikes), etc. on the bus.
9. Opening any emergency exit (except in an emergency) or exiting by any emergency exit or window.

10. Bringing controlled substances-narcotics or other drugs, explosives, fireworks, or alcoholic beverages on the bus.
11. Engaging in inappropriate sexual behavior or indecent exposure.

### **DANGER ZONES AROUND BUSES**

Students are cautioned against entering the Danger Zone which is the area ten feet around the school bus. Students exiting the bus should remain in the clear view of the bus driver. Students are expected to travel directly home from the bus stop.

### **PERSONAL ELECTRONIC EQUIPMENT**

The use of cell phones, computers and other personal electronic equipment on the bus are at the sole discretion of the bus driver based on safety concerns. The District and the bus company are not responsible for lost or damaged personal electronic equipment left on the bus.

### **LIMITS OF TRANSPORTATION**

Transportation is provided from home-to-school and school-to-home only. Requests to deliver students to other than home generally will not be granted. Home, means an established bus stop in the general area of the student's residence. Anytime the parent of a K-6 student wishes the student to ride a different bus or to be dropped at other than his assigned stop, the bus driver ***must*** have a note signed by the parent and the school principal. These notes are valid for only one day at a time and will not be honored on a continuing basis.

### **SPECIAL CONSIDERATION**

Special Consideration may be given to students who would not otherwise qualify for school bus transportation service if they can clearly establish that a specific need exists due to unusual circumstances and space is available on an existing bus route. Additionally, special consideration is given only from existing bus stops for the school of attendance. No exceptions are made to this policy. Generally, Special Consideration is reserved only for the following unusual circumstances:

1. The student has a medical problem with a written note from the doctor that the student's medical problem requires riding to school.
2. The student stays with a babysitter, before school or after school, who lives in an area that qualifies for busing.

Parents should be aware that "Special Consideration" transportation is difficult to arrange. Also, because of the work load during the opening of school, requests may not be reviewed until October. Special Consideration should be obtained through the Transportation Department. Students are not authorized to ride the bus until approved by the Transportation Department. Requests for special consideration are good for one school year only and must be renewed each year.

### **IN LIEU TRANSPORTATION: Special Education Only**

When it is not economical to furnish transportation to an individual student, the district may elect to provide "In-Lieu Transportation" payments. This service may take the form of, providing RTA bus pass, or a direct payment to parents. Generally the rate for In-Lieu direct payments is the State reimbursement rate per mile and the parent is responsible for verifying attendance for each day mileage is claimed.

### **INSTRUCTION IN SCHOOL BUS EMERGENCY PROCEDURE AND PASSENGER SAFETY (E.C. 39831.5)**

All students in pre-kindergarten, kindergarten, and grades 1 to 12, inclusive, who are transported in a school bus, shall receive instruction in school bus emergency procedures and passenger safety. Also, upon registration, the parents/guardians of all students not previously transported in a school bus and who are in pre-kindergarten, kindergarten, and grades 1 to 6, inclusive, are provided information on school bus safety.

### **SEAT BELTS ON SCHOOL BUSES**

If a school bus is equipped with seat belts students are required to use them. Failure to have the seat belt properly buckled will result in an automatic suspension from the bus.

### **INFORMATION**

Information regarding student eligibility for pupil transportation should be referred to the Riverside Unified School District, Pupil Transportation Department, telephone (951) 352-6789.

School buses are routed and pick-up points selected to provide the safest, most efficient, and most cost effective routes under all conditions.

### **TEACHER-ORGANIZED STUDENT TRIPS**

District teachers sometimes organize student trips in order to enhance the educational experience of District students. These trips are not District sponsored, are not taken during the days in which the students are required to be in class and are organized by the teachers entirely independent of the District on their own time. It is the District's intent to inform parents/guardians that such trips are not in any way sponsored or organized by the Riverside Unified School District. Because these trips are not sponsored by the District, the District

does not undertake any activities to screen chaperones, purchase insurance or otherwise undertake activities to ensure the safety of your student.

## **SPECIAL EDUCATION**

### **REQUEST FOR IEP MEETING (E.C. 56343.5)**

The District will hold an IEP meeting within 30 days of receipt of a written request from a parent/guardian to review their student's existing IEP. The request should be submitted to the student's Principal.

### **COMPLAINT PROCEDURE - SPECIAL EDUCATION (Title 5, 3080)**

Any individual, public agency or organization may file a written complaint with the Superintendent of Public Instruction alleging a matter which, if true, would constitute a violation by that public education agency of federal or state law or regulation governing special education and related services. If the complainant files a written complaint with the Superintendent of the concerned local public agency, the Superintendent shall immediately transmit the complaint to the State Superintendent of Public Instruction.

### **FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE) – SPECIAL EDUCATION [20 U.S.C.§1400(d)(1)(A)]**

The Special Education Department insures that all students with disabilities have available to them a free and appropriate public education in the least restrictive environment which emphasizes special education and related services designed to meet their unique needs.

### **NON-PUBLIC SCHOOLING FOR THE DISABLED [20 U.S.C.§1412(a)(10)(iii)]**

Every disabled student is offered the opportunity for a free and appropriate public education. When no appropriate public program is available, then a program in a non-public, non-sectarian school may be offered as an alternative at no cost to parents. Parents of a disabled student who intend to unilaterally place their student into a private school may not be able to obtain reimbursement unless they inform the District of their intention at least 10 business days in advance. Such notice shall be in writing unless the parent is not literate or uses a mode of communicating which is not writing.

### **SPECIAL EDUCATION: CHILD FIND (E.C.56300-56301, Board Policy 617.2)**

The School District is responsible for seeking out all individuals who may be eligible for special education, ages 0 through 21 years. This includes conducting evaluations of students enrolled in private schools. For more information, contact the Special Education Department, 951-352-1200.

### **DUE PROCESS (34 CFR 300.562)**

A parent, guardian, or a non-conserved student 18 years or older, may request a due process hearing and/or mediation if they are in dispute regarding the IEP which has been proposed. Requests should be mailed to: Office of Administrative Hearings, Special Education Unit, 1102 Q Street, 4th Floor, Sacramento, California 95814.

## **ADDITIONAL NOTICES TO PARENTS**

### **PURSUANT TO WILLIAMS V. STATE OF CALIFORNIA (E.C. 35186)**

All school facilities must be free of conditions that pose an emergency or urgent threat to the health or safety of students or staff. Students must have adequate hard copy textbooks or digital textbooks or district approved core instructional materials to use in class and available to take home for homework. No teacher mis-assignments may exist at the school site. No teacher vacancies may exist at the school site for an extended period of time. If you feel these requirements have not been met, you have the right to file a complaint with the principal of the school.

### **TOBACCO FREE ENVIRONMENT**

The Riverside Unified School District is a tobacco free school district. Smoking or the use of any tobacco products, including but not limited to electronic cigarettes, is strictly prohibited for all individuals including: students, staff members, members of the public and parents on all school grounds and at all school sponsored events at all times.

### **SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN (E.C. 35183.5)**

School sites allow for outdoor use during the school day, articles of sun protective clothing, including but not limited to hats. Sunscreen may also be used by students, during the school day, without a physician's note or prescription. School sites are authorized to establish a policy regarding the use of sunscreen.

### **PESTICIDES NOTIFICATION**

All California public school districts are required to notify parents and guardians of pesticides they expect to apply during the year by the Healthy Schools Act of 2000. The Riverside Unified School District Operations Division, Grounds/Custodial Department intends to use the following pesticides:

Pesticide or Herbicide Name	Used for Control of	Active Ingredient	EPA #
TERRO-PCO	ANTS	SODIUM BORATE, DECAHYDRATE	149-9-64405
DELTADUST	SEVERAL INSECTS	DELTAMETHRIN	432-772
ANSWER	GOPHERS	DIPHACINONE	56-57
TERMIDOR SC	TERMITICIDE/INSECTICIDE	FIPRONIL	7969-210
TRANSPORT	INSECTICIDE	BIFENTHRIN, ACETAMIPRID	8033-96-279
CONTRAC	RODENTICIDE	BROMADIOLONE	12455-79
MAXFORCEGRANULES	INSECTICIDE	HYDROMETHYLNON	432-1262
D-FOAM	INSECTICIDE	DELTAMETHRIN	9444-227
ADVIONFIREANTBAIT	FIREANTS	INDOXACARB	352-627
ADVIONROACHGELBAIT	ROACHES	INDOXACARB	352-652
TEMPOULTRAWSP	INSECTICIDE	B-CYFLUTHRIN, CYANO	432-1377
565PLUSXLO	INSECTICIDE	PYRETHRINS, PIPERONYLBUTOXIDE	499-290
GLYPHOSATE 4+	HERBICIDE	GLYPHOSATE	81927-9
WASPFREEZE	WASPS,BEES,HORNETS	D-TRANSALLETHRIN, PHENOTHRIN	499-362
SPPEDZONESOUTHERN	HERBICIDE	CARFETRAZONEETHYL	2217-835
ROUNDUPQUICKPRO	HERBICIDE	*GLYSOPHATE, N, DIQUATDIBROMIDE	524-535
ROUNDUPPROMAX	HERBICIDE	*GLYSOPHATE,N,	524-579
DIMENSION	HERBICIDE	DITHIOPIR	62719-429-32802
FUSILADEII	HERBICIDE	FLUASIPOP-P-BUTYLBUTY	100-1084
SURFLANAS	HERBICIDE	ORYZALIN	70506-44

You may find more information regarding these pesticides at the Department of Pesticide Regulation's website <http://www.cdpr.ca.gov>. You may also contact: Eric Troxel, Assistant Director at (951) 788-7496 x84045.

**ASBESTOS MANAGEMENT PLAN** (E. C. 763.93 and Federal Regulations Code, Title 40(40 CFR)

Parents, teacher and employee organizations have the right to a copy of a complete, updated management plan for asbestos-containing material in school buildings. For further information, contact 788-7496 x84050.

**PUPIL/STUDENT RECORDS**

**STUDENT RECORDS AND INFORMATION** (E.C. 49063, 49073-49078)

The compiling of appropriate facts and records pertaining to each student is a necessary function of the school district. This information is needed as a record of each student's progress. A "cumulative records" folder or file is maintained for each student enrolled in this district. This file contains student identification data, academic work completed, grades and test scores, attendance data, health record, teacher and counselor comments, and behavior records. These files are located in the student's school and in District Administrative Offices. All active student's records are under the supervision of the school principal; all inactive records are under the supervision of the District Custodian of Records who is the Director of Pupil Services. The District maintains a record of who has access to confidential records. The school district reserves the right to charge up to 25 cents per page if copies are requested of these records. These charges may be waived if it would prevent parental access to the records.

Information included in student records may be reviewed by the parent/legal guardian, or by a legal representative of the parent/guardian if the parent/guardian has authorized such access in writing. The record may be challenged by the parent with legal custody. If a parent/guardian wishes to challenge the content of these records, the specific procedures to do so may be obtained from the school principal or the District Custodian of Records in the Pupil Services/SELPA Department at the District's Central Registration Center, located at 5700 Arlington Avenue, telephone number, 951-352-1200. No pupil records will be released without the consent of the parent or adult pupil or the court of jurisdiction. Parents may file a complaint with U.S. H.E.W. concerning an alleged failure to comply with Section 438 of P.G.E. P.A. U.S.C.A. Section 1252G

### **STUDENT DIRECTORY INFORMATION AND OPT OUT PROCEDURES**

Student directory information may be released to agencies, as permitted by law, and to those cooperating organizations normally connected with the activities of a school or school district including the Armed Forces Recruiters. Directory information means one or more of the following items: student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent public or private school attended by the student. **Parents desiring this information not to be released are required to make this known in writing to their student's principal by November 30th each year or upon first enrollment. The district will distribute a Directory Information Opt Out form in September of each school year and parent/guardians may use this form to "opt" their student(s) out of the release of Directory Student information to military recruiters, colleges, and other organizations requesting student directory information.**

Upon request, the district will explain the procedures for storage, retention and destruction of personally identifiable information. However, some student information is maintained without time limitation.

### **FERPA RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ('eligible students') certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the date the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of a hearing. If the District's hearing results in a decision not to amend the record, the parent or eligible student may add a statement to the child's record. Such a statement may be submitted to the Custodian of Records or his/her designee.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ('eligible students') certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ('protected information survey') if the survey is funded in whole or in part by a program of the U.S. Dept of Education (ED) -

1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* -
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law;
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - *Inspect*, upon request and before administration or use -
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the education curriculum.

The Riverside Unified School District has developed and adopted policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Riverside Unified School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Riverside Unified School District will also directly notify parents and eligible students, such as through U.S. Mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in;

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

### **STUDENT CONDUCT**

#### **CLOSED CAMPUS** (R & R 5112.5 (a) and Board Policy 5112.5)

In the interest of student safety and supervision, all schools (K-12) are "closed" to students leaving during the school day. Once students arrive on the school grounds, they must remain on campus until the end of their last regularly scheduled class unless they have received permission from school authorities to leave for a specific purpose. Students who leave campus without proper authorization of school authorities shall be subject to disciplinary action.

#### **RULES AND REGULATIONS REGARDING DISCIPLINE** (E.C. 35291, 35291.5 and 35291.7)

The governing board of each school district shall prescribe rules not inconsistent with law or the State Board of Education. Each principal insures that all rules pertaining to discipline are communicated to students at the beginning of each school year. Transfer students are to receive this information on enrollment. School site discipline rules are established by school committees with specific membership assigned to these committees. These discipline rules and membership are filed with the board. Discipline procedures are printed in this handbook, see section on Student Discipline.

#### **DRESS CODE** (E.C. 35183, Board Policy 5136 and 5132)

The Governing Board has adopted a dress code policy that allows a school to require students to wear a school uniform or prohibit students from wearing certain types of clothing/apparel that has been determined to be gang related apparel. The Governing Board may approve a school dress code policy necessary for the health and safety of the school environment.

## **USE OF SURVEILLANCE/VIDEO CAMERAS**

In order to maximize the safety of students, staff, and school property, surveillance/video cameras are used in a variety of areas on school campuses. Evidence of vandalism, graffiti, or criminal activity will be forwarded to law enforcement for arrests and prosecution. Recorded events from the surveillance/video camera systems will be used as evidence in student discipline matters.

## **USE OF DETECTION CANINE FOR SEARCHES OF DRUGS OR OTHER CONTRABAND**

In an effort to keep schools free of drugs, the district contracts with a vendor to provide specially trained, non-aggressive canines and handlers to assist in determining the presence of substances prohibited by law or district policy. These inspections are random and unannounced. The inspections will be implemented in compliance with all applicable laws and under the provisions of District policy and Administrative Regulations. Evidence from inspections will be used in student discipline matters and will be forwarded to law enforcement.

## **GROUNDS FOR SUSPENSION AND EXPULSION (E.C. 48900 et. al.)**

Students may be suspended or recommended for expulsion when the Superintendent or designee, principal, or principal's designee of the school in which the student is enrolled determines that the student has committed any of the acts listed below:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certified school employee, with the principal or designee's concurrence.
- c. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicated.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- l. Knowingly received stolen school property or private property
- m. Possession of an imitation firearm.
- n. Committed or attempted to commit sexual assault or committed sexual battery as defined in the penal code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events for school-sanctioned events.
- r. Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from

the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph

(1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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

(1) While on school grounds

(2) While going to or coming from school

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

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

t. Aided or abetted, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.

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

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

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

#### 48900.2 Sexual Harassment

Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment. This ground for suspension/expulsion shall not apply to students enrolled in kindergarten or grades one through three.

#### 48900.3 Hate Violence

Students in grades 4-12 that have caused, attempted to cause, threatened to cause, or participated in any act of hate violence to deface, damage or destroy real property of any other person for the purpose of intimidating or interfering with constitutional rights of another person because of the person's race, color, religion, ancestry, national origin or sexual orientation, as defined in Education Code 33032.5.

#### 48900.4 Harassment, Threats, or Intimidation

Students in grades 4-12 who intentionally engage in harassment, threats or intimidation, directed against school district personnel, a pupil or a group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of school district personnel, that pupil or group of pupils by creating an intimidating or hostile educational environment.

#### 48900.7 Terrorist Threats

Terrorist threats against school officials or school property or both.

### **APPEAL OF SUSPENSIONS**

Parents/guardians have the right to appeal a student's suspension to the Director of Pupil Services after having reviewed the matter with the school principal. If the parent/guardian feels, after discussing the matter with the principal that they wish to continue their appeal they may contact the Director of Pupil Services in writing. Suspension appeals are only accepted during the actual days of the suspension or within 5 days after the term of suspension is completed.

Parents/guardians may write a letter of rebuttal and ask that it be attached to the school district's copy of the *Notice of Suspension* form that is maintained in the student's cumulative record. In this manner, parents may present their opposition to the suspension in writing and it becomes a matter of record for future reference.

**IMITATION FIREARM** (Penal Code Section 12550, 12556)

A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school.

**HAZING** (E.C. 32051)

No pupil or other person in attendance, at any public or private educational institution shall conspire to engage in hazing.

**LASER POINTERS** (Penal Code Section 417.27)

No student shall possess a laser pointer on any elementary or secondary premise, unless possession is for valid instruction. Also, directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog is prohibited. Students in violation of this section shall be subject to school discipline including suspension and/or expulsion.

**ELECTRONIC SIGNALING DEVICES** (R&R #5136.69; E.C. 48901.5)

The District has established policies, rules and regulations concerning the possession or use of cell phones, smart phones, and personal technology devices by students while on or near school property, in school vehicles and buses, at school-sponsored activities, or while students are under the supervision or control of school district employees, as well as using district technology resources via off-campus remote access. Students may bring personal technology, including computers, smart phones, network access devices, or other electronic signaling devices to school provided that such technology is used for instructional purposes (and that cell phones are used for instructional or personal safety purposes). Students shall abide by the instructions provided by teachers and other school staff in the use of such personal technologies.

If the use of cell phones, smart phones, and personal technology devices is abused and the use violates school district policy or rules and regulations, the principal or designee has the right to revoke the privilege and prohibit a student from possessing such device(s) at school or school-related activities as defined above. Misuse of personal technology resources on or near school property, in school vehicles and buses, at school-sponsored activities may result in disciplinary action up to and including expulsion from the schools of the District.

The District assumes no liability for personal technology, including computers, cell phones, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged, lost or stolen.

No student is prohibited from possessing or using cell phones, smart phones, and personal technology devices when it has been determined and documented that such possession or use is an essential health need for that student by a licensed physician, and this need has been verified by the principal or designee in consultation with District health services personnel.

**DUTY CONCERNING STUDENT CONDUCT** (E.C. 44807, 35291, 35291.5, 35291.7)

Every teacher in the public schools hold students to a strict account for their behavior on the way to and from school, on the playground or during recess. Discipline Rules are established by a school site committee and they are filed with the Board of Education as required by existing law. Students and parents shall receive a copy of the school rules at the beginning of each school term or upon enrollment into the school. This handbook is completed in fulfillment of that obligation.

**DUTIES OF PUPILS** (5CCR Section 300)

Every student is required to conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

**ATTEND SCHOOL PART OF A DAY** (E.C. 48900.1)

Parents of students suspended from a teacher's class or from school may be required to attend school with the student for a portion of the school day and meet in a conference with the principal. Employers may not take retaliatory action against parents/guardians who miss work in order to comply with this requirement.

**WITHHOLDING PARTICIPATION IN GRADUATION/PROMOTION AND END OF YEAR ACTIVITIES**

The principal of a school may deny a student's participation in end of the year student activities including: participation in graduation or promotion activities, participation in graduation ceremonies, and any other end of the year student activities for students who owe money

for fines or damages to school district property. In addition, the principal may deny a student's participation in end of the year activities due to inappropriate behavior or misconduct (BP#5127).

#### **WITHHOLDING GRADES OR DIPLOMAS**

District personnel may decide to withhold a student's grades and diploma for failure to pay for damages or for failure to return district property. If the student leaves or moves out of the school district, the district may request and it is required by State law that the student's new school district withhold the student's grades and diploma until the Riverside Unified School District determines the student has been cleared of all fines or fees associated with damages to or failure to return school district property.

#### **LIABILITY FOR MINOR CHILD'S ACTS (E.C. 48904)**

Parents/guardians are liable for willful student misconduct. Parents/guardians can be held responsible for damages to school property for up to \$18,300.00, plus any authorized upwards adjustments for inflation since this section of the Education Code was chaptered for each incident. Grades and diplomas may be withheld until debts are settled or school property is returned.

#### **VICTIM OF VIOLENT CRIME/UNSAFE SCHOOL CHOICE OPTION**

A pupil who becomes a victim of a violent criminal offense while in or on the school grounds of a school that the pupil attends, has the right to transfer to another school within the district. The district has 14 calendar days to offer pupils the option to transfer. For more information, contact the Assistant Superintendent of Pupil Services/SELPA, 951-352-1200.

#### **PERSISTENTLY DANGEROUS SCHOOLS**

School districts are required by Federal law to have a policy that permits pupils to transfer from any school designated as a persistently dangerous school. Parents/guardians shall be notified of elementary and/or secondary schools considered to be persistently dangerous, pursuant to California Department of Education guidelines and of available options.

#### **SEX OFFENDER/MEGAN'S LAW NOTIFICATION (Penal Code 290.4, Board Policy 3515.5)**

The Department of Justice provides information about registered sex offenders to local law enforcement agencies in each county. In addition, the California State Attorney General maintains an internet website with information on known sex offenders that reside in California. Whenever the school district is advised by a local law enforcement agency of the need to take some kind of action due to the presence of a registered sex offender, the district will respond as directed or advised by the law enforcement agency. For further information regarding the district's planned response to this type of situation, please contact your student's school principal or the Director of Pupil Services who is the district's Megan Law representative at 951-352-1200. Parents requesting information about sex offenders in the community should either access the Attorney General's Megan Website or contact local law enforcement.

#### **COMPULSORY ATTENDANCE LAW**

##### **DUTIES AND RESPONSIBILITY OF PARENTS (E.C. 48200, 46015, 48205, et. seq.):**

Parents/guardians are responsible under the law to compel the attendance at school of their students who are between the ages of 6 and 18 unless otherwise exempted. Serious illness, medical or dental services, or funerals for immediate family members are excused upon presentation of explanation and other requested evidence. In case of emergency the parent should obtain permission for the student's absence in advance and if practical arrange for short-term independent study for the student. Reasons for all absences from school must be verified by school personnel, a medical doctor, a school nurse, or a member of the Child Welfare and Attendance department staff. Parents/guardians are responsible for explaining the reasons for a student absence and providing other such evidence as necessary for the verification of reasons for a student's absence from school.

**Truancy** is absence from school without a valid excuse or absence from class during the school day without a valid excuse for three or more occasions, or any combination of three such absences. The school is mandated to send a **Notice of Truancy** to the parent or guardian. Upon the third notice of truancy, a conference to consider school alternatives is requested to solve the student's truancy. In addition, a student's driving privileges may be delayed/withheld for specified periods of time for failure to attend school for the full time school is in session as established by the Governing Board. Failure to compel a student's attendance is an infraction of State law. Fines and other court imposed sanctions against parents/guardians and/or students may be imposed by the Riverside County justice system through the Riverside County District Attorney's Office.

**Chronic Absence** is absence from school for 10% or more of the number of school days a student has attended. If children don't show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers. Preliminary data from a California study found that children who were chronically absent in kindergarten and 1st grade were far less likely to read proficiently at the end of 3rd grade. Students in grades 4-12 who are chronically absent are much more likely to fail their classes and drop out of school.

##### **ABSENCES: LOSS OF ACADEMIC CREDIT (E.C. 49067)**

No pupil shall have grade reduced/loss of credit for any absence or absences excused pursuant to E.C. 48205, for missing assignments/tests that can reasonably be provided/completed. The Board of Education may adopt regulations authorizing a teacher to assign a failing grade to any pupil whose absences from the teacher's class that are not excused pursuant to E.C. 48205 equal to or exceed a maximum number which shall be specified by the Board of Education.

### STUDENT ATTENDANCE LAW

Every person between the ages of six (6) years and eighteen (18) years of age is required to attend school. (Education Code 48200) Students are expected to attend school regularly and on time. Parents and guardians are required to send their children to school. Section 48205 of the Education Code states:

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
1. Personal illness (Education Code 48205)
  2. Quarantine under the direction of a county or city health officer (Education Code 48205) (cf. 5112.2 - Exclusions from Attendance)
  3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
  4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code 48205)
    - i. Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)
  5. Jury duty in the manner provided by law (Education Code 48205)
  6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205) (cf. 5146 - Married/Pregnant/Parenting Students)
  7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
    - a. Appearance in court
    - b. Observation of a holiday or ceremony of his/her religion
    - c. Attendance at religious retreats not to exceed four hours per semester
    - d. Attendance at an employment conference
    - e. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
    - f. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205) (cf. 6142.3 - Civic Education)
    - g. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205) (cf. 6173.2 - Education of Children of Military Families)
    - h. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy: (Education Code 46014)
      - i. In such instances, the student shall attend at least the minimum school day.
      - ii. The student shall be excused for this purpose on no more than four days per school month. (cf. 6141.2 - Recognition of Religious Beliefs and Customs)
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. As the teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

### NOTIFICATION BY PARENT OF STUDENT ABSENCES

Whenever a student is absent from school, parents are required, by the **Compulsory Attendance Law**, to notify their student's school and provide an excuse for the absence. This is usually done by a written note from the parent or it can be done by a telephone call to the school. This is known in the law as an **attendance verification**. An **attendance verification** must include all of the following:

- The full name of the student;
- The date(s) of absence;
- The specific reason for the absence;
- The name and relationship of the person providing the information regarding the absence; and,
- The date the absence verification was made.

**The attendance verification lets the school staff know why the student is/was absent. Once it is received, the school staff determine whether or not the student's absence can be considered as an excused or unexcused absence when it is recorded in the student's attendance record.**

**It is important for parents and students to recognize and understand that this is a major requirement of the law. Only district personnel are authorized to determine if an absence is legally excused or unexcused. Parents and students need to clearly understand that writing a note and sending it to school in an attempt to excuse a student's unexcused absence is illegal, costs the school district money, can lead to serious discipline problems for the student, and serious legal issues for the parent through the District Attorney's office.**

## **EXCUSED ABSENCES**

When students are absent for a reason specified in the law that permits the absence to be counted as an excused absence, they are not penalized, even though the school district does not receive funding for that day(s). A student's absence is considered to be excused, when verified by school personnel, when the student has:

1. An illness or injury. However, if the illness or injury causes the student to be absent 10 or more days in the year, a physician's note or verification by a school nurse is now required. Failure to provide this verification will result in the student's absences being classified as unexcused.
2. An **Order of Isolation** directed by a county or city health officer. This is usually done when the student has a contagious disease and must stay away from other students and adults.
3. Medical, dental, optometric, or chiropractic appointments. Such appointments must be verified by a doctor's note or a person authorized to make such verification (California Code of Regulations Title 5, Sec. 421).
4. A funeral service for a member of the student's immediate family are defined in the law as: mother, father, grandmother, grandfather, daughter, son, brother, sister, or any relative living in the immediate household of the student (Education Code Section 45194).
5. An exclusion for failure to present evidence of immunizations, which may not exceed 5 days. After 5 days, any further absences will be considered unexcused.
6. Evidence of head lice. In this case, parents will be notified immediately by the school nurse or other designee and a Health Treatment Agreement will be developed. The student is required to return to school to be seen by the school nurse or other authorized personnel for re-examination after the treatment has been completed; this should occur within 3 to 5 days. Only upon clearance from the school nurse or other authorized personnel, will the student be allowed to return to class. **Any additional days of absence after failing to follow these procedures are considered unexcused.**
7. An illness or medical appointment of the student's own child of whom the student is the custodial parent.

In addition, a student may be excused from school for justifiable personal reasons when a situation that requires the absence cannot be scheduled outside of the regular school day. **When this kind of situation occurs, the parent must submit a written request and it must be approved by the principal or designee prior to the first day(s) of requested excused absence.** Examples of this kind of absence include the following:

1. Appearance in court
2. Observation of a holiday or ceremony of his/her religion
3. Attendance at religious retreats not to exceed four hours per semester
4. Attendance at an employment conference
5. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
6. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205) (cf. 6142.3 - Civic Education)
7. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205) (cf. 6173.2 - Education of Children of Military Families)
8. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy: (Education Code 46014)
  - a. In such instances, the student shall attend at least the minimum school day.
  - b. The student shall be excused for this purpose on no more than four days per school month. (cf. 6141.2 - Recognition of Religious Beliefs and Customs)

**It is very important that students and parents understand these are the only reasons, allowed by State law, for a student to be absent. School personnel are required to decide whether or not a student's absence will be counted as an excused or unexcused absence. Any time a student is absent and it is not for a reason listed in State law that allows it to be considered as an excused absence, the student's absence must be recorded as unexcused.**

If a student needs to be absent from school for an extended period of time due to unforeseen events such as family traveling or a student living away from home for a period of time, parents may request a Short Term Independent Study Program for their student. Parents are expected to supervise the completion of the Independent Study Agreement. A Short Term Independent Study Agreement is a specific, written, legal, contract between the parent and the school that is subject to the following conditions:

1. Must be requested 5 school days prior to the beginning of the agreement; any exceptions must be approved by the Director of Pupil Services, for good cause in an emergency situation, at least 72 hours prior to beginning the agreement.
2. Must have a minimum duration of at least 5 consecutive school days;
3. Must have a maximum duration of 20 school days per year;
4. Shall not be approved during the first 10 days of a school year or semester, not during the last 10 days of the school year or semester;
5. Must be planned, written and signed before the start of the agreement since it cannot be made retroactive to an earlier date;
6. Student's work must be received or be postmarked by the due date identified in the Agreement. The due date for completion of the work cannot be extended beyond the last date of the Agreement;
7. The State will fund Independent Study Agreements only when the completion is approved by the Supervising Teacher;
8. Independent Study Agreements that are not completed will be considered as excused absences for each day of school the student missed.

#### **UNEXCUSED ABSENCES**

***A student is considered to be absent for unexcused reasons any time the student's absence cannot be counted as an excused absence. In order for an absence to be counted as excused, it must meet one of the reasons identified above, otherwise, by law, the student is absent for unexcused reasons. It is important that students and parents understand State law determines when and why a student can be absent.***

#### **CHILD WELFARE AND ATTENDANCE INVESTIGATORS**

The Riverside Unified School District employs Child Welfare and Attendance Investigators who make home visits to determine why students are not in school. When a student's attendance record begins to display a pattern of unexcused absences, usually 10 days or more during the school year, and not necessarily consecutive days, a CWA Investigator may be asked to make a home visit and find out why the student is missing school. When a student has a legitimate reason to be absent no further action may be taken. However, when school staff determine a student is illegally absent for unexcused reasons, then disciplinary measures may be enforced. When a student is absent for an unexcused reason, the student may be required to attend a Saturday School session(s) to make up the unexcused absence(s), and the student may be referred to the School Attendance Review Board (SARB) if the student develops a history of truancy. If after the student's case is reviewed by SARB and the student's attendance does not improve, the case may be referred to the Riverside County District Attorney for possible prosecution as permitted by the Compulsory Attendance Law. However, a referral to the District Attorney is only made after the school district has exhausted all other means to assist the student and the parent to improve attendance. **Parents who fail to comply with mandatory attendance laws may be fined up to \$2500 for contributing to the delinquency of a minor and/or sentenced to not more than 6 months in county jail or both depending upon the decision of the court.**

#### **TRUANCY**

**When a student is absent from school without 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, is truant and shall be reported to the Child Welfare and Attendance Manager assigned to that school. A student who is deemed to be a truant on 3 or more occasions during a school year is considered to be a habitual truant.** For example, a student who has accumulated 6 days of unexcused absences or has been tardy or absent by 30 minutes or more on 6 days may be considered a habitual truant. When this occurs the student and the parent may be referred to SARB.

#### **SCHOOL ATTENDANCE REVIEW BOARD (SARB)**

The SARB is a legally constituted board, identified in the Education Code, made up of representatives from the Department of Public Social Services, the Probation Department, Law Enforcement, Department of Mental Health, other agency personnel from local government and school staff. The SARB has the authority to refer students and their parents to the **Riverside County District Attorney** for prosecution for failure to require their student to attend school. In addition, a student who is determined to be truant or who has established a pattern of irregular attendance at school may be referred to the Riverside County Probation Department's Youth Accountability Board. A further consequence of poor school attendance is a restriction or delay in the student's ability to receive a

California Driver's License. Also, a secondary age student who demonstrates poor school attendance may have his/her Work Permit denied or revoked. Further, in some cases, teachers may issue a failing grade to any student who has demonstrated excessive absences.

**Hence, it is important for students and parents to understand poor school attendance can have serious consequences for students as well as parents.**

### **ALTERNATIVE SCHOOLS**

#### **NOTICE OF ALTERNATIVE SCHOOLS (E.C. 58501, 58502 and 51225.3)**

California State law authorizes all school districts to provide for alternative schools. These are defined as a school or separate class group within a school which is operated in a manner designed to:

- a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b. Recognize that the best learning takes place when the student learns because of his desire to learn.
- c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result in whole or in part from a presentation by his teachers of choices of learning projects.
- d. Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, student or teacher is interested in further information concerning alternative schools, the County Superintendent of Schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the Governing Board of the district to establish alternative school programs in each district.

Further, a copy shall be posted in at least two places, normally visible to students, teachers, and visiting parents in each attendance unit, for the entire month of March in each year.

The parent or guardian of any pupil may request the governing board of a school district to establish an alternative school program or programs in the district pursuant to this chapter. Requirements for graduation and alternative modes for completing the prescribed course of study must be made available to students, parents, and the public.

#### **Alternative Means For Prescribed Course of Study (51225.3b)**

The governing board, with the active involvement of parents, administrators, teachers, and pupils, shall adopt alternative means for pupils to complete the prescribed course of study that may include practical demonstration of skills and competencies, supervised work experience or other outside school experience, career technical education classes offered in high schools, courses offered by regional occupational centers or programs, interdisciplinary study, independent study, and credit earned at a postsecondary institution. Requirements for graduation and specified alternative modes for completing the prescribed course of study shall be made available to pupils, parents, and the public.

### **SCHOOL ATTENDANCE ALTERNATIVES**

#### **DISTRICT OPEN ENROLLMENT (E.C. 35160.5)**

An Open Enrollment transfer program is available at selected school sites for students whose parents/guardians currently reside *within* the district's attendance boundaries. Parents may apply for the school/s they desire their student to attend providing that schools have sufficient space available to accept Open Enrollment transfers. Requests will be based on a random, unbiased selection process. Open Enrollment transfers for the 2017-2018 school year are accepted during the Open Enrollment "window" which will take place beginning November 1, 2016 through January 13, 2017. In the event that there are more requests for a school than there are spaces available for transfers, admission to the school will be based on a random, unbiased electronic selection process.

#### **INTERDISTRICT ATTENDANCE (E.C. 46600)**

School districts may enter into an agreement to allow students to attend a district outside of their district of residence. Such transfers are subject to local board policy and approval and space availability. Applications and procedures are available at the Pupil Services Department located at 5700 Arlington Avenue, telephone number is 951-352-1200.

#### **TEMPORARY DISABILITY AND HOME-HOSPITAL INSTRUCTION (E.C. 48206.3, 48207, 48208, 48980(b))**

A student enrolled in regular day classes who becomes disabled with a "temporary disability" may receive individualized instruction. It is the responsibility of the parent/guardian to notify the school district's Health Services Department at 951-274-4213. When Health

Services is notified that a student has a temporary disability, and the request is approved, arrangements for providing individualized instruction in the student's home will be made. Students are provided home hospital services on the same calendar as if they were attending their regular school, meaning vacations and holidays are observed on the same schedule. Home hospital services are only provided to students who will be unable to attend school for a minimum of 4 or more weeks and the need for home hospital services must be substantiated by a physician licensed to practice medicine in the State of California. Students who will be out of school for less than 4 weeks may receive school work from their regular school teachers.

Every effort will be made for students to continue with those courses that are necessary for the student to maintain their academic status, but in some cases this will not be possible due to various constraints. High school students who are not able to complete courses in progress at the time they are referred to the Home/Hospital Temporary Disability Program may need to complete the course in either summer school or through some other venue. In some cases, a student's high school graduation may be delayed due to the restrictions of this program. The District staff may not be able to replicate certain highly specialized courses or a given course in the home setting. For example, Honors or Advanced Placement classes, foreign languages, PE, laboratory sciences, higher level mathematics classes and most electives cannot be replicated.

#### **NOTIFICATION OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (E. C. 48980(c))**

At the beginning of the first semester or quarter of the regular school term, the parents/guardians of all students attending schools within the Riverside Unified School District are advised of the schedule of minimum days and pupil-free staff development days. If any minimum or student-free staff development days are scheduled thereafter, parents/guardians are notified as early as possible, but not later than one month before the scheduled minimum or student-free day.

#### **ACCESS TO INTERNET AND ON-LINE SITES [E.C. 48980 (i) and Rules and Regulations #6163.4]**

##### **ACCEPTABLE USE POLICY FOR STUDENT USE OF THE INTERNET**

Riverside Unified School District (RUSD or District) is pleased to offer students access to district computers, communications systems (email, web sites, smart phones, blogging, podcasting and/or other emerging technologies), the Internet and an array of technology resources to promote educational excellence and innovation. While using District and personal technology resources on or near school property, in school vehicles and buses, at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Access to RUSD technology resources is provided to students who agree to act in a considerate and responsible manner. Prior to being allowed access to the Internet at school or through technology resources provided through RUSD, students and their parents must sign the RUSD Acceptable Use Consent Form acknowledging their responsibilities. Students must comply with RUSD standards and honor this agreement to be permitted the use of RUSD technology. RUSD has developed a K-12 Digital Citizenship curriculum that addresses appropriate online behavior when accessing social networking sites and chat rooms. The curriculum also raises awareness of, and response to, cyber bullying.

RUSD technology resources are provided to students to conduct research, access curriculum resources, enhance parent involvement, complete assignments, and communicate with others in furtherance of their education. Access is a privilege, not a right; as such, general rules of school behavior apply. Just as students are responsible for good behavior in a classroom or on school grounds, they must also be responsible when using school computer networks or personal technologies.

If a student violates any of these rules, his/her use shall be terminated and future access may be denied. Disciplinary action may also result. If possible criminal activity is discovered; the proper law enforcement authorities will be notified. Disciplinary action for students shall be in accordance with existing discipline policies and may include suspension or expulsion in accordance with the laws of the State of California and RUSD policy.

1. RUSD technology resources shall only be used to access educational information and to promote learning activities both at school and home, including the facilitation of communication between the home and school.
2. RUSD promotes the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications through a variety of domain measures.
3. Students shall not load personal software or programs on District computers nor shall they download programs from the Internet without the approval of their instructor.
4. Virtual and physical vandalism shall not be tolerated. Any intentional act by a student that damages or interferes with performance of District technology hardware, software, operating systems, communication systems, will be considered vandalism and will be subject to school discipline and/or appropriate criminal or civil action.
5. Not all access to the Internet can be supervised. Students agree not to send, access, submit, publish, display or print over the Internet or RUSD network, or using RUSD technology resources, any defamatory, inaccurate, abusive, obscene, profane,

sexually oriented, threatening, offensive or illegal material. Cyber bullying is specifically prohibited. It shall be the student's responsibility to report the inappropriate use, web site, or communication to the student's teacher or other staff member.

6. Although the District uses a software filter to block known inappropriate web sites and prohibit access to harmful materials accessed from a District network, the District does not filter or block access to harmful materials accessed from a District-provided resource that is being used outside of the District network. Under any circumstances, filtering technology is not perfect and therefore may in effect both interfere with legitimate educational purposes and allow some objectionable material to be viewed.
7. The use of RUSD technology resources is not private; students should not expect that files stored on or transmitted via the District's resources will be confidential. All digital transmissions are subject to inspection and/or monitoring by District employees and other officials. Digital storage is RUSD property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly.
8. RUSD denies any responsibility for the accuracy of information obtained from the Internet or on-line resources.
9. RUSD makes no warranties of any kind, expressed or implied, for the technology resources it provides to students.
10. Copyright ©, Trademark ™ and/or Registered ® laws must be adhered to at all times. All materials from the Internet and other digital resources, including graphics, which are used in student projects or reports, must be properly cited. Copyrighted, Trademarked or Registered materials may not be placed on the Internet without the permission of the author.
11. Students shall not post or transmit their own or other's personal information such as home addresses, telephone numbers, last names, photos or other personal identifying information.
12. The use of District technology resources may involve the use of a password, network access code or other identifying or validating code. Such passwords and codes are to be protected as private information provided to the individual user for their sole purpose. Such passwords and codes shall not be disclosed by the student to others.
13. Students shall not use District technology resources to conduct for-profit business activities or to engage in religious activities. Students shall not use District technology resources for advertising, promotion commercial purposes or similar objectives, including the purchase of any items or services.
14. Students may bring personal technology, including computers, smart phones, network access devices, or other electronic signaling devices to school provided that such technology is used for instructional purposes. Students shall abide by the instructions provided by teachers and other school staff in the use of such personal technologies. Access to the Internet or other District communication systems from personal technology is limited to wireless access points on the school campuses or other access devices away from school. Access to the Internet or other District communication systems from personal technology is not available via hardwire connections.

#### **Consequences of Misuse and/or Violation of the Provisions of this Agreement**

Misuse of personal or District and personal technology resources on or near school property, in school vehicles and buses, at school-sponsored activities, as well as using district technology resources via off-campus remote access, may result in disciplinary action up to and including expulsion from the schools of the District. This Agreement shall be used in conjunction with RUSD Board of Education policies, California Education Code, and other local, state and federal laws and regulations governing the applicable matter.

Students, parents and guardians should recognize that the nature of the use of District technology resources extends outside of the school itself and into off-campus remote locations such as homes. The District's jurisdiction to enforce student behavior and discipline policies and rules shall apply whether the misuse or violation is at school or away from school as long as the District's technology resources are being used in the inappropriate behavior.

#### **Limitation of Liability**

Riverside Unified School District shall not be responsible for any damages suffered by the student, including those arising from non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. Riverside Unified School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The District assumes no liability for personal technology, including computers, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged, lost or stolen. The student and his/her parent/guardian shall indemnify and hold Riverside Unified School District harmless from any losses sustained as the result of use or misuse of the district's technology resources by the student, and/or the loss or damage of personal technology.

#### **ANTI-BULLYING POLICY**

The Riverside Unified School District believes that all students have a right to a safe and healthy school environment. To that end, the District, schools, and community have an obligation to promote mutual respect, tolerance and acceptance. The District will not tolerate behavior that infringes on the safety of any student. Bullying, as defined by Education Code section 48900, subd. (r)(1), is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including

one or more acts committed by a pupil or group of pupils as defined in Education Code sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- a. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- c. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Students shall not engage in actions that are severe or pervasive with the intent to intimidate or harass another student through words or actions. Such behavior includes any severe or pervasive direct physical contact, such as hitting or shoving; verbal assaults, such as teasing, name-calling, threats, harassment or using insults, slurs, or fighting words which, by their very nature, are disruptive to the school environment made in person or via the internet or cellular telephone text messages; and, social isolation or manipulation. This policy applies whenever a student is on school grounds, traveling to and from school or a school sponsored activity, during the lunch period, whether on or off campus, and during a school sponsored activity.

Students who act in violation of this policy may be subject to school/District disciplinary procedures up to and including expulsion.

Legal Reference:

Education Code:

- 48900 Grounds for suspension or expulsion
- 48900.3 Hate violence
- 48900.4 Harassment, threats, or intimidation
- 48910 Suspension by teacher
- 48911 Suspension by principal, designee, or superintendent
- 48915 Expulsion
- 48915.5 Expulsion of pupils with exceptional needs
- 48918 Rules governing expulsion proceedings
- 48918.5 Expulsion hearings; District rules and regulations

### **STUDENT CONDUCT AND DISCIPLINE: ANTI-BULLYING**

The Board of Education prohibits bullying at any location, whether on or off campus that affects students or school activity under the jurisdiction of the school district. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

The Board of Education expects students and/or staff to immediately report incidents of bullying to the principal or designee. Each complaint of bullying should be promptly investigated. If the complainant or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal or the Director of Pupil Services. The school district prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying at any time or through any method including direct physical contact or in-direct contact through media such as the internet or cellular telephone text messages.

Definitions:

1. General Definitions:

Bullying occurs when one or more students threaten, harass or intimidate another student through words, or actions including:

- direct physical contact such as hitting or shoving
- verbal assaults such as teasing or name-calling
- socially isolating or manipulating a student
- writing/posting threats or harassment on the internet or through cellular telephone text messages.

These incidents will be acted upon when they occur:

- on the school grounds at any time
- en route to and from school or a school-sponsored activity
- during the lunch period whether on or off campus; or
- during, or while going to or coming from, a school-sponsored activity

- or, at any time that affects students enrolled in the schools of this District.

2. Specific Examples:

For the purpose of further clarification, bullying includes, but is not limited to:

- Making unsolicited written, verbal, physical and/or visual contact. Examples include:
  - (a) Written – intimidating/threatening letters, notes, or messages whether delivered directly to the student or indirectly through such media as the internet or cellular telephone text messages.
  - (b) Verbal – intimidating/threatening comments, slurs, innuendos, teasing, jokes or epithets.
  - (c) Visual – staring (mad-dogging) or gestures
  - (d) Physical – hitting, slapping and/or pinching
- Making reprisals, threats of reprisals, or implied threats of reprisals.
- Engaging in implicit or explicit coercive behavior to control, influence or affect the health and well being of a student.

Confidentiality:

Reasonable efforts will be made to keep a report of bullying and the results of the investigation confidential. Witnesses should be informed of the confidential nature of the investigation and should be asked to refrain from disclosing the nature of the investigation to others.

Retaliation Prohibited:

The initiation of a report of bullying should not reflect on the reporting student or witnesses in any way. It should not affect the student's future relationship with the school district, grades, class section or other matters pertaining to his/her status as a student in any program. It is a violation of this policy to engage in such retaliation.

Disciplinary Action:

Students who act in violation of this policy and/or the law may be subject to discipline up to and including expulsion. Such disciplinary action shall be in accordance with school district procedures and state and federal laws.

Investigation Procedures:

1. Informal Resolution:

Students who feel aggrieved because of conduct that may constitute bullying are encouraged, but not required, to inform the person engaging in such conduct that the bullying is offensive and should stop.

2. Formal Reporting of Allegations of Bullying:

If direct communication with the person whose conduct is offensive has been to no avail or would be inappropriate, the aggrieved student should communicate his/her concern to a teacher, counselor, assistant principal or principal. The student should also complete a formal, written report. If the student is unable to complete a written report, school staff may help him/her complete the report.

3. Responsibilities of Employees:

AB 9 requires that school personnel who witness acts of discrimination, harassment, intimidation and bullying take immediate steps to intervene when safe to do so. Employees who receive reports of bullying or observe an act of bullying should also immediately inform the principal or designee at the school the student attends.

4. Administrative Review and Procedure:

a. Filing:

While reports of bullying should be in writing, any report received, whether written or oral should be investigated.

b. Investigation:

All matters regarding bullying should be promptly and thoroughly investigated in a confidential manner. The student accused of bullying should be informed of the results of the investigation and given an opportunity to present his/her version of the situation and to identify witnesses on his/her behalf. Parents of both the accused and the student filing the complaint should be contacted as appropriate.

c. Corrective Action/Discipline:

Upon completion of the investigation, the principal or designee should determine the appropriate action, if any, to take. Corrective action may include, but not be limited to, counseling, warning, or initiating disciplinary procedures against the offending student. Corrective action should be designed to prevent recurrence of the bullying.

Mandated Notification:

1. At the beginning of the school year, each student should receive a summary of this policy prohibiting bullying.
2. A summary of this policy should be part of new student orientation programs and included in student handbooks and information packets.

3. A summary of this policy should be included as part of the District's annual notification to parents.
4. A copy of this policy should be provided for each staff member.

# Parent/Student Form for Reporting Possible Bullying Behavior

Rev. 4/19/16

Bullying Definition: Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act by a student, or a group of students, directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, traveling to or from school, or at a school-sponsored activity which substantially disrupts the educational environment.

Report will be investigated no later than the end of the next school day and report of outcome to parent within 30 days. The school is not permitted to provide information about other students or discipline issued to other students with the reporting parent.

Name of Student (Target): \_\_\_\_\_ DOB \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher/Counselor: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Tel/Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Full Name of Offending Person(s): \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Report: \_\_\_\_\_

1. Give details of your concerns including dates/times, location(s), witnesses, etc. Please provide specific examples of the offensive conduct. (Use back-side if necessary.)

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2. What remedy are you seeking?

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3. Describe the informal efforts that you have made to correct the situation described in #1.

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## ANONYMOUS REPORT:

1. Please DO NOT use my child's name while investigating and why (signature) \_\_\_\_\_

Why not? \_\_\_\_\_

2. It is ok to use my child's name while investigating (signature) \_\_\_\_\_

## TO BE COMPLETED BY SCHOOL

Date Report Received at School: \_\_\_\_\_

Date Investigated: \_\_\_\_\_ By Whom: \_\_\_\_\_

Date Parent Notified of Outcome: \_\_\_\_\_ By Whom: \_\_\_\_\_

Bullying Verified:  Yes  No

Comments:

Original: School Site

## COMPLAINTS CONCERNING DISTRICT PERSONNEL

(Policy/Rules and Regulations 1312.1)

### 1.1 COMPLAINT PROCEDURE

1.1.1 The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or the individual, and whether it should be resolved by the district's process for complaints concerning personnel, other district procedures, or both.

1.1.2 In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints concerning district personnel:

1.1.2.1 Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is made. Parent/guardians are encouraged to attempt to resolve concerns with the staff member personally.

1.1.2.2 If a complainant is unable or unwilling to resolve the complaint directly with the employee involved, he may submit an oral or written complaint to the employee's immediate supervisor or the principal.

1.1.2.3 Upon receipt of a written complaint, the employees' supervisor or principal shall conduct a formal investigation and submit a written response to the complainant. If the complaint is given orally, the supervisor or principal shall request that it be submitted in writing prior to conducting an investigation and a written response. Copies of both the written complaint and the supervisor or principal's response shall be given the employee whose actions gave rise to the complaint.

**Note: In accordance with the agreements with the District's Bargaining Units:**

**A. Any citizen or parent complaint about an employee shall be reported immediately to the employee by the supervisor receiving the complaint, unless the complaint involves allegation that the employee has committed an unlawful act.**

**B. There shall be no retaliatory action by an employee against a student whose parent(s) or guardian(s) have made a citizen or parent complaint.**

1.1.2.4 All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him to do so.

1.1.2.5 Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee.

1.1.2.6 Complaints related to a Board member or to the Superintendent shall be initially filed in writing with the Board.

1.1.2.7 A written complaint must include:

a. The complainants name, address and school or site involved.

b. The specific date of the incident giving rise to the complaint.

c. The name of each employee involved.

d. A brief but specific summary of the complaint and the facts surrounding it.

e. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.

f. A description of how the complainant wished to have the complaint resolved.

g. The complainant's signature.

1.1.2.8 The person responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days.

1.1.2.9 The complainant may appeal a decision by the principal or the employee's immediate supervisor to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days. Complainants should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.

1.1.2.10 Before any Board consideration of a complaint, the Superintendent or designee shall submit to the board a written report concerning the complaint, including but not limited to:

a. The name of each employee involved.

b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.

c. A copy of the signed original complaint.

d. A summary of the action taken by the Superintendent or designee, together with his specific finding that the problem has not been resolved and the reasons.

1.1.2.11 Following a review of case materials and consultations with the Superintendent, the Board shall determine if the complainant be granted a hearing in a closed session, of the Board may uphold the Superintendent's decision without hearing the complainant.

1.1.2.12 If an appeal hearing is granted, the Superintendent or his designee shall personally contact the complainant to explain when, where, and how to appear before the Board and shall confirm such information in writing.

1.1.2.13 Following the appeal hearing, the Board shall render its decision and shall instruct the Superintendent to relay that decision in writing to all parties involved.

1.1.2.14 The decision of the Board of Education shall be final.

1.1.2.15 Before the Board holds closed session to hear complaints or charges brought against an employee, the employee shall receive written notice of his right to have the complaints or charges heard in open session rather than closed session. This notice shall be delivered personally or by mail at least 24 hours before the time of the session, and the employee may request that the complaints or charges be heard in open session. Complaints concerning Board members shall be addressed in open session unless a closed session is warranted pursuant to Education Code §35146 or 48918 or Government Code 54957 or 54957.6.

## 1.2 COMPLAINTS REGARDING CHILD ABUSE

1.2.1 When a complaint of child abuse is alleged, the district shall provide parents/guardians procedures for filing a child abuse complaint with the appropriate child protective agencies. Upon request, such procedures shall be written in the primary language of the parent/guardian, and the Superintendent or designee shall provide an interpreter if needed.

1.2.2 Providing the above procedures to parent/guardians does not relieve mandated reporters from their duty to report suspected child abuse in accordance with law.

### EXHIBIT

#### **Procedures for parents or guardians of students to identify and report child abuse committed at a school site by a school district employee or other person.**

##### 1.0 COMPLAINTS CONCERNING DISTRICT EMPLOYEES

1.1 The following information taken from Penal Code Sections 273a, 273d, and 11165.6, will assist parents/guardians in deciding whether to file a complaint of child abuse.

1.2 What is Child Abuse:

- a. Child abuse is a physical injury which is inflicted by other than accidental means on a child by another person.
- b. It also means the sexual abuse of a child.
- c. It also means willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.
- d. It also means unlawful corporal punishment or injury resulting in a traumatic condition.
- e. Child abuse also means neglect of a child or abuse in out-of-home care. (Out-of-home care is defined in Penal Code Section 11165.5 as a situation where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children, or an administrator or employee of a public or private school or other institution or agency.)

1.3 What is not Child Abuse:

- a. Child abuse does not mean a mutual affray or fight between minors.
- b. It also does not include an injury caused by the actions of a peace officer using reasonable and necessary force:
  1. To quell a disturbance threatening physical injury to person or damage to property;
  2. To prevent physical injury to person or damage to property;
  3. For purposes of self-defense;
  4. To obtain possession of weapons or other dangerous objects within the control of a child; or
  5. To apprehend an escapee
- c. In addition, child abuse does not include injury caused by any force that is reasonable and necessary for a person employed by or engaged in a public school:
  1. To stop a disturbance threatening physical injury to people or damage to property;
  2. For purposes of self-defense; or
  3. To obtain possession of weapons or other dangerous objects within control of a student.

1.4 How to File a Complaint of Child Abuse against School District Employees or Others at School Sites

- a. Parents/guardians of students have the right to file a complaint against a school district employee or other person that they suspect has engaged in abuse or neglect of a child at a school site.
- b. To file a complaint, the parent/guardian must file a formal report with the local child protective agency. This may be done by telephone, in person, or in writing. A complaint may also be filed with the appropriate local school district or county office of education; however, school districts or county offices of education do not investigate child abuse complaints.
- c. In addition, if the child is disabled and enrolled in special education, a separate complaint may be filed with the California Department of Education (CDE) under the California Code of Regulations, Title 5, Section 4650 (a) (viii) (c). The CDE does not investigate allegations of child abuse. The CDE investigates conditions that may involve immediate physical

danger or threaten the health, safety or welfare of the child and which may result in denial of free appropriate public education.

- d. As defined in the Child Abuse and Neglect Reporting Act of 1987, a child protective agency is
  1. A police or sheriff's department;
  2. A county probation department; or
  3. A county welfare department/child protective services.
- e. These agencies are listed in local telephone directories under government listings. Police will be found under city government listings; sheriffs, probation, welfare departments and child protective services will be found under county government listings.
- f. The local child protective agency shall investigate the complaint.
- g. If the complaint is substantiated, the local child protective agency is required to forward a copy of the investigation report to the Board of Education of the local school district or county office of education.
- h. Child protective agencies are also required to cross-report every known or suspected instance of child abuse to the other child protective agencies having jurisdiction over the case (for example, county welfare to law enforcement, and vice versa), to the agency responsible for conducting investigations for dependency determinations pursuant to Welfare and Institutions Code 300, and to the district attorney.

### **ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)**

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties:

The Riverside Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Riverside Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. The Board prohibits, at any District school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Categorical Aid Programs violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs, violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, district non-compliance with legal requirements related to the implementation of the local control and accountability plan, reasonable accommodations for lactating pupils on a school campus, non-compliance with legal requirements related foster and homeless youth, non-compliance with legal requirements related the assigning of students in grades 9 – 12 in any course period without educational content for more than one week, non-compliance with legal requirements related instructional minutes for physical education in grades 1 through 6, and complaints alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

**Complaints:** Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Senior Administrator for Non-Discrimination, the Principal, designee, or any other staff member. Any student or school employee who observes any such incident should report the incident to the Coordinator or Principal, whether or not the victim files a complaint.

The Senior Administrator assigned by the Superintendent for Non-Discrimination handles complaints regarding discrimination, harassment, intimidation, or bullying and to answer inquiries regarding the District's non-discrimination policies:

*Senior Administrator for Pupil Services or District Complaint Officer  
5700 Arlington Avenue, Riverside, CA 92504(951) 788-7135 or (951) 352-1200*

Complaints may be made in writing to the Senior Administrator for Pupil Services or District Complaint Officer. The District Uniform Complaint form may be accessed on the District Website by clicking on the link at the bottom of the District homepage: <http://www.rusdlink.org>.

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Riverside Unified School District's UCP policy and complaint procedures shall be available free of charge and at <http://www.rusdlink.org>.

#### **POLICY ON SEXUAL HARASSMENT OF OR BY STUDENTS** (E. C. Sections 48980 (g) and 231.5, Board Policy 5145.7 (a))

- 1.1 The Riverside Unified School District Board of Education is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student or other person at school or at any school-related activity.
- 1.2 The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.
- 1.3 Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.
- 1.4 Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.
- 1.5 Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to another district administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.
- 1.6 The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedure.
- 1.7 The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint or sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

#### **DEFINITION OF SEXUAL HARASSMENT**

California and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to, the following:

- a. Unwanted sexual advances, including propositioning and requests for sexual favors, or repeatedly asking someone out for a date after it is clear that the person is not interested;
- b. Explicitly or implicitly offering employment or academic benefits in exchange for sexual favors;
- c. Making or threatening reprisals after a negative response to sexual advances;
- d. Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters;
- e. Verbal conduct: Making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another's or one's own body;

- f. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation;
- g. Physical conduct: Touching, assaulting, impeding or blocking movement;
- h. Basing employment or academic benefit on whether or not a person submits to behavior such as described in items (a) through (g) above;
- i. Unwelcome behavior as set forth in items (a) through (g) above which has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

## **STUDENTS**

California Education Code Section 48900.2 specifies that a student may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the student is enrolled determines that the student has committed sexual harassment as described in California Education Code Section 212.5.

For purposes of this policy, the conduct must be considered by a reasonable person of the same gender as the victim. It must be severe or pervasive enough to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This policy, for disciplinary purposes, shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive.

- a. Any student who feels that he or she has been the victim of sexual harassment shall immediately report the incident/s to the principal or administrator of the school. The principal or administrator receiving the complaint shall immediately commence an investigation and notify the student's parent or legal guardian of the alleged incident and intent to investigate.
- b. Any student, who has knowledge of conduct by employees, volunteers, students, or other individuals in the school community which may constitute sexual harassment, is encouraged to immediately report such conduct to the principal of the school which he or she attends.
- c. Any student enrolled in an educational program operated by the RUSD and for whom an investigation has determined to be the perpetrator of sexual harassment towards another, will be subject to disciplinary action including, but not limited to, suspension, expulsion, or involuntary transfer to another class, school, or program operated by RUSD or the school district of residence.
- d. If the perpetrator of sexual harassment towards another is a student with identified exceptional needs, an IEP team meeting shall be convened to first determine if the behavior was a direct manifestation of the pupil's identified disability.
- e. Final disciplinary action shall be based upon a complete investigation and determination by the site principal or program administrator and review by the appropriate division director.
- f. If the student feels that the problem has not been fully resolved at the school site, the student may request a Sexual Harassment Report Form and contact the Director of Pupil Services, Central Registration Center, 5700 Arlington Avenue, Riverside, California, 92501, (951) 352-1200.

## **COMMUNITY REPORTING AGENCIES**

The following community agencies are available to assist you if the RUSD has not addressed your complaint to your satisfaction:

1. Child Protective Services Division, 23119 Cottonwood, Building C, Moreno Valley, California, 92553
2. Riverside City Police Department, 4102 Orange, Riverside, California, 92501
3. Riverside County Sheriff Department, 4095 Lemon, Riverside, California, 92501

## **POSTING AND DISSEMINATION**

It shall be the responsibility of RUSD to ensure proper notification of the prohibition against sexual harassment as a form of sexual discrimination. A Sexual Harassment Form may be obtained from the building principal. Activities to carry out this intent shall include the following:

- a. This policy shall be displayed in a prominent location in all administrative offices and all areas where rules, regulations, procedures and standards of conduct are posted;
- b. A copy of the written policy shall be provided as a part of any orientation program conducted for all students at the beginning of each quarter, semester or summer session and for each new enrolling student;
- c. A copy of the written policy shall be included in the Parent's Rights notifications that are sent to parents/guardians at the beginning of each school year;
- d. A copy of this policy shall be provided to each faculty member and all members of the administrative and support staff at the beginning of the school year or at the time a new employee is hired;

- e. A copy of this policy shall appear in all publications that set forth the rules, regulations procedures and standards of conduct for this educational institution.

Civil Rights Act of 1964, 42 USUS 2000(e)

California Government Code 12940

California Education Code 212.5 and 212.6

California Administrative Code, title 2, 7287.6, subd. (b) and 7291.1, subd. (f) (2)

RUSD Policy #5145.7(a)

Rules & Regulations #5145.7(a)