

ROMOLAND SCHOOL DISTRICT
25900 LEON ROAD, HOMELAND, CA 92548
(951) 926-9244

**RULES OF DISCIPLINE, PUPIL SERVICES, HEALTH EDUCATION, ACADEMIC PROCEDURES, EMPLOYEES,
STUDENTS, PARENTS/GUARDIANS, ADVISORY COMMITTEES, PRIVATE SCHOOL OFFICIALS, AND COMMUNITY
MEMBERS, RIGHTS REQUIRING
ANNUAL NOTIFICATION ~ 2018 - 2019**
(Elementary Schools: TK – 5; and Middle School: 6 – 8)

Dear Parent(s)/Guardian(s):

The Romoland School District is required to give annual notification to parents/guardians regarding certain portions of the instructional program, plus matters related to school administration. Education Code (EC) § 48980. **An acknowledgment of receiving this information is located on the attached sheet and must be signed by the parent or guardian and returned to the school.** If you have questions or concerns, please contact the principal at your student's school.

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NOTICES AT BEGINNING OF TERM: (EC § 48980(a)) The Romoland School District is required to provide annual notification to parents/guardians of rights and responsibilities under EC §§ 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938 and Chapter 2.3 (commencing with § 32255) of *Part 19 of Division 1 of Title I*, at the beginning of the first semester or quarter of the regular term, the District shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Section 35291. **NOTE:** The information in this packet may change during the year as laws, regulations, and Board Policies are added, amended, or deleted.

NONDISCRIMINATION STATEMENT: (Federal Regulations, Title VI, Civil Rights Act of 1964 & Title IX, Educational Amendment Act of 1972) Discrimination in education programs and activities is prohibited by state and federal law. Education Code 200 *et seq.* requires school districts to afford all pupils regardless of gender, gender identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, mental or physical disability, sexual orientation, or the perception of one or more of such characteristics, equal rights and opportunities in education. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin. Title IX prohibits discrimination on the basis of sex. The Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973 prohibit discrimination on the basis of disability. The Office for Civil Rights of the U.S. Department of Education has authority to enforce federal laws in all programs and activities that receive federal funds.

The Romoland School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact John Murray, Director of Human Resources, at (951) 926-9244.

EDUCATIONAL EQUITY: IMMIGRATION AND CITIZENSHIP STATUS: (EC 200, 220, and 234.1 adding Article 5.7 to EC 234.7) All persons in public schools, regardless of their Immigration status, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other other specified characteristic, are to be afforded equal rights and opportunities in the schools, and are not to be discriminated against on the basis of these specific characteristics in any program or activity conducted by the school that receives or benefits from state financial assistance or enrolls students who receive state financial aid. School officials are prohibited from collecting information or documents regarding citizenship or immigration status of students or their family members. Schools are to adopt a policy that prohibits and adopt a process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying based on those actual or perceived specified characteristics. The superintendent of a school

district or county office of education and principal of a charter school are to report to the governing board of local educational agency in a timely manner any requests for information or access to the school site by an officer or employee or a law enforcement agency for the purpose of enforcing the immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information. Schools are encouraged, when an employee is aware that a student's parent or guardian is not available to care for the student, to work with parents or guardians to update the emergency contact information and not to contact Child Protective Services to arrange for the student's care unless the school is able to arrange for care through the use of emergency contact information or instructions provided by the student's parent or guardian. Governing boards or schools are to provide information to parents and guardians as appropriate, regarding their children's right to a free public education, regardless of immigration status or religious beliefs. Schools and school districts will adopt by July 1, 2018 model policies created by the California Attorney General, limiting immigration enforcement at public schools ensuring that public schools remain safe and accessible regardless of immigration status.

SECTION I: ~ DISCIPLINE SECTION

RULES, AND REGULATIONS REGARDING DISCIPLINE: (EC §§ 35291, 35291.5, and 35291.7) The Board of Trustees shall prescribe rules not inconsistent with law or the State Board of Education. Each principal shall take steps to ensure that all rules pertaining to discipline of pupils are communicated to students at the beginning of each school year and communicated to transfer students when enrolled. School site rules are to be established by school committees with specific membership at least every four years.

RULES OF DISCIPLINE / GROUNDS FOR SUSPENSION AND EXPULSION: (EC § 48900, BP & AR 5131.7, and BP & AR 5144.1) A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent, principal, or principal's designee of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (w), inclusive:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (a)(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 pupil had obtained written permission to possess the item from a certificated employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) 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. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell 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, school officials, or other school personnel engaged in the performance of their duties.
- (k)(2) Except as provided in EC § 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) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying: 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 EC § 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, video, 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.
 - (iii) An act of cyber sexual bullying.
 - (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 - (2)(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:
- a. While on school grounds.
 - b. While going to or coming from school.
 - c. During the lunch period whether on or off the campus.
 - d. During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the

- pupil's specific misbehavior as specified in EC § 48900.5.
- (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.

Sexual Harassment: (EC § 48900.2, and BP & AR 5145.7)

A student in grades 4 to 12, inclusive, has committed sexual harassment as defined in Education Code Section 212.5. The conduct must be 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 student's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled kindergarten and grade 1 to 3, inclusive.

Hate Violence: (EC § 48900.3)

In addition to the reasons set forth in EC § 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

Harassment, Threats or Intimidation: (EC § 48900.4)

In addition to the grounds specified in EC § 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

Limitations on Imposing Suspension: (EC § 48900.5)

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

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

- (1) A conference between school personnel, the pupil's parent or guardian, and the pupil.
- (2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
- (3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
- (4) Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
- (5) Enrollment in a program for teaching prosocial behavior or anger management.
- (6) Participation in a restorative justice program.
- (7) A positive behavior support approach with tiered interventions that occur during the school day on campus.
- (8) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
- (9) Any of the alternatives described in EC § 48900.6.

Terroristic Threats: (EC § 48900.7)

The student has made terroristic threats against school officials or school property, or both.

- (a) In addition to the reasons specified in EC § 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so

unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Expulsion: (EC § 48915 and BP & AR 5144.1)

- (a)(1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
- (A) Causing serious physical injury to another person, except in self-defense.
 - (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
 - (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
 - (D) Robbery or extortion.
 - (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (a)(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.
- (b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of EC § 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of EC § 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:
- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to EC § 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
 - (2) Brandishing a knife at another person.
 - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - (5) Possession of an explosive.
- (d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
 - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
 - (3) Is not housed at the school site attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of EC § 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of EC § 48900, or EC § 48900.2, 48900.3, or 48900.4, and either of the following:
- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study

is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

- (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

ATTENDANCE OF SUSPENDED CHILD'S PARENT / GUARDIAN FOR PART OF SCHOOL DAY: (EC § 48900.1 and BP & AR 5144.4) When removing a student from class pursuant to EC § 48910 for committing an act of obscenity, habitual profanity or vulgarity, disruption of school activities, or willful defiance, the teacher of the class may require any parent or guardian who lives with the student to accompany the student for a portion of a school day in the class from which the student has been removed. A written notice will be sent to the parent or guardian regarding implementation of this requirement. Employers are not allowed to apply sanctions against the parent or guardian for this requirement if the parent or guardian has given reasonable notice to his/her employer.

DANGEROUS OBJECTS:

LASER POINTERS: PROHIBITIONS ON SALES, POSSESSION AND USE: (PC § 417.27) Students are prohibited to possess a laser pointer on any district campus unless possession is for valid instruction. It is further prohibited to direct the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog. It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose.

IMITATION FIREARMS: (PC §§ 12550 and 12556) A BB device is within definition of 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.

GUN-FREE SCHOOL ZONE ACT: (PC 626.9, 30310) Prohibits a person from possession of a firearm in a place that the person knows, or reasonably should know is a school zone. A school zone is defined as an area in, or on the grounds of, a public or private school providing instruction in kindergarten through grade 12, or within a distance of 1,000 feet from the grounds of the public or private school. A person may possess a firearm in a school zone under specified circumstances, such as when the person is a duly appointed peace officer, honorably retired police officer, or security guard authorized to carry a concealed firearm under state law. All other persons holding a valid license to carry a concealed firearm, who are not exempt from the restrictions, are no longer allowed to bring or possess a firearm in schools or school zones, unless they obtain written permission from the school district superintendent, his or designee, or equivalent school authority.

VANDALISM / GRAFFITI / DAMAGE TO DISTRICT AND / OR DISTRICT EMPLOYEE PROPERTY: (EC § 48904, BP 5131, BP & AR 5131.5, and BP & AR 3515.4) Vandalism is the willful destruction of school property. The parent or guardian of any minor who willfully cuts, defaces or otherwise injures in any way property, real or personal, belonging to the District shall be liable for all such damages caused by the minor.

SEXUAL HARASSMENT: (EC § 231.5, § 48980(g), 5 CCR 4917, and BP & AR 5145.7) The Romoland School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action, including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact, John Murray, Director of Human Resources at (951) 926-9244.

HATE-MOTIVATED BEHAVIOR: (BP 5145.9) The Board of Trustees affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, or law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. The district shall also provide counseling or guidance and support, as necessary, to those students who are the victims of hate-motivated behavior. The Superintendent or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways. The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights. At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior.

HAZING PROHIBITION: (EC §§ 32051 and 48900(q)) Romoland School District prohibits students or other persons in attendance at any public or private educational institution from conspiring to engage in hazing. This is also included under the Grounds for Suspension or Expulsions listed under EC §§ 48900(a)(1) – 48900(s).

USE OF CONTRABAND DETECTING DOGS ON CAMPUS: (AR 5145.12) Romoland School District has contracted for the services of specially trained dogs that will from time to time conduct random searches at the secondary school site for illicit drugs, alcohol, and gunpowder based items. These searches for contraband items will take place in campus buildings, parking lots, and school grounds. The use of non-aggressive dogs is part of the District's overall efforts to insure a safe and healthy learning environment.

SEARCH OF SCHOOL LOCKERS: School lockers remain the property of the Romoland School District even when assigned to students. The lockers are subject to search whenever the District finds a need to do so. The use of the school locker for other than school-related purposes is prohibited. Improper use of school lockers will result in disciplinary procedures.

ELECTRONIC LISTENING OR RECORDING DEVICE: (EC § 51512) The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

ELECTRONIC NICOTINE DELIVERY SYSTEMS (e-cigarettes) : (BP & AR 3513.3) The Romoland School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors, which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

ELECTRONIC SIGNALING DEVICE; POSSESSION OR USE: (EC § 48901.5, and BP & AR 5131) Students are permitted to have in their possession an electronic signaling device that operates through the transmission or receipt of radio waves, which may include, but not limited to, cellular telephones (which may or may not be capable of transmitting digital photographic images and/or recording capabilities), pagers, radios, etc. Such devices shall remain de-activated. Students must turn off unless the student receives permission from the teacher to use during class time, and/or use these camera or recording features on any cellular telephone or other electronic signaling device at any time on campus during school hours. Additionally, students may also be prohibited from using any camera or recording feature of an electronic device not during regular instruction hours when such use disrupts a school-sponsored activity. Exception of these rules may be made during an emergency affecting the school or the community. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the health of the pupil and use of which is limited to health-related purposes.

RELEASE OF PUPIL TO PEACE OFFICER: (EC § 48906) Requires school officials to take immediate steps to notify parent or guardian when a child is taken into custody by a peace officer except when the child is taken into custody as a victim of suspected child abuse. In such cases, law enforcement would assume all notification responsibilities.

JURISDICTION: (EC § 44807) Every teacher shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

DUTIES OF PUPILS: (California Code of Regulations, Title 5 (5 CCR) Sec. 300) Requires pupils 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.

HEALTH AND WELFARE: (BP 5140) Students shall be under the supervision of school authorities from the time they arrive on the school premises until they leave the school premises. When students are provided transportation to and from school premises by the school district, they shall be under the supervision of school authorities from the time they board the school bus until the time they leave the school bus. Students shall be under the school's supervision at all school-sponsored functions.

DRESS CODE: (EC § 35183, and BP 5132 & AR 5132.2) Parents/guardians are encouraged to have all student clothing free of any writing, pictures, or insignia. Students are not allowed to display by wearing or placement of apparel which would signify the affiliation or intent of affiliation in a student group advocating or participating disruptive behavior. The Board of Trustees has identified guidelines governing dress and grooming. Each school site has developed its own specific dress code policy.

DRESS AND GROOMING: (AR § 5132) Students are to wear clothing per the following guidelines:

- 1) Shoes must be worn at all times.
- 2) Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- 3) Hats, caps and other head coverings shall not be worn indoors except when allowed for by the principal or designee.
- 4) Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and excessively short shorts and skirts are prohibited.
- 5) Gym shorts may not be worn in classes other than physical education.
- 6) Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

STUDENTS, STUDENT ACTIVITIES, CAMPUS REGULATIONS, "GANG-RELATED APPAREL": (EC §§ 35183 and 35183.5, BP 5131.4) The Romoland School District students are expected to attend school in clean, neat clothing. The dress code is intended to help protect the health and welfare of the individual student, to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students in attendance, and minimize distraction of other student so as not to interfere with the educational process. School districts are authorized to adopt a dress code policy requiring students to wear a school-wide uniform, providing a six-month notice to parents or guardians. Students are prohibited from wearing "gang-related" clothing. The Board of Education desires to keep District schools free from the threats or harmful influence of any groups that advocate drug use or disruptive behavior.

SCHOOL BUS AND PASSENGER SAFETY: (EC § 39831.5, BP 5131.1, BP & AR 5131.1) Bus transportation, including field trips, is considered a privilege. Students riding school buses will observe all school, district and safety rules on the bus and at the bus stop. Failure to comply with the rules and regulations for bus riders in the district shall be sufficient reason for a student to be denied transportation and subject to school discipline. A copy of the bus safety rules will be available for all riders. District buses may be fitted with cam-recorders and, if so, are recording on a continuous basis while the buses are in operation. This is to insure student and driver safety. Surveillance systems on school buses help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems may be installed and used on school buses to monitor student behavior while traveling to and from school and school activities. The contents of a recording may be a student record and, as such, may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate. In addition, a prominent notice shall be placed in each bus stating that the bus is equipped with a surveillance monitoring system.

Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instructions that include, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Bus Rider Rules

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or

- changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.
 9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
 10. Riders shall not put any part of the body out of the window nor throw any item from the bus.
 11. 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.
 12. Service animals are permitted on school transportation services; all other animals are prohibited.
 13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
 14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.

SECTION II: ~ COMPLAINT PROCEDURES

UNIFORM COMPLAINT POLICY AND PROCEDURES: (Title 5, CCR § 4622, EC §§ 234.1, 32289, 49013, and BP & AR 1312.3)

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

1. Any complaint alleging district 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;
2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code [200](#) or [220](#), Government Code [11135](#), or Penal Code [422.55](#), or based on his/her association with a person or group with one or more of these actual or perceived characteristics;
3. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code [200](#) or [220](#), Government Code [11135](#), or Penal Code [422.55](#), or based on his/her association with a person or group with one or more of these actual or perceived characteristics;
4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities;
5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan;
6. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy;
7. Any other complaint as specified in a district policy. When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall resolve the UCP-related allegation(s) through the district's UCP.

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to John Murray, Director of Human Resources, who will coordinate an investigation within 10 business days and a response within 60 calendar days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulation exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact John Murray, Director of Human Resources, at 951-926-9244 for additional information or assistance.

WILLIAMS COMPLAINT POLICY AND PROCEDURE: (EC § 35186, BP 1312, and AR 1312.4) The Romoland School District uses a

modified uniform complaint process to help identify and resolve deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment. The Williams Complaint Procedure allows for the filing of anonymous complaints. A complainant who identifies himself or herself is entitled to a response upon request.

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

3. Complaints regarding the condition of school facilities, including any complaint alleging that:
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.
Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate.

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with EC § 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs.

Filing of Complaint: A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to John Murray, Director of Human Resources, in a timely manner, but not to exceed 10 working days.

Investigation and Response: The principal or Director of Human Resources shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or Director of Human Resources shall report the resolution of the complaint to him/her at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. At the same time, the principal or Director of Human Resources shall report the same information to the Superintendent. When EC § 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Director of Human Resources or the Superintendent may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR4632. All complaints and written responses shall be public

records.

Reports: On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

Forms and Notices: The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes.

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in EC § 35186.

SECTION III: ~ ACADEMIC PROCEDURES

KINDERGARTEN ADMISSION WHEN 5 YEARS OLD: (EC § 48000) Requires applicant parent/guardian to be informed of effects, advantages and disadvantages of early kindergarten entry.

MINIMUM AND PUPIL-FREE STAFF DEVELOPMENT DAYS: (EC § 48980(c)) The Romoland School District calendar includes minimum days and pupil-free professional development days. Please refer to school calendar insert included in the first-day-of-school Annual Notification packet and/or posted on the district website at www.romoland.net.

SCHOOL ACCOUNTABILITY REPORT CARD: (EC §§ 35256, 35258, 33126) A copy of a school's report card is available upon request at each school site office, the District Administration Office, or the District's website at www.romoland.net.

PROMOTION / ACCELERATION / RETENTION: (EC § 48070.5(e), and BP & AR 5123) The Board of Trustees expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate growth patterns of individual students, and include strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in meeting grade level standards of expected student achievement. As early as possible in the school year, the Principal or designee shall identify students who should be retained or who are at risk of being retained in accordance with law, Board Policy and Administrative Regulations. When a student is recommended for retention or is identified as being at risk for retention, the Principal or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include, but are not limited to, tutorial, after-school, summer school and intersession programs, and/or a meeting of an Educational Monitoring Team.

Parents/guardians shall be provided the opportunity to consult with the teacher(s) or certificated staff member the principal designates to be responsible for the decision to retain or promote a pupil. Additionally, parents/guardians shall also be provided a process whereby the decision of the teacher may be appealed. The Superintendent or designee shall develop procedures regarding the promotion or retention of students. Students shall be identified on the basis of State assessment results and other indicators of academic achievement, as established by the Board. The District shall develop programs to address the student's academic deficiencies as required by law.

TITLE I SCHOOLS: (20 USC 6311, 34 CFR 200.61)

Annual Parent/Guardian Meeting- Parents/guardians are invited to an annual meeting that explains services available to students, how funds are spent, and invites parent/guardian participation on councils and committees that annually update the school plan.

School Parent/Guardian Engagement Policy- Parents/guardians are invited to participate in an annual update of the school's parent/guardian engagement policy that lists the many ways in which parents/guardians may become involved in the education of their students, and to participate in an annual survey.

Parent/Guardian School Compact- Parents are invited to participate in an annual update of the school's parent/guardian school compact that lists the ways in which the parents/guardians, students, and teachers can work together to ensure a quality education for their students, and to sign the school compact.

District will provide on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents/guardians may request, a school that receives Title I funds shall provide to each individual parent/guardian information on the level of achievement of the parent's student in each of the State academic assessments as required under this part; and timely notice that the parent's/guardian's student has been assigned, or has been taught, for four or more consecutive weeks by a teacher who is not highly qualified.

NOTICE OF ALTERNATIVE SCHOOLS: (EC § 58501) The following notice shall be sent along with the notification of parents and guardians required by EC 48980. In addition, a copy shall be posted in at least two places, normally visible to pupils, teachers, and visiting parents/guardians in each attendance unit, for the entire month of March in each year.

"Notice of Alternative Schools"

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/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for the 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/guardian, pupil, or teacher is interested in further information concerning alternative schools, the Riverside County Office of Education, the administrative office of this district, and the principal's office has copies of the law available for your information. This law particularly authorizes interested persons to request the Board of Trustees of the District to establish alternative school programs in each district.

SAFE PLACE TO LEARN ACT: (EC §§ 234 and 234.1) It is the policy of the State of California to ensure that all local education agencies continue to work to reduce discrimination, harassment, violence, intimidation, and bullying. It is further the policy of the state to improve pupil safety at schools and the connections between pupils and supportive adults, schools, and communities. As such, school districts must adopt policies and procedures that address the following:

1. Policy that prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in PC 422.55 and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.
2. Policy that applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district.
3. Process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying that shall include, but not be limited to all of the following:
 - (a) A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so.
 - (b) A timeline to investigate and resolve complaints that shall be followed by all schools under the jurisdiction of the school district.
 - (c) An appeal process afforded to the complainant should he or she disagree with the resolution of a complaint filed.
 - (d) Maintenance of complaints and their resolution for a minimum of one review cycle.
 - (e) Manner to ensure that complainants are protected from retaliation and that their identities remain confidential, as appropriate.
4. Identification of a responsible local educational agency officer for ensuring compliance.

In addition, a copy of the policy and information about the manner in which to file a complaint, to pupils, parents/guardians, employees, agents of the governing board, and the general public shall be posted in all schools and offices, including staff lounges and pupil

government meeting rooms. Notice to be in English, and when applicable under EC 48985, the primary language or mode of communication of the recipient.

The Romoland School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC § 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Director of Human Resources at (951) 926-9244.

COURSE SELECTION AND CAREER COUNSELING: (EC § 221.5(d)) Commencing grade 6, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's sex or gender. Parents or guardians are notified so that they may participate in such counseling sessions and decisions.

COURSEWORK AND GRADUATION REQUIREMENTS, CHILDREN OF MILITARY FAMILIES: (EC 51225.1 and 51225.2): Within 30 days of enrollment, the school district shall notify children of military families if they are qualified to be exempted from local graduation coursework requirements that go above and beyond state graduation requirements. The school district make a finding that the pupil is reasonably able to complete the school district's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school or is reasonably able to complete the school districts graduation requirements with in the pupils fifth year of high school. The coursework completed while attending another school is to be issued full or partial credit. "Pupil who is a child of a military family" means a pupil who meets the definition of "children of military families" under Section 49701.

HARM OR DESTRUCTION OF ANIMALS: (EC §§ 32255 *et seq.*, 48980(a)) Any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or parts thereof, must inform his or her teacher regarding the objection. Objections must be substantiated by a note from the pupil's parent or guardian. A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

GRADING PUPILS: (EC §§ 49066-49067, and BP 5121) 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, and the determination of the pupil's grade by the teacher, in the absence of mistake, fraud, bad faith, or incompetency, shall be final. A failure notice is required.

PROPERTY DAMAGE / WITHHOLDING OF GRADES / RECIPROCAL WITHHOLDING OF GRADES : (EC § 48904, EC § 48904.3, AR 5125.2) Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid. When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due. This notice shall include a statement that the district may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made. If reparation is not made, the district shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma or transcripts. If the student and parent/guardian are unable to pay for the damages or return the property, the principal or designee shall provide a program of voluntary work for the student to do. When this voluntary work is completed, the student's grades, diploma or transcripts shall be released. When a student from whom the district is withholding grades, diploma or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be withheld until the new district receives notification that the debt has been cleared. The Superintendent or designee shall notify the parent/guardian in writing that this district's decision to withhold grades, diploma or transcript will be enforced by the new district. The district shall withhold grades, diploma or transcripts from any student transferring into the district whose misconduct caused a previous district to withhold them. When informed by the previous district that its decision has been rescinded, the district shall release these documents.

RIGHTS OF PARENTS AND GUARDIANS WHO LACK ENGLISH FLUENCY: (EC §§ 51101.1 and 48985, BP & AR 5020) The Superintendent or designee shall take all reasonable steps to ensure that all parents/guardians who speak a language other than English are properly notified in English, and in their home language of the rights and opportunities available to them pursuant to Education Code 48985.

OPEN MEETINGS, PUBLIC COMMENTS, TRANSLATION: (GC 54954.3) Requires local agencies to provide at least twice the allotted time for public comment to speakers who require translation services.

ENGLISH LEARNER PROGRAM: (20 USC § 7012(a)(8)(A) BP & AR 6174): English learner, also known as a limited English proficient student, means a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English. (Education Code 306) English language classroom means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language. (Education Code 306) English language mainstream classroom means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English. (Education Code 306) Structured English immersion (also known as "sheltered English immersion") means an English language acquisition process in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are learning the language. (Education Code 306) Bilingual education/native language instruction means a language acquisition process for students in which much or all instruction, textbooks, and teaching materials are in the student's native language. (Education Code 306)

Identification and Assessments

Upon enrollment in the district, each student's primary language shall be determined through use of a home language survey. (Education Code 52164.1; 5 CCR 11307) Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be assessed for English proficiency using the state's designated English language proficiency test. (Education Code 313, 52164.1; 5 CCR 11511) Each year after a student is identified as an English learner and until he/she is redesignated as English proficient, the summative assessment shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313) The state assessment shall be administered in accordance with test publisher instructions and 5 CCR 11511-11516.7. Variations and accommodations in test administration may be provided pursuant to 5 CCR 11516-11516.7. Any student with a disability shall be allowed to take the assessment with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan that are appropriate and necessary to address the student's individual needs. If he/she is unable to participate in the assessment or a portion of the assessment with such accommodations, he/she shall be administered an alternate assessment for English language proficiency as set forth in his/her IEP. (5 CCR 11516-11516.7)

Summative Language Assessment

Identifying students who need help learning English is important so these students can get the support they need to do well in English language arts/literacy, mathematics, science, and other subject areas in school. The English Language Proficiency Assessments for California, or "ELPAC," are the tests used to measure how well students understand English when it is not the language they speak at home. Information from the ELPAC tells your child's teacher about the areas in which your child needs extra support. In spring of this school year, English learner students will take the following test: ELPAC Summative Assessment. Students in kindergarten through grade twelve, who are classified as English learners, will take the ELPAC Summative Assessment every year until they are reclassified as proficient in English. Students are tested on their skills in listening, speaking, reading, and writing. To learn more about the ELPAC, please read the *Parent Guide to Understanding the ELPAC*, which can be found on the CDE Parent Guide to Understanding the ELPAC Web page at <https://www.cde.ca.gov/ta/tg/ep/documents/elpacparentguide.pdf>. The ELPAC practice tests are another good resource. They can be found on the ELPAC Web site at <https://www.elpac.org>, where parents and students can see the kinds of questions that will be on the test. If you have any questions about your child taking the ELPAC, please contact the school principal.

Placement of English Learners

Students who are English learners shall be educated through "structured English immersion" (also known as "sheltered English immersion"), as defined in law and the accompanying administrative regulation, for a temporary transition period not normally intended to exceed one year. Nearly all of the classroom instruction in the district's structured English immersion program shall be in English, but with the curriculum and presentation designed for students who are learning the language. (Education Code 305-306) "Nearly all," for the purpose of determining the amount of instruction to be conducted in English, means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed. When an English learner has acquired a reasonable level of English proficiency as measured by any of the state-designated assessments approved by the California Department of Education, any district assessments, and/or other criteria adopted by the Board, he/she shall be transferred from a structured English immersion classroom to an English language mainstream classroom in which the instruction is overwhelmingly in English. (Education Code 305-306; 5 CCR 11301) An English learner has acquired a "reasonable level of English proficiency" when he/she has achieved the following:

1. Teacher evaluation of student's English language proficiency and curriculum mastery.
2. Achievement of Level 3 on California English Language Development Test (CELDT) or comparable score on English Language Proficiency Assessments for California (ELPAC).

3. Academic performance in English as measured on the California Assessment of Student Performance and Progress or other local assessments

At any time during the school year, the parent/guardian of an English learner may have his/her child moved into an English language mainstream program. (5 CCR [11301](#))

Parental Notifications

The Superintendent or designee shall provide the following written notifications to parents/guardians of English learners:

1. Assessment Notification: The district shall notify parents/guardians of their child's results on the state's English language proficiency assessment within 30 calendar days following receipt of the results from the test contractor. (Education Code [52164.1](#); 5 CCR [11511.5](#))
2. Placement Notification: At the beginning of each school year, parents/guardians shall be informed of the placement of their child in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver. (Education Code [310](#); 5 CCR [11309](#))
3. Title III Notifications: Each parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title III funds shall receive notification of the assessment of his/her child's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code [440](#); 20 USC [7012](#))
 - a. The reason for the student's classification as an English learner
 - b. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement
 - c. A description of the program for English language development instruction, including a description of all of the following:
 - (1) The manner in which the program will meet the educational strengths and needs of the student
 - (2) The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards
 - (3) The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable
 - (4) Where the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP
 - d. Information regarding a parent/guardian's option to decline to allow the student to be enrolled in the program or to choose to allow the student to be enrolled in an alternative program
 - e. Information designed to assist a parent/guardian in selecting among available programs, if more than one program is offered

Long-term English Learner Parent/Guardian Notification

Parents/guardians are to be notified by schools that in addition to the student's English proficiency status, for which they are notified using the English Language Proficiency Assessments for California (ELPAC), they are to be notified that their student is a "Long-term English learner" (LTEL) or is an "English learner at-risk of becoming a Long-term English learner" if the student meets the state criteria for LTEL or at-risk of LTEL. (Education Code [313.2](#))

Parental Exception Waivers

A parent/guardian may, by personally visiting the school, request that the district waive the requirements pertaining to the placement of his/her child in a structured English immersion program if one of the following circumstances exists: (Education Code [310-311](#))

1. The student already possesses sufficient English language skills, as measured by standardized tests of English vocabulary comprehension, reading, and writing, in which the student scores at or above the state average for his/her grade level or at or above the fifth-grade average, whichever is lower.
2. The student is age 10 years or older, and it is the informed belief of the principal and educational staff that an alternate course of study would be better suited to the student's rapid acquisition of basic English skills.
3. The student already has been placed, for a period of not less than 30 calendar days during that school year, in an English language classroom and it is subsequently the informed belief of the principal and educational staff that the student has special physical, emotional, psychological, or educational needs and that an alternate course of educational study would be better suited to the student's overall educational development.

Upon request for a waiver, the Superintendent or designee shall provide parents/guardians with a full written description and, upon request, a spoken description of the intent and content of the structured English immersion program, any alternative courses of study, all educational opportunities offered by the district and available to the student, and the educational materials to be used in the different educational program choices. For a request for waiver pursuant to item #3 above, the Superintendent or designee shall notify the parent/guardian that the student must be placed for a period of not less than 30 calendar days in an English language classroom and

that the waiver must be approved by the Superintendent pursuant to any guidelines established by the Governing Board. (Education Code 310, 311; 5 CCR 11309) The principal and educational staff may recommend a waiver to a parent/guardian pursuant to item #2 or #3 above. Parents/guardians shall be informed in writing of any recommendation for an alternative program made by the principal and staff and shall be given notice of their right to refuse to accept the recommendation. The notice shall include a full description of the recommended alternative program and the educational materials to be used for the alternative program as well as a description of all other programs available to the student. If the parent/guardian elects to request the alternative program recommended by the principal and educational staff, the parent/guardian shall comply with district procedures and requirements otherwise applicable to a parental exception waiver, including Education Code 310. (Education Code 311; 5 CCR 11309) When evaluating waiver requests pursuant to item #1 above and other waiver requests for those students for whom standardized assessment data are not available, other equivalent assessment measures may be used. These equivalent measures may include district standards and assessment and teacher evaluations of such students. Parental exception waivers pursuant to item #2 above shall be granted if it is the informed belief of the principal and educational staff that an alternate course of educational study would be better suited to the student's rapid acquisition of basic English language skills. (Education Code 311) Parental exception waivers pursuant to item #3 above shall be granted by the Superintendent if it is the informed belief of the principal and educational staff that, due to the student's special physical, emotional, psychological, or educational needs, an alternate course of educational study would be better suited to the student's overall educational development. (Education Code 311) All parental exception waivers shall be acted upon within 20 instructional days of submission to the principal. However, parental waiver requests pursuant to item #3 above shall not be acted upon during the 30-day placement in an English language classroom. Such waivers shall be acted upon no later than 10 calendar days after the expiration of that 30-day English language classroom placement or within 20 instructional days of submission of the waiver to the principal, whichever is later. (5 CCR 11309) Any individual school in which 20 or more students of a given grade level receive a waiver shall offer an alternative class where the students are taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. Otherwise, the students shall be allowed to transfer to a public school in which such a class is offered. (Education Code 310) In cases where a parental exception waiver pursuant to item #2 or #3 above is denied, the parent/guardian shall be informed in writing of the reason(s) for the denial and advised that he/she may appeal the decision to the Board if the Board authorizes such an appeal, or to the court. (5 CCR 11309) Waiver requests shall be renewed annually by the parent/guardian. (Education Code 310)

Requesting a Language Acquisition Program

Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible, and provides instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards. (EC Section 306[c])

Description of Program Options and Goals for English Learners

Description of the language acquisition programs provided in the Romoland School District are listed below.

Structured English Immersion (SEI) Program: A language acquisition program for beginning level English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. Students are taught ELD and other core subjects by authorized teachers with use of district-adopted textbooks and supplementary materials.

English Language Mainstream (ELM): Students who score at reasonable fluency in English are placed in an ELM program. Students are taught ELD and other core subjects by authorized teachers with use of district-adopted textbooks and supplementary materials. Instruction is based on ELD and grade-level content standards. Students receive any additional instruction needed for them to be reclassified as fluent English proficient

Parents/Guardians may choose a language acquisition program that best suits their student. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (EC Section 310[a])

Parents/Guardians may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. If interested in a different program from those listed above, please contact Michelle Wise, Director of Educational Services at 951-926-9244 or at mwise@romoland.net to ask about the process.

Parents/Guardians of English learners have a right to decline or opt their students out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. (20 U.S.C Section 6318[c][A][viii]) However, LEAs remain obligated to provide the student meaningful instruction (5 CCR Section 11302) until the student is reclassified, inform the parent/guardian when progress is not made, and offer the parent/guardian programs and services to consider at that time.

Reclassification/Redesignation

The district shall continue to provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers until they: (5 CCR 11302)

1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers
2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers. English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The following measures shall be used to determine whether an English learner shall be reclassified as fluent English proficient: (Education Code 313; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the state's English language proficiency assessment
2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student
3. Parent/guardian opinion and consultation. The Superintendent or designee shall provide the parent/guardian with notice and a description of the reclassification process and of his/her opportunity to participate in the process and shall encourage his/her involvement in the process.
4. Student performance on an objective assessment of basic skills in English that shows whether the student is performing at or near grade level

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304) The Superintendent or designee shall monitor students for at least four years following their reclassification to determine whether the student needs any additional academic support to ensure his/her language and academic success.

Advisory Committee

A parent/guardian advisory committee shall be established at the district level when there are more than 50 English learners in the district and at the school level when there are more than 20 English learners at the school. Parents/guardians of English learners shall constitute committee membership in at least the same percentage as English learners represent of the total number of students in the school. (Education Code 52176; 5 CCR 11308)

The district's English language advisory committee shall advise the Board on at least the following tasks: (5 CCR 11308)

1. The development of a district master plan of education programs and services for English learners, taking into consideration the school site plans for English learners
2. The districtwide needs assessment on a school-by-school basis
3. Establishment of a district program, goals, and objectives for programs and services for English learners
4. Development of a plan to ensure compliance with applicable teacher or aide requirements
5. Administration of the annual language census
6. Review of and comment on the district's reclassification procedures
7. Review of and comment on the written notification required to be sent to parents/guardians pursuant to 5 CCR 11300-11316

In order to assist the advisory committee in carrying out its responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

LCAP Advisory Committee

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP) in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495) The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could serve as the LCAP English learner advisory committee if its composition includes a majority of parents/guardians of English learners.

LEVEL OF STUDENT ACHIEVEMENT: (20 USC § 6311(h)(6)(B) School districts shall provide each parent/guardian with information on the student's level of achievement in each of the state academic assessments required under the law.

PUPIL RECORDS AND INFORMATION: (EC §§ 49063 and 49069, 34 CFR § 99.7, 20 USC § 1232g, BP and AR 5125) Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations,

a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code [49069](#); 5 CCR [433](#)) The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR [433](#)) The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR [99.31](#)) To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved. When prior written consent from a parent/guardian is required by law, the parent/guardian shall provide a written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR [99.30](#)) Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code [49069](#)) Qualified certificated personnel shall be available to interpret records when requested. (Education Code [49069](#)) The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR [435](#))

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code [49064](#)) In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR [435](#)) The log may include record of access by: (Education Code [49064](#))

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code [49075](#)
5. School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code [49064](#); 5 CCR [432](#))

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code [49065](#))

Changes to Student Records

Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code [49061](#)) No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR [437](#)) A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR [432](#) shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR [431](#)) The following mandatory permanent student records shall be kept indefinitely: (5 CCR [432](#), [437](#))

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given
7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code [48918](#), [51747](#); 5 CCR [432](#), [437](#), [16027](#))

1. Expulsion orders and the causes therefor
2. A log identifying persons or agencies who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge
5. Language training records
6. Progress slips/notices required by Education Code [49066](#) and [49067](#)
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or denial of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR [432](#), [437](#))

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR [437](#))

Parent's/guardian's request to access their student's educational records must be submitted in a written form to the Director of Educational Services at 25900 Leon Road, Homeland, CA 92548, (951) 926-9244, and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of 20¢ per page.

Any challenge to school records must be submitted in writing to the Director of Educational Services. A parent/guardian challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

STUDENT RECORDS FROM SOCIAL MEDIA (EC § [49073.6](#) and BP & AR 5125)

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall:

1. Gather or maintain only information that pertains directly to school safety or student safety.
2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information.
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first.
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code [48980](#). Parents' request to access their student's educational records must be submitted in a written form to the Director of Educational Services at 25900 Leon Road, Homeland, CA 92548, (951) 926-9244, and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of 20¢ per page. Any challenge to school records must be submitted in writing to the Director of Educational Services. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal

observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
 - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian.
 - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first.

DIRECTORY INFORMATION: (EC § 49073)

“Directory Information” includes one or more of the following items: student’s name, address, telephone number, e-mail address, date of birth, photo or likeness, audio files, video recordings, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. No information may be released to private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil’s directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent/guardian, or eligible pupil, has provided written consent that directory information may be released.

The district produces school and district newsletters, as well as postings on the district and school websites for the purpose of providing the community with information about district activities, school awards, student assemblies, and academic and co-curricular programs. Other examples include: school publications, including a playbill, showing your student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation/promotion programs. Romoland School District respects the privacy of students and their families. If you prefer that your student’s directory information ***not be released*** for public, school or district media; it is important to share with your child of your wishes **and to submit “Release of Directory Information and Permission Form” to the school principal.** You can obtain a copy of the form from the school office (*You are required to take no action if you grant permission for your child to participate in interviews or to be photographed for public, school, or district media.*)

DISCLOSURE OF STUDENT INFORMATION FOR MARKETING PURPOSES: (20 USC 1232H AND AR 5022) Requires notification to parents/guardians of pupils, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when an activity involving the collection, disclosure, or use of personal information collected from pupils for the purpose of marketing or selling that information is scheduled or expected to be scheduled. Parents/guardians may opt out their student and student information from participation in the activity.

OUTSIDE NEWS MEDIA: At times schools may be visited by newspaper and/or television crews to cover breaking news, human interest stories, or to follow up previous stories. When visiting district campuses, news media are required to check in at the school office and be accompanied by a district staff member to avoid any interruption to students’ education.

RELEASE OF INFORMATION PURSUANT TO COURT ORDER: (EC § 49077) Information concerning a pupil shall be furnished in compliance with a court order. Reasonable effort shall be made to notify the parent/guardian and pupil in advance.

RELEASE OF JUVENILE INFORMATION: (WIC 827, 831) Juvenile court records should be confidential regardless of the juvenile’s immigration status. Only if a court order is provided, will any student information be disseminated, attached, or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court. Otherwise, juvenile information is protected from distribution and remains private without a court order. Whenever a pupil has been found by a court to have committed any felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense, assault or battery, larceny, vandalism, or graffiti, the court will provide a written notice to the superintendent of the school district of attendance. The superintendent will then provide the information to the principal at the school of attendance, who will disseminate the information to any administrator, teacher, or counselor directly supervising or reporting on the behavior or progress of the pupil, allowing them to work with the pupil in an appropriate manner.

SOCIAL SECURITY NUMBER: (EC 49076.7) Pupils and their parents or guardians should not be asked to provide their social security numbers or the last four digits of the social security numbers unless required by state or federal law. If a form is requesting that you provide a social security number or the last four digits of the social security number for you and/or your child and it does not specify the state or federal law that requires this information, ask the school administrator for more information before providing it.

UNITED STATES SAVINGS BOND / INVESTING FOR FUTURE EDUCATION: (EC § 48980(d)) It is important for parent(s)/guardian(s) to invest for future college or university education for their children by considering appropriate investment options, including, but not limited to, United States savings bonds.

RIGHTS OF PARENTS AND GUARDIANS: (EC § 51101, BP & AR 5020) The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their student is enrolled or for the purpose of selecting the school in which their student will be enrolled (Education Code [51101](#)). Parents/guardians may observe instructional and other school activities that involve their student in accordance with Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians. Upon written request by a parent/guardian, the Superintendent or designee shall arrange for parental/guardian observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations. (Education Code [49091.10](#))
2. To meet, within a reasonable time of their request, with their student's teacher(s) and the principal (Education Code [51101](#))
3. Under the supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher (Education Code [51101](#))
4. To be notified on a timely basis if their student is absent from school without permission (Education Code [51101](#))
5. To receive the results of their student's performance and the school's performance on standardized tests and statewide tests (Education Code [51101](#)) For parents/guardians of English learners, this right shall include the right to receive the results of their student's performance on the English language development test. (Education Code [51101.1](#))
6. To request a particular school for their student and to receive a response from the district (Education Code [51101](#))
7. To have a school environment for their student that is safe and supportive of learning (Education Code [51101](#))
8. To examine the curriculum materials of the class(es) in which their student is enrolled (Education Code [51101](#); 20 USC [1232h](#))
Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments stored by the classroom teacher, including textbooks, teacher's manuals, films, tapes and software. (Education Code [49091.10](#))
Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course. (Education Code [49091.14](#))
The school may charge an amount not to exceed the cost of duplication. (Education Code [49091.14](#))
9. To be informed of their student's progress in school and of the appropriate school personnel whom they should contact if problems arise with their student (Education Code [51101](#))
10. For parents/guardians of English learners, to support their student's advancement toward literacy (Education Code [51101.1](#)) The Superintendent or designee may make available, to the extent possible, surplus or undistributed instructional materials to parents/guardians pursuant to Education Code [60510](#). (Education Code [51101.1](#))
11. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures and school improvement efforts (Education Code [51101.1](#))
12. To have access to the school records of their child (Education Code [51101](#))
13. To receive information concerning the academic performance standards, proficiencies or skills their student is expected to accomplish (Education Code [51101](#))
14. To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Education Code [48980](#), attendance policies, dress codes and procedures for visiting the school (Education Code [51101](#))
15. To be notified, as early in the school year as practicable pursuant to Education Code [48070.5](#), if their student is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their student and to appeal such a decision (Education Code [51101](#))
16. To receive information about any psychological testing the school does involving their student and to deny permission to give the test (Education Code [51101](#))
17. To refuse to submit or to participate in any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life, any form of parental screening or testing, any nonacademic home-based counseling program, parent training, or any prescribed family education service plan and to inspect any survey collecting personal information (Education Code [49091.18](#); 20 USC [1232h](#))
18. To participate as a member of a parent/guardian advisory committee, school site council or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations (Education Code [51101](#))
For parents/guardians of English learners, this right shall include the right to participate in school and district advisory bodies in accordance with federal and state law and regulations. (Education Code [51101.1](#))
19. To question anything in their student's record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school (Education Code [51101](#))
20. To provide informed, written parental/guardian consent before their student is tested for a behavioral, mental or emotional evaluation. A general consent, including medical consent used to approve admission to or involvement in a special education or

remedial program or regular school activity, shall not constitute written consent for these purposes. (Education Code [49091.12](#))

G.A.T. E. (GIFTED AND TALENTED EDUCATION) PROGRAM: (5 CCR § 3831, BP & AR 6172) The Governing Board believes that all students deserve an education that challenges them to reach their full potential. The district shall provide gifted and talented students with opportunities for learning commensurate with their particular abilities and talents. The Superintendent or designee shall identify students for the district's gifted and talented education (GATE) program on the basis of demonstrated or potential intellectual development, creative ability, consistently high achievement levels, academic ability in particular subject area(s), leadership ability, and/or performing and visual arts talent. The Superintendent or designee shall provide all eligible students, including economically disadvantaged students, English learners, and students of varying cultural backgrounds, with full opportunities to participate in the GATE program and shall provide special counseling or services as necessary to help such students to succeed in the program.

The district's GATE program shall be designed to provide articulated learning experiences across subjects and grade levels and shall meet or exceed state academic content standards and curriculum frameworks.

Educational opportunities in the district's GATE program may include:

1. Special day classes which are designed to meet specific academic needs of gifted and talented students and are appropriately differentiated from other classes in the same subjects at the school
2. Part-time groupings, in which students attend classes or seminars that are organized to provide advanced or enriched subject matter for a part of the school day
3. Cluster groupings, in which students are grouped within a regular classroom setting and receive appropriately differentiated activities from the regular classroom teacher
4. Independent study supervised by a certificated district employee and offered through special tutors or mentors or through enrollment in correspondence courses pursuant to Education Code [51740](#) and 5 CCR [1633](#)
5. Acceleration, in which students are placed in grade levels or classes more advanced than those of their chronological age group and are provided special counseling and/or instruction outside the regular classroom in order to facilitate their advanced work
6. Opportunities to attend classes conducted by a college or community college
7. Advanced Placement classes, International Baccalaureate program, or honors classes
8. Supplemental educational activities which augment students' regular educational programs in their regular classrooms and may include the use of advanced materials and/or provide special opportunities from persons other than the regular classroom teacher

In addition, the district's program shall support the social and emotional development of GATE students in order to promote student engagement in school.

Staff development may be provided as needed to support teachers in understanding the unique learning styles and abilities of gifted and talented students and in developing appropriate instructional strategies.

The Superintendent or designee also may appoint, for each school site, a GATE coordinator who may be responsible for implementation of program services at that school site.

Identification of Gifted and Talented Students

Students may be recommended for the GATE program assessment by administrators, teachers, counselors, other staff, or parents/guardians. Parent/guardian consent shall be obtained before administering any assessments for the sole purpose of identifying students for this program or for placing a student in the program.

The Superintendent or designee shall select students for the program based on their demonstrated or potential ability for high performance in categories identified by the Governing Board, as evidenced by any of the following indicators:

1. School, class, and individual student records
2. Individual tests, including summary and evaluation by a credentialed school psychologist
3. Group tests
4. Interviews and questionnaires of teachers, parents/guardians, and others
5. Student portfolios
6. Opinions of professional persons

The Superintendent or designee shall base selection decisions upon the evaluation of pertinent evidence by the principal or designee, a classroom teacher familiar with the student's work, and, when appropriate, a credentialed school psychologist and/or other expert. These persons may review screening, identification, and placement data and shall meet when necessary to resolve any differences in assessment and recommendations. In reviewing evidence of a student's abilities, the Superintendent or designee also shall consider the economic, linguistic, and cultural characteristics of the student's background. A student who transfers into the district shall be considered for the GATE program if he/she was identified as a gifted and talented student in his/her previous district or school or is recommended for the program. The Superintendent or designee may verify that the GATE program would be an appropriate placement for the student by examining evidence of the student's abilities based on any of the indicators listed above. Because students who do not initially meet district criteria for the GATE program may become eligible at a later grade level, the district may re-examine student eligibility whenever the district receives a referral or the Superintendent or designee determines it to be in the student's best interest.

Please contact the Assistant Superintendent at (951) 926-9244 for more information about the district GATE plan. Please contact the school principal for information about the school's services for gifted and talented pupils.

INFORMATIONAL HEARINGS ON EDUCATIONAL PROGRAM: (EC § 48302, BP 6161.1) The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials. The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate. If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed. The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations. All recommended instructional materials shall be available for public inspection at the district office. The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials. The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours.

MATERIALS CONTAINING QUESTIONS ABOUT PERSONAL BELIEFS OR PRACTICES: (EC § 51513, and 20 USC § 1232h) Prohibits use of tests, questionnaires, surveys or examinations questioning pupil's personal beliefs or practices in specified areas unless parent notified in writing that such questioning to be administered and parent gives written permission.

PROSPECTUS OF SCHOOL CURRICULUM: (EC §§ 49063 and 49091.14, AR 5020) Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments stored by the classroom teacher, including textbooks, teacher's manuals, films, tapes and software. Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course. The school may charge an amount not to exceed the cost of duplication.

Please contact the Assistant Superintendent at (951) 926-9244, for a copy of the prospectus.

STATE TESTING:

California state law requires that the Romoland School District administer the California Assessment of Student Performance and Progress (CAASPP) system, which encompasses the following assessments:

1. Smarter Balanced Summative Assessments (SBAC) in English Language Arts and Math--Grades 3-8 and 11
2. California Alternate Assessments (CAA) in English Language Arts, Math, and Science--Grades 3-8 (for certain Special Education students)
3. California Science Test--Grades 5 and 8
4. ~~Standards-Based Test in Spanish (STS) for Reading/Language Arts--Grades 3-8 (to be administered optionally to certain Spanish speaking students who have been enrolled in United States schools less than 12 months)~~

California law permits parent/guardians to exclude their children from testing. Parents/guardians may request that their student(s) not be tested with any CAASPP test or any specific content area. If a parent/guardian does not want their student(s) tested, they may submit a written request to the school principal prior to testing. The written request should include the student's name, birth date, grade level and the specific test(s) or content area from which the student is to be exempted, parent/guardian signature, and date. There is no need to provide a reason for the testing opt-out request. Per state guidelines, if the written request is received by the school after testing has begun, any test(s) completed by the student before the request is received will be scored and the results reported to parent/guardian and included in the student's record.

COMPETITIVE ATHLETICS: (EC § 221.9)

Commencing with the 2015-16 school year and every other thereafter, each public elementary and secondary school, including each charter school, that offers competitive athletics, shall publicly make available at the end of the school year all of the following

information:

1. The total enrollment of the school, classified by gender.
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
3. The number of boys' and girls' teams, classified by sport and by competition level.

Schools shall make the information identified above publicly available by posting it on the school's website. "Competitive athletics" means sports where the activity has coaches, a governing organization, and practices, and competes during a defined season, and has competition as its primary goal.

SECTION IV: ~ RESPONSIBLE USE POLICY

RESPONSIBLE USE POLICY: (BP/AR 6163.4; and 4040) Romoland School District ("District") recognizes that access to technology at school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping our students develop 21st-Century technology and communication skills. To facilitate this we provide access to various technologies for student and staff use.

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

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

Technologies Covered: The District may provide technological resources for student and employee use including, but not limited to, Internet access, computers and/or computing devices, videoconferencing capabilities, online collaboration capabilities, message boards, and email. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

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

District technology resources are to be used for instruction, learning, District-related business, and administrative activities. Use of District technology resources to engage in personal business is not permitted.

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

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

Users shall not attempt to modify any system or network or attempt to "crash" or "hack" into District systems. Users shall not tamper with any software protections or restrictions placed on computer applications or files. Unless properly authorized, users shall not attempt to access restricted portions of any operating system or security software. Users shall not attempt to remove existing software or add their own personal software to District computers and systems unless authorized.

Personal Safety: Users must never share personal information including phone numbers, addresses, social security numbers, birthdates, or financial information over the Internet or via email. Communicating over the Internet brings anonymity and associated risks and users should always carefully safeguard the personal information of themselves and others. Students should never agree to

meet someone they have communicated with online in real life without parental permission.

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

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

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

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

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

Mobile Devices: The District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users are expected to abide by the same responsible use policies when using devices both on and off the District network. Use of these devices while off the District network may be monitored. As a condition of using a District-owned device, the employee or student will be deemed an authorized user of said device and consents to the District's access to the contents of said device as needed by District personnel.

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

Social/Web 2.0/Collaborative Content: Recognizing the benefits collaboration brings to education, the District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

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

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

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

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

Personal Equipment: The District recognizes that the use of certain technology devices, such as flash drives, which are not owned by the District, may be beneficial to both District employees and students. Flash drives and similar storage devices may be used with District computer resources if the user has current security software installed on all non-District equipment on which the flash drive or other storage device is used. District employees and students may connect personal laptops, tablets, or other computing or mobile devices to District wireless networks identified as "Guest" only. Personal equipment may not be connected to any other wired or wireless network owned by the District without express permission by the Chief Technology Officer.

Unless approved by the teacher and/or school administration, students are only permitted to use cellular phones or other mobile communication devices outside of the instructional day (before school, at lunch, and after school). Students must keep their cellular

phones or other mobile communication devices powered off and out of sight during instructional time.

As a condition of possessing or using a personally owned device on campus and/or for school related activities, the student will be deemed an authorized user of said device and to have consented to the search of the student's electronic device by a school official when there is a reasonable suspicion that the search will uncover evidence of a violation of the law, Board policy, administrative regulation, or other rules of the district or the school.

District employees may only use personal communication devices during non-duty times of the workday or for brief conversations. Instructional time may not be interrupted by a personal cellular telephone or mobile communication device, except in an emergency. Such activities shall not interfere with the work efficiency or performance of the employee and shall not interfere with the rights or work efficiency or performance of others.

Security: Security on any computer system is of the highest priority. Users who identify a security problem must immediately notify a representative from Technology or an administrator. Users must never use another user's account or share passwords with anyone, or leave account/password information where it may be discovered. Students may only use teacher computing equipment under the direct supervision of the teacher, and solely for instructional purposes. Any user identified as a security risk may be denied access to the system.

Downloads: Users shall not download or attempt to download or run executable programs over the District network or onto District resources without express permission from Technology staff.

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

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

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

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

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

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

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

No Expectation of Privacy: District technology resources and all user accounts are the property of District. There is no right to privacy in the use of the technology resources or user accounts.

In addition, users are hereby put on notice as to the lack of privacy afforded by electronic data storage and electronic mail in general, and must apply appropriate security to protect private and confidential information from unintended disclosure. Electronic data, including email, which is transmitted through District technology resources, is more analogous to an open postcard than to a letter in a sealed envelope. Under such conditions, the transfer of information which is intended to be confidential should not be sent through District technology resources.

The District reserves the right to monitor and access information contained on its computer resources under various circumstances including, but not limited to, the following circumstances:

Under the California Public Records Act (“CPRA”), electronic files are treated in the same way as paper files. Public documents are subject to inspection through CPRA. In responding to a request for information under the CPRA, District may access and provide such data without the knowledge or consent of the user. If an employee involved in the issue utilized any personal accounts (e.g. personal email, text messaging, social media) to conduct business related to that issue, the employee is required to provide the relevant communications from those personal accounts as part of the district’s response to the request.

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

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

Examples of Acceptable Use

I will:

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

Examples of Unacceptable Use

I will not:

- ✓ Use District technologies in a way that could be harmful.
- ✓ Attempt to find inappropriate images or content, or attempt to circumvent the District’s content filtering tools.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Use District technologies to send mass mailings, “spam,” or “mail bombs.” Mass mailings directed to any large subgroup of District employees or students shall be approved by the sender’s immediate supervisor in advance.
- ✓ Plagiarize content I find online.
- ✓ Share personally identifying information, about others or myself.
- ✓ Use District technologies for personal gain, product advertisement, political lobbying, or partisan political activities.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use District technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that is not intended for my use.

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

Limitation of Liability

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

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

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

Violations of this Responsible Use Policy

Student Violations: Users shall report any suspected violation of the Policy by a student to a school site administrator, who shall immediately refer the matter to the Chief Technology Officer for review. If the Chief Technology Officer determines that a violation has occurred, the user may be subject to appropriate discipline, legal action, and/or prosecution.

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

SOCIAL MEDIA GUIDELINES FOR STUDENTS:

Due to the wealth of social media tools available to students, student work product and documents have the potential to reach audiences far beyond the classroom. As a result, responsibility and accountability are critical in the digital context. Romoland School District ("District") students are required to adhere to District Board Policy and Administrative Regulation 6163.4, Student Use of Technology, when utilizing District technology, including social media accounts created and used for school and instructional purposes.

- In order to enhance education communication and learning, and to shape community involvement and collaboration, it is recommended that students adhere to the guidelines below when using Web 2.0 tools for school and instructional purposes.
- Be careful what you post online. The things you post can leave a digital footprint that may be publicly accessible.
- Follow the school's code of conduct when writing or posting online for school purposes.
- Be safe. Avoid giving out personal information, such as your name, phone number, address, birth date, and pictures. Avoid sharing passwords with anyone other than your parent or guardian and your teacher.
- When linking to other websites to support your thoughts and ideas, read the entire article first to make sure that it is appropriate for a school setting.
- Do your own work! Using the work of others can result in academic and, in some cases, legal consequences. When referencing the work of others, make sure you cite your source.
- If you find a photo online that you do not own but wish to use for school purposes, seek permission from the owner before using the picture. If it is a picture you have taken, obtain permission from others in the picture before posting it publicly.
- When using online applications or tools, use your own profile and avoid impersonating others or trying to use another person's identity or login information.
- If, while using Web 2.0 tools, you come across material that makes you feel uncomfortable, or that may violate District policies or your school's code of conduct, tell a District employee (such as a teacher) right away.

SECTION V: ~ ATTENDANCE

RESIDENCY REQUIREMENTS: (EC 48200, 48204, 48204.3) A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district.; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order.

RESIDENCY REQUIREMENTS--MILITARY DEPENDENTS: (EC §§ 48204.3), _____

SB 455 amends the residency requirements for dependents of active-duty military personnel, by specifying that they meet the residency requirement for attending a school if the parent is transferred or pending transfer to any military installation in California. The parent must provide proof of residence within 10 days after the published arrival date on official documentation.

EXCUSED ABSENCES: (EC § 46014, 48205, § 48980(k), and BP & AR 5113, 5113.1) Parents/guardians of students between the ages of 6 and 18 years of age are obligated under California state law to send their children to school. Regular school attendance is extremely important for every student. Good attendance habits promote responsibility and allow students to gain the optimum benefit from daily classroom instruction. Parents/guardians are an integral part in encouraging good attendance and supporting the educational program.

We request that the parent/guardian call the school on the day of the absence to report the reason for absence. Other methods by which parents/guardians can verify absences are: voicemail, written note, fax, email, or in person conversation with school office staff. In the case of a medical appointment, a written excuse provided by the doctor is appreciated. Students who have an excessive amount of absences, 14 absences in the school year for illness, shall have any further absences for illness verified by a doctor's note.

The school will attempt to contact the student's parent/guardian regarding each absence. The attempts will be made by mail, telephone, school correspondence folder, home and/or work visitation.

Excused Absences

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
1. Due to his or her illness
 2. Due to quarantine under the direction of a county or city health officer.
 3. For the purpose of the pupil having a medical, dental, optometrical, or chiropractic services rendered.
 4. For the purpose of attending the funeral services of a member of the immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 5. For the purpose of the pupil serving jury duty in the manner provided for by law.
 6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats not to exceed four hours per semester, or pupil attendance at an employment conference, or pupil attendance at an educational conference on the legislative or judicial process offered by a non-profit organization when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the Board of Trustees.
 8. For the purpose of the pupil serving as a member of a precinct board for an election pursuant to § 12302 of the Elections Code.
 9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (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. The teacher of any class from which a pupil is absent shall determine which 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."

Every attempt should be made to schedule medical appointments other than during school hours. If an appointment must be scheduled during school hours and is local, the student is expected to be in school during the time before and after his/her appointment.

Tardies

All students are expected to be in school daily and ON TIME. Students should be encouraged to be prompt as part of developing good habits. If a student is late to school, the student should bring an excuse from home to the school office. Excessive unexcused tardies may result in one or more of the following consequences:

1. Student and/or parent conference with the principal.
2. Student makes up instructional time after school.

Chronic absenteeism (EC § 60901)

A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences - excused and unexcused - and is an important measure because excessive absences negatively impact academic achievement and student engagement.

Leaving School Early

If a student must leave school early, he/she must be checked out by a parent/guardian through the office. An early check out of 30 minutes or more is considered a truancy if the reason for check out does not meet the excused absence reasons noted in this section. A student who leaves campus without permission will be considered truant.

TRUANCY: (EC § 48260, 48262, and 48263.6, and BP & AR 5113.1)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.

Parent/guardian notification of trancies:

Letter 1: Three trancies, student identified as a habitual truant.

Letter 2: Fourth truancy, parent/guardian invited to School Attendance Review Team meeting.

Letter 3: Fifth truancy, parent/guardian invited to School Attendance Review Board meeting.

Arrest of Truants / School Attendance Review Board (ED § 48263 and 48264)

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance Review Board (SARB).

ATTENDANCE AWARDS: (AR 5113)

Schools within the district may provide awards or recognition for student attendance during the school year. For purposes of such awards or recognition, perfect attendance means a student has been physically in attendance in the school for the entire school day of every school day during the period of award or recognition. For purposes of such awards or recognitions, outstanding attendance is exhibited by no more than a total of three instances during a complete school year of a student arriving to school late or missing a portion of, but not the entire school day, for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations.

ATTENDANCE OPTIONS: (EC § 48980(h)) The Romoland School District has established a program for students to attend a school other than the school of residence. Annually students must apply to attend a school outside the attendance boundary in which they live by filing an intra-district or inter-district transfer request. The opportunity to attend schools under this program is based upon space availability at the school of desired attendance. Transportation is not provided for most transfer situations. Requests to attend a school other than the school of residence can be made by contacting the Director of Pupil Services at 951-926-9244.

INTRADISTRICT OPEN ENROLLMENT POLICY / CHOOSING A SCHOOL WITHIN THE DISTRICT: (EC §§ 35160.5(b)), and BP & AR 5116.1) Open Enrollment allows parents and guardians to choose the schools their children will attend, regardless of where the parents/guardians live in the district. The law limits choice within a school district. Transportation to any other school is the responsibility of the parent. Residents of the School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District website.

Open Enrollment Application materials will be made available and accepted January 1 through June 1, 4:00 pm, and may be eligible for admission to their school of choice the following school year. Applications received after the deadline (intradistrict transfer) may be

considered if further openings exist. For further information, please contact the Director of Student Services at (951) 926-9244.

OPEN ENROLLMENT ACT – INTRADISTRICT TRANSFER: (EC 48350 *et seq.*)

Whenever a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under this option. Transportation to any other school is the responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a random and unbiased process. Unless the school board waives the deadline, requests for transfers are to be submitted by April 5 through June 5 of the prior school year. To apply, parents must directly contact the school district to which they seek to transfer their student. The Open Enrollment List can be found on the California Department of Education website at <http://www.cde.ca.gov/sp/eo/op/>.

INTERDISTRICT ATTENDANCE / CHOOSING A SCHOOL OUTSIDE THE DISTRICT IN WHICH THE PARENT(S)/GUARDIAN(S)

LIVE: (EC § 46600 *et seq.*) The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. The District may enter into an agreement with another district to allow for the transfer of one or more students for up to five years. There are specific reasons the Board of Trustees has identified as to allow for the interdistrict transfer including when one or both of the parent(s)/guardian(s) of elementary students are employed within the boundaries of the district. The law on interdistrict transfers also provides for the following:

- If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- No district is required to provide transportation to a student who transfers into the district.

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

HOMELESS YOUTH EDUCATION: (42 USC § 11432 and EC §§ 51225.1 & 51225.2)

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students.

A homeless student is defined as a person between the ages of birth (Early Head Start and Head Start Programs) and twenty-two (special education students) who lacks a *fixed, regular, and adequate* nighttime residence and may temporarily:

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live “doubled-up” with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; *or*
- Be abandoned, runaway, or pushed out youth or migrant youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student has the right to attend either the school of origin (the school that the student was last enrolled or attended when last housed) or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision by contacting the District's homeless liaison, the Director of Pupil Services at (951) 926-9244, Extension 1250.

The law requires the immediate enrollment of homeless students, which is defined as “attending class and participating fully in school activities”. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but are not limited to: free nutrition, special education services, tutoring, English Learners programs, Gifted and Talented Education programs, preschool, before and after school services or any other program offered by the school or District. The District shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

Unaccompanied youth, such as teen parents not living with their parent or guardian or students that have runaway or have been pushed out of their homes, have access to these same rights.

Notice of these educational rights of homeless youth are posted in the District and school offices.

FOSTER YOUTH EDUCATIONAL PLACEMENT: (EC §§ 48850 *et seq.*) It is the intent of the Romoland School District to ensure that all pupils in foster care and those who are homeless, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 *et seq.*), have a meaningful opportunity to meet the challenging state pupil academic achievement standards to which all pupils are held. In fulfilling their responsibilities to these pupils, educators, county placing agencies, care providers, advocates, and the juvenile courts shall work together to maintain stable school placements and to ensure that each pupil is placed in the least restrictive educational programs, and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all pupils, including, but not necessarily limited to, interscholastic sports and extracurricular activities. In all instances, educational and school placement decisions shall be based on the best interests of the child and shall consider, among other factors, educational stability and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress.

A foster child who changes residences pursuant to a court order or decision of a child welfare worker or a homeless child or youth shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities.

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. Additional information regarding foster youth educational placement and needs can be directed to the Director of Pupil Services and/or Foster Youth Liaison at (951) 926-9244.

BEFORE AND AFTER SCHOOL PROGRAMS: (EC 8482.6, 8483, 8483.1, and 8483.95) AB 1567 (Campos) Provides, beginning on July 1, 2017, homeless students and students who are in foster care priority for enrolling in before and after school programs and prohibits a program that charges family fees from charging a fee to a family of a homeless or foster care student. Students who are identified as homeless or foster children have a right to receive priority enrollment. To request priority enrollment, please contact Director of Educational Services at (951) 926-9244. No current participant in a before or after school program shall be disenrolled in order to allow enrollment of a student with priority enrollment.

VICTIM OF A VIOLENT CRIME: (20 USC 7912) A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact the Director of Student Services at (951) 926-9244.

UNSAFE SCHOOLS CHOICE OPTION: (5 CCR 11992) Upon receipt of notification from the California Department of Education (CDE) that a District school has been designated as "persistently dangerous," the Superintendent or designee shall provide parents/guardians of students attending the school with the following notifications:

1. Within 10 days of receipt of the notification from CDE, notice of the school's designation.
2. Within 20 days of receipt of the notification from CDE, notice of the option to transfer their child.

CALWORKS SCHOOL ATTENDANCE REQUIREMENT: California state law requires that all school age children, ages 6 to 17, who receive CalWORKs cash aid attend school regularly. Regular school attendance means that your child(ren) attends at least 85% of the school days in an attendance period as determined by your child's school. When information is received from the school that your child(ren) is not attending school, your CalWORKs cash aid may be lowered by the amount equal to: 1) The parent/caretaker relative's share of the grant when the child is age 6 to 15, and/or 2) The child's share of the grant when the child is age 16 or older. If your cash aid is lowered because your child(ren) is not attending school regularly, your grant will be increased when information is received from the school that your child(ren) has started attending regularly. This increase in your cash aid will begin in the month the attendance information is received. If your cash aid is lowered because your child(ren) is not attending school regularly and you think there is a good reason why, you will need to contact your eligibility technician or the school. If you are in CalWORKs Gain, your welfare to work plan will include the requirement that all your children attend school regularly.

GRADE REDUCTION, LOSS OF ACADEMIC CREDIT:

If a student's absence is excused under Education Code [48205](#), he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code [48205](#))
A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

SECTION VI: ~ SPECIAL EDUCATION

SPECIAL EDUCATION: INSTRUCTION: (EC § 56031) “Special Education” means specially designed instruction (at no cost to the parent) to meet the unique needs of individuals with exceptional needs, whose educational needs cannot be met with modification of the regular instructional program; and related services (at no cost to the parent) which may be needed to assist such individuals to benefit from specially designed instruction.

CHILD FIND SYSTEM: (EC § 56301) The district shall seek out all individuals with exceptional needs, ages birth through 22 years, including children not enrolled in public school programs, but who reside in the district. Parents who believe their child may have a physical, academic, or cognitive disability should contact the district’s Special Education Department. Eligibility and services vary based on infant, pre-school, or school age levels. All age groups have search and serve requirements. For school age children enrolled in public education, a pupil shall be referred for Special Education programs and services only after the resources of the regular education program has been considered and, where appropriate, utilized. For children who reside within the district but are enrolled in a private school, the parent/guardian should contact the private school as well as the district’s Special Education Department to inquire about identification and/or services for students enrolled in a private school. For more information, contact the Coordinator of Special Education at (951) 926-9244.

FREE AND APPROPRIATE EDUCATION - SPECIAL EDUCATION: Individuals with Disabilities Education Act (IDEA) ensures that all students with disabilities have available to them a free and appropriate public education in the least restrictive environment which includes special education and related services provided in accordance with an individualized education program.

SECTION 504: (Rehabilitation Act of 1973 § 504, 34 CFR § 104.32, and 34 CFR § 104.36) The Romoland School District is required to annually notify pupils with disabilities and their parents/guardians of district’s duty under § 504. Further requires district to establish procedural safeguards to include notice of opportunity for parent/guardian of pupil to examine relevant records, to participate in an impartial hearing including opportunity for representation by counsel, and a review procedure.

RIGHTS OF PARENTS/GUARDIANS RELATED TO SPECIAL EDUCATION: (EC § 56301) Information which provides parents, legal guardians, and surrogate parents of children with disabilities from 3 years of age through age 21 with an overview of educational rights, sometimes called procedural safeguards is available on the Romoland School District website as well as the Riverside County Special Education Local Plan Area (SELPA) website. [20 USC 1415(d); 34 CFR 300.504; EC 56301(d)(2), 56321 and 56341.1(g)(1)] A paper copy of the Notice of Procedural Safeguards/Parents’ Rights can also be obtained at no cost at in the Special Education Office in the Romoland School District. Please contact the Director of Pupil Services at (951) 926-9244 for more information. This notice is also provided for students who are entitled to these rights at age 18. [20 USC 1415; EC 56041.5 and 56301] A copy of these safeguards will be given to you once a year. Additional copies may be given; upon an initial referral or parent request for evaluation, upon the first occurrence of the filing of a complaint, when a decision is made to make a removal that constitutes a change of placement and at your request. You may elect to receive this notice and other notices required under this section by an electronic mail (e-mail) communication by simply sending an email request to the Director of Pupil Services or contacting the Director of Pupil Services at (951) 926-9244.

SPECIAL EDUCATION COMPLAINTS: (5 CCR § 3080) If you believe that the District is in violation of Federal or State law governing the identification or placement of special education students, or similar issues, you may file a written complaint with the District. State regulations require the District forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your site principal and are indicated on the procedural safeguards which is available on the Romoland School District website as well as the Riverside County Special Education Local Plan Area (SELPA) website. [20 USC 1415(d); 34 CFR 300.504; EC 56301(d)(2), 56321 and 56341.1(g)(1)]

SPECIAL EDUCATION - AIDING PARENTS IN DUE PROCESS HEARINGS: (EC § 56502) Requires the State Superintendent to develop a model form to assist parents and guardians in filing requests for due process. Forms are available at the District Office for parents that wish to initiate due process hearings relating to special education rights. You may contact the Director of Student Services at (951) 926-9244.

SPECIAL EDUCATION - INSPECTION OF SCHOOL RECORDS: (EC § 56043(n)) Specifies the rights of parents/guardians with children with exceptional needs to examine and receive copies of records within five (5) business days after a request is made, and before any IEP meeting, hearing, or resolution session regarding their child.

SPECIAL EDUCATION - Consent to Bill California Medi-Cal & Release/Exchange Information for Health Related Special Education and Related Services: The Romoland School District may submit claims to California Medi-Cal for covered services provided to Medi-Cal eligible children enrolled in special education programs. The Medi-Cal program is a way for school districts and/or County Offices of Education (COEs) to receive federal funds to help pay for health related special education and related services. Your consent is voluntary and can be revoked at any time. If you do revoke consent, the revocation is not retroactive. Consent will not result in denial or limitation of community-based services provided outside the school. If you refuse to consent for the school district and/or

COE to access California Medi-Cal to pay for health related special education and/or related services, the school district and/or COE is still responsible to ensure that all required special education and related services are provided at no cost to you. Please be advised that:

- You may refuse to sign consent.
- Information about your family and child is strictly confidential.
- Your rights are protected under Title 34, Code of Federal Regulations 300.154; Family Education Rights Privacy Act of 1974 (FERPA); Title 20, United States Code Section 1232(g); Title 34 Code of Federal Regulations Section 99.
- Your consent is good for one year unless you withdraw your consent before that time. Your consent can be renewed annually at the IEP team meeting. Furthermore, as a public agency, the school district may access your public benefits or insurance to pay for related services required under Part B of the IDEA, for a free appropriate public education (FAPE). For related services required to provide FAPE to an eligible student, the school district:
 - May not require you to sign up for or enroll in public benefits or Insurance programs (Medi-Cal) in order for your child to receive FAPE under Part B of the IDEA (34 CFR 300.154(d)(2)(i)).
 - May not require you to incur an out-of-pocket expense such as the payment of a deductible or co-pay amount incurred in filing a claim for services and reimbursement through Medi-Cal (34 CFR 300.154(d)(2)(ii)).
 - May not use your child's benefits under Medi-Cal if that use would:
 - Decrease available lifetime coverage or any other insured benefit.
 - Result in the family paying for services that would otherwise be covered by the public benefits or insurance program (Medi-Cal) and are required for your child outside of the time your child is in school.
 - Increase premiums or lead to the discontinuation of public benefits or insurance (Medi-Cal).
 - Risk loss of eligibility for home and community-based waivers, based on aggregate health related expenditures.

SECTION VII: ~ HEALTH AND SAFETY

SURVEYS: (EC § 51513 & 51514) Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent/guardian is given the opportunity to review the test, questionnaire, or survey, and 3) the parent/guardian consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

CALIFORNIA HEALTHY KIDS SURVEY:

Students in grades 5 and 7 take the California Healthy Kids Survey annually in the spring. The survey is voluntary. Parents/guardians are given the opportunity to review the survey. Parent/guardian written active consent is required in grade 5; passive consent in grade 7. The survey gathers information on developmental supports provided to youth; school connectedness and barriers to learning; school safety; and health-related concerns such as physical activity and nutritional habits; alcohol, tobacco and other drug use; and risk of depression and perceived sexual orientation. The results from this survey are compiled into district and county-level CHKS Reports. To view a copy of your district's Report go to <http://chks.wested.org/reports/search> (Outside Source) and type in the district name.

Students who, with your permission, agree to participate do not have to answer any questions they do not want to answer, and may stop taking the survey at any time. No names are recorded or attached to the survey forms or data. The results will be made available for analysis only under strict confidentiality controls.

The survey will be administered in Spring. It will take about one class period to complete (about 50 minutes) and will be administered in your child's Science class. There are no known risks of physical harm to your child. Risks of psychological or social harm are very small. None have been reported in the history of administration for this survey. In rare instances, some discomfort might be experienced from the questions. The school's counseling services will be available to answer any personal questions that may materialize. The survey was developed by WestEd, a public, non-profit educational institution. If you have any questions about this survey, or about your rights, please contact the Director of Pupil Services at (951) 926-9244. If you do not want your child to participate, you may contact the Director of Pupil Services, Romoland School District, 25900 Leon Rd., Homeland, CA 92548, (951) 926-9244.

MEGAN'S LAW, RELEASE OF SEX OFFENDER INFORMATION: (PC §§ 290.4 *et seq.*) Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

WALKING OR RIDING A BICYCLE TO SCHOOL / BICYCLE HELMET LAW: (VC § 21212) No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-

motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

SUNSCREEN and SUN-PROTECTIVE CLOTHING: (EC § 35183.5) Provides that pupils may use sunscreen during the school day without a physician's note or prescription. Requires the school to adopt a policy regarding the type of sun-protective clothing, including but not limited to hats, that pupils may wear for outdoor use during the school day.

SCHOOL SAFETY PLAN: (EC § 32280 *et seq.*) Each Romoland School District school site has a Comprehensive School Safety Plan, which includes a comprehensive disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire drills are held monthly; emergency drills are held throughout the district.

TOBACCO-FREE CAMPUS: (HSC §§ 104420, and 104495, and BP & AR 5131.6 and BP & AR 5131.62) HSC 104495 prohibits smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. Any person who violates this section is guilty of an infraction and shall be punished by a fine of two hundred fifty dollars (\$250) for each violation of this section. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area.

The California Smokers' Helpline is a resource for anyone who is considering quitting; call 1-800-NO-BUTTS (1-800-622-8887) for more information. The Romoland School District makes a tobacco-use prevention and cessation services available to every pregnant minor and minor parent at all grade levels. Students and their families may seek guidance and education through the counselors at their school site about referral to prenatal and support services, outreach services and assessment of smoking status, tobacco-related counseling and advocacy services, and tobacco-related prevention messages. Information on cessation services for students is available through the school counseling staff and the Student Services Department.

TOBACCO-FREE SCHOOL DISTRICT: The Romoland School District is a tobacco-free district. The use of any tobacco products is prohibited at all times on district property and in district vehicles. Information on smoking cessation classes is available from the District Office.

DRUG AND ALCOHOL FREE WORKPLACE: The Drug-Free Workplace Act and Government Code 8350-8357 and Board Policy requires Romoland School District to be a drug and alcohol free workplace which is essential to school and district operations.

FREE AND REDUCED PRICED MEALS: (EC §§ 49510 and 49520 EC 58980(b): Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained through the school sites, or from the Food Services Department, (951) 928-6669.

PUPIL MEALS-CHILD HUNGER PREVENTION AND FAIR TREATMENT ACT OF 2017: (EC 49557.5) Per the United States Department of Agriculture memorandum SP 46-2016, the school district must notify parents, students and staff of the Meal Charge Policy on how students who pay the full or reduced price cost of a reimbursable meal are impacted by having insufficient funds on hand or in their accounts to purchase a meal. The Romoland School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge policy may be viewed at romoland.net or for a copy of the policy, please contact Director of Nutrition Services at 951-928-6669.

PHYSICAL PERFORMANCE TEST: (EC § 60800 and 5 CCR § 863) Requires governing board of school district to report aggregate results of its physical performance testing in annual school accountability report card. Students in grades 5 and 7 participate in the annual Physical Fitness state assessment.

PHYSICAL EXAMINATION: PARENT/GUARDIAN REFUSAL TO CONSENT: (EC § 49451) A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there's good reason to believe the pupil is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until school authorities are satisfied that a contagious or infectious disease no longer exists.

STUDENT WELLNESS: (BP & AR 5030) The Romoland School District Governing Board recognizes the link between student health and learning, and it desires to provide a comprehensive program promoting healthy eating and physical activity for district students. All food sold to students throughout the school day (from one half hour before school officially begins until one half hour after the school day ends) shall be done so exclusively by the Food Services Department and must meet or exceed the State and Federal guidelines for foods offered to students. Acceptable beverages include milk, 100% juice with no added sweeteners and water. Food items offered can contain no more than 175 calories per item in elementary and no more than 250 calories in secondary schools.

FAMILY LIFE EDUCATION ~ SEXUAL HEALTH AND HIV/AIDS PREVENTION EDUCATION PARENT/GUARDIAN NOTIFICATION:

(EC § 51938) The Romoland School District believes that the primary responsibility for family life education is in the home; however, the Romoland School District shares with other community agencies in supporting and supplementing the home's responsibility in this area. Family Life Education programs may be provided in grades K through 8th. HIV/AIDS instruction will be provided at least once in the middle school grades. Requires notification before instruction in sexual health education, HIV/AIDS prevention, or assessments related to that education. If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before instruction is delivered.

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

The California Healthy Youth Act (Education Code 51937-51939) requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

The Romoland School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
 - a. The date of the instruction
 - b. The name of the organization or affiliation of each guest speaker

SEXUAL ABUSE AND SEX TRAFFICKING PREVENTION: (EC § 51950) Authorizes school districts to provide sexual abuse and sex trafficking prevention education which includes instruction on the frequency and nature of sexual abuse and sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident. Parents or guardians may submit a written request to the school principal to excuse their student from participation in any class involving sexual abuse and sex trafficking prevention education, and assessments related to that education.

SEXUAL ABUSE AND SEXUAL ASSAULT AWARENESS AND PREVENTION: (EC § 51900.6) Authorizes school districts, county offices of education, and charter schools to provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse and sexual assault awareness prevention. Parents or guardians may submit a written request to the school principal to excuse their student from participation in any class involving sexual abuse and sexual assault awareness and prevention.

ENTRANCE HEALTH SCREENING / CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM: (HSC §§ 124085, 124100, and 124105) State law requires that the parent or legal guardian of each pupil provide the school documentary proof that the pupil has received a health screening examination by a doctor within 90 days after entrance to first grade. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available through the local health department.

IMMUNIZATION / COMMUNICABLE DISEASE: (EC §§ 49403 and 48216; HSC 120335, 120365, and 120370, BP 5141.3,) 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/guardians 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/guardians 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 a 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.

State law requires the following immunizations before a child may attend school:

- (a) All new students, in transitional kindergarten through grade 8, to the Romoland School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and varicella immunizations.
- (b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
- (c) All seventh grade students must also provide proof of a second immunization for measles-containing vaccine, and a pertussis booster vaccine.

Free- or low-cost immunizations for children are available. Please call the District Nurse at (951) 723- 8931 for information. Information about a permanent medical exemption or personal beliefs exemption from immunizations for your student is available through the District Nurse, at (951) 723- 8931.

Beginning January 1, 2014, the signed waiver to exempt a pupil from meeting immunization requirements shall include a form prescribed by the State Department of Public Health signed by: 1) the health care practitioner who provided information to the parent or legal guardian regarding the benefits and risks of the immunization and the health risks of the communicable diseases; and 2) the parent or legal guardian, indicating that he or she received the information provided by the health care practitioner.

HEALTH CARE COVERAGE: (EC § 49452.9)

Your student and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, contact the District Nurse or go to www.CoveredCA.com.

CONCUSSION AND HEAD INJURIES: (EC § 49475)

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular schoolday or as part of a physical education course.

MEDICAL OR HOSPITAL SERVICE: (EC § 49471 and 49472) Requires school districts maintaining middle or high school to notify, in writing, the parent or guardian of each pupil participating in an athletic activity, when the district does not provide medical and hospital services for pupils of the district injured while participating in athletic activities. The School District does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

CONFIDENTIAL MEDICAL SERVICES: (EC § 46010.1) School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

LIABILITY FOR EMERGENCY TREATMENT: (EC § 49407) It is most important for each student to have on file in the school office one or more emergency telephone numbers to be used by the principal when appropriate situations arise. The following section from the California Education Code is relevant to this issue:

"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/guardian of the child when the child is ill or injured during regular school hours, requires reasonable medical treatment, and the parent/guardian cannot be reached, unless the parent/guardian has previously filed with the school district a written objection to any medical treatment other than first aid."

EMERGENCY TREATMENT FOR ANAPHYLAXIS: (EC § 49414)

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to Education Code 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

SIGHT AND HEARING TESTING: (EC § 49452) The Board of Trustees is required to provide for the testing of sight and hearing of each pupil enrolled in specified grade levels. Children will be exempt if parent/guardian notifies the school principal in writing that such appraisal is in conflict with their religious beliefs. This testing program begins in July and is done throughout the year.

ORAL HEALTH ASSESSMENT FOR KINDERGARTEN STUDENT ENROLLMENT: (EC § 49452.8 The California Department of Education has developed a standardized notification form to be used by each school district. Forms in English and Spanish are available at: <http://www.cde.ca.gov/ls/he/hn/oralhealth.asp>. Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year.

MEDICATION REGIMEN: (EC § 49423)

Requires the school district to inform the parents or legal guardians of all pupils in the district of the following: The parent or legal guardian of any pupil taking medication on a regular basis must inform the district nurse or school health office personnel of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the district nurse or school health office personnel may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

ADMINISTRATION OF PRESCRIBED MEDICATION FOR PUPILS: (EC §§ 49423 and 49423.1) Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken.

Guidance from the California Department of Education provides a sample checklist that may be given to parents and guardians when children need medication at school. Districts may consider including it in the annual notification.

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC § 49480).
3. If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC § 49423).
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
8. Know and follow the medicine policy of your child's school.

EXCLUSION OF PUPILS NOT IMMUNIZED; EXCEPTIONS: (EC § 48216, HSC §§ 120365 and 120370) Requires district to exclude

pupil not properly immunized and to notify parent or guardian that they have two weeks to supply evidence that pupil properly immunized or that pupil exempt from immunization requirements as specified in HSC §§ 120365 or 120370. Notification to also refer parent or guardian to usual sources of medical services to obtain immunizations. Schools need to apply in concert with immediate enrollment requirement under McKinney-Vento for homeless pupils and AB 490 for foster youth. Notification to also refer the parent or guardian to usual sources of medical care to obtain the immunization(s). State law requires the following immunizations before a child may attend school:

- All new students to the Romoland School District must provide proof of polio, diphtheria, whooping cough, tetanus, measles, mumps, chickenpox, hepatitis B and rubella immunizations.
- Free or low-cost immunizations for children are available. Please contact the District Nurse at (951) 723-8931.

MEDICAL RECORDS SHARING: (HSC § 120440) Requires a school district planning to provide information from pupils' medical records to an immunization system to inform students or parents or guardians of the following.

1. Medical information may be shared with local health departments and the State Department of Health Services
2. The name and address of the State Department of Health Services or of the immunization registry with which the school will share the information
3. Information shared with local health departments and the State Department of Health Services will be treated as confidential and will only be used to share with each other, and, upon request, with health care providers, schools, child care facilities, family child care homes, WIC service providers, county welfare departments, foster care agencies, and health care plans
4. The providers, agencies, and institutions will, in turn, treat the shared information as confidential, and shall use it only as specified
5. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it
6. The student or the parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.
7. After refusal, a physician may maintain access to this information for the purposes of patient care or protecting the public health. After refusal, the local health department and the State Department of Health Services may maintain access to this information for the purpose of protecting the public health.

Students or parents or guardians may refuse to permit record sharing. Notification may be provided by ordinary mail and must include reasonable means for refusal, such as return form or contact telephone number.

READMITTANCE OF STUDENTS WITH ACE BANDAGES, SUTURES, BRACES, CASTS, CRUTCHES, WHEEL CHAIRS, AND OTHER AMBULATORY ASSISTIVE DEVICES: Children wearing braces, casts, or using crutches, wheel chairs, and the like, shall be permitted to attend school only on the written permission of the physician in charge of the case.

INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES: (EC §§ 48206.3, 48207, and 48208) The District provides a program of instruction in the home or hospital setting for students unable to attend their regular instructional program for an extended period of time as a result of a temporary disability. A pupil with a temporary disability that makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour per school day. A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less. Parent/guardians in need of such services for their students are to contact the Director of Pupil Services at (951) 926-9244 to obtain the Home and Hospital Parent/Guardian Informational packet and paperwork.

IDENTIFICATION AND EDUCATION UNDER SECTION 504: (29 USC § 794, and 34 CFR §§ 104.32, 104.36) Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 *et seq.*) prohibit discrimination on the basis of disability. Section 504 requires districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met.

Parents or guardians should be informed of the following: The name and contact information of the person designated by the district

responsible for implementing Section 504, the screening and evaluation procedures used whenever there is reason to believe that a student has a disability that limits his or her ability to attend or function at school, the right to a written accommodation plan if the student is found to have a disability that requires services under Section 504, the right to be educated with nondisabled students to the maximum extent appropriate to the student's individual needs, and notice of the procedural safeguards guaranteed by law.

DISASTER PREPAREDNESS EDUCATIONAL MATERIALS: (EC § 32282.5) Requires the California Department of Education to electronically distribute disaster preparedness educational materials to school districts and county offices of education in, at least, the three most dominant primary languages spoken by English learners in California. Documents are posted on the CDE website at: <http://www.cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp>.

CIVILITY / DISRUPTION IN A PUBLIC SCHOOL OR PUBLIC SCHOOL MEETING: (EC § 32210) Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500). It is unlawful for any person, except for a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

SCHOOL VISITING PROCEDURES: (EC § 51101(a)(12) Parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including procedures for visiting the school.

VISITORS TO SCHOOL CAMPUS: (PC § 627.6) Requires district to post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

VOLUNTEERS ON CAMPUS: (EC §§ 44690, 49406 and BP & AR 1420) Requires all volunteers to have on file with the school a certificate showing that within the last 4 years such person has been examined and has been found to be free of communicable tuberculosis. All volunteers are to abide by the district volunteer application process and shall act in accordance with district policies, regulations, and school rules.

CUSTODY CONCERNS AND SCHOOLS: The school has no legal jurisdiction to refuse biological parent access to their child and/or school records. Custody disputes must be handled by the courts. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

CHILD ABUSE and NEGLECT REPORTING / CHILD ABUSE COMPLAINT GUIDELINES: (EC § 33308.1 and PC 11164 *et. seq.*) The Romoland School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion.

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e. Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting the Director of Human Resources at (951) 926-9244.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

SUICIDE PREVENTION POLICIES: (BP & AR 5141.52) The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the district has adopted suicide prevention policies outlining measures and strategies for suicide prevention, intervention, and postvention.

ASBESTOS MANAGEMENT PLAN: (40 CFR, § 763.93) The Romoland School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the Director of Maintenance, Transportation, Operations, and Facilities Department at (951) 926-8264.

NOTIFICATION OF PESTICIDE USE; ACTIVE INGREDIENTS; INTERNET ADDRESS TO ACCESS INFORMATION: (EC § 17612 and 48980.3) To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact the Director of Maintenance, Operations, Transportation, and Facilities at (951) 926-8264. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application, an Internet address on pesticide use and reduction, and the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan.

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We may use one or more of the following pesticides in your school or on your school grounds this coming fiscal year. As part of our Integrated Pest Management Plan, we will use as little pesticide as possible to minimize pest population at District sites. Notices will be posted at least 24 hours in advance of any pesticide used at a site, and all pesticide applications will be scheduled at times when students and staff are NOT present.

Pesticides include any chemical used to kill anything from ants to gophers to weeds. The pesticide used most in classrooms or kitchens to kill ants is “Tempo.” This is a very mild, odorless pesticide used on an “as needed” basis only, except in our kitchens where it is sprayed monthly.

If your student has a known allergy to ingredients commonly used in pesticides you can request advance notification by registering at the school. The school where your student attends will notify you by mail at least 72 hours prior to non-emergency pesticide use.

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation’s Web site at <http://www.cdpr.ca.gov>. If you have any questions, or if you would like detailed information about any pesticide listed below, please contact Jon Parham, Director of Maintenance and Operations at Romoland School District, (951) 926-8264.

List for the 2018-2019 School Year

Name of Pesticide	Active Ingredient
Chlorophacinone Bait	Treated Grain .01%
Deltadust Insecticide	Deltamethrin
Dimension Turf and Ornamental Herbicide	Dithiopyr
Diphacinione Bait	Treated Grain .01%
Extinguish Plus	Hydramethylnon

Fusilade 2000 1E Herbicide	Fluazifop-Butyl
Permethrin sfr	Permethrin
Prescription Treatment Brand P.I. Contact Insecticide Formula 1	Pyrethrins, Piperonyl Butoxide
Roundup Pro Herbicide	Glyphosate, Isopropylamine Salt
Name of Pesticide <i>continued</i>	Active Ingredient <i>continued</i>
Speed Zone ® Broadleaf Herbicide for Turf	Carfentrazone-ethyl; 2,4-D,2-ethylhexyl ester; Mecoprop-p acid; Dicamba acid
Talstar CA Granular Insecticide	Bifenthrin
Tempo 20 WP Insecticide	Cyfluthrin
Trimec	Dimethylamine Salt
Termidor® SC Termiticide/Insecticide	Fipronil
Wilco Type 1 Bait	Strychnine .005%
Zinc Phosphide	Treated Grain 1.00%

KEY TO CODE SECTIONS

<u>Abbreviation</u>	<u>Complete Title</u>
EC	California Education Code
5 CCR	Title 5, California Code of Regulations
34 CFR	Title 34, Code of Federal Regulations
40 CFR	Title 40, code of Federal Regulations
HSC	California Health and Safety Code
NCLB	No Child Left Behind
PC	California Penal Code
VC	California Vehicle Code
USC	United States Code
WIC	California Welfare and Institutions Code
BP	Board Policy (Romoland School District)
AR	Administrative Regulation (Romoland School District)