



ROWLAND UNIFIED SCHOOL DISTRICT

1830 SOUTH NOGALES STREET • ROWLAND HEIGHTS, CA 91748

WWW.ROWLANDSCHOOLS.ORG • (626) 965-2541

“Innovative Learning for All”

ANNUAL PARENT INFORMATION & NOTIFICATIONS HANDBOOK 2018 -2019

Superintendent

Dr. Julie Mitchell

Board of Education

Cary C. Chen

Lynne Ebenkamp

Donna Freedman

David M. Malkin

Angelena M. Pride

OUR MISSION

To empower students so that each actualizes his or her unique potential and responsibly contributes to a global society, through a system distinguished by rigorous academics, innovative use of technology, creative exploration, and nurturing learning experiences.

TABLE OF CONTENTS

School Index and District Map.....	3
Important Dates/Local and Legal Holidays.....	4
School Board Meetings	4
Contact Information	4
School-year Calendar	5

Section lists are in alphabetical order

EDUCATIONAL SERVICES 6

Adult Education	6
Advance Placement & International Baccalaureate Examination Fees	10
A-G Courses	6
California High School Proficiency Exam	8
Common Core State Standards	6
Communication on Student Achievement	7
Competitive Athletics – EC 221.9	6
Continuation in Kindergarten or Grade 1.....	8
Counseling Services	7
Course Selection and Career Counseling.....	7
English Learners	11
Family Life Education/AIDS/HIV	11
Foster and Homeless Youth Education	7
Gifted and Talented Education (GATE).....	11
Grade Reduction/Loss of Academic Credit.....	8
Harm or Destruction of Animals.....	10
Health Instruction.....	11
High School Graduation.....	8
Home and Hospital Instruction	8
Homework Policy.....	10
Instructional Programs	6
Notice of Alternative Schools	7
Notification of Minimum Days	11
Physical Performance Test	8
Promotion and Retention.....	8
Recreation Program	6
Regional Occupational Programs (ROP)	6
Religious Instruction.....	11
School Accountability Report Card (SARC).....	12
Student Intervention Programs.....	7
Student Fees, Donations and Fundraising.....	8
Transitional Kindergarten.....	6
Withholding Grades, Diploma, or Transcripts	10

STUDENT RECORDS/PARENT RIGHTS 12

Cal Grant Program	13
Custody Concerns and Schools.....	12
Directory Information.....	12
Parental Photo Authorization.....	13
Release of Juvenile Information	12
Release of Military Information	12
Social Security Numbers.....	12
Visitors to Schools	12

ATTENDANCE AND ENROLLMENT 13

Attendance Options/Permits	14
Interdistrict Policies and Procedures.....	14

Intradistrict Permit Criteria and Procedures	14
Parent Employment Related Transfers	14
Residency Requirements	14
Student Absences	14

DISCIPLINE 15

Board Policy.....	15
Circumstances for Recommending Expulsion	18
Duties of Staff, Rules & Regulations Regarding Discipline	15
Duties of Students Title 5- EC 300	15
Duty Concerning Conduct of Student.....	15
Grounds for Suspension and Expulsion	15
Property Damage	19

HEALTH 20

Administration of Epilepsy Medication	22
Administration of Prescribed and/or Over-The-Counter Medication	22
Communicable Disease	20
Concussions and Head Injuries.....	20
Confidential Medical Services	23
Dental Assessment	21
District Emergency Information Card.....	23
Electronic Nicotine Delivery Systems	20
Emergency Epinephrine Auto-Injectors	22
Food Allergies/Special Dietary Needs	23
Health/Physical Examinations	21
Immunizations.....	21
Local Education Agency MediCal Billing	23
Medical and Hospital Services.....	23
Medical Release Prior to a Student’s Return to School.....	23
Parent Notification of Medication Regimen.....	22
Physical Examination: Parent Refusal to Consent	22
School Wellness Policy	19
Student Health Insurance.....	23
Sudden Cardiac Arrest.....	20
Sunscreen & Sun-Protective Clothing.....	23
Temporary Medical Excuse from Physical Education	23
Tobacco Free Schools	20

SCHOOL SAFETY 24

Access to Internet and Online Sites.....	24
Asbestos Management Plan	25
Bicycle Helmet Law.....	24
Child Abuse and Neglect.....	25
Comprehensive School Safety Plan	24
District Safety Hotline.....	24
Dress Code/Gang Apparel	25
Electronic Devices.....	24
Electronic Signaling Devices	25
Hazing.....	24
Imitation Firearms	24
Laser Pointers	24
Megan’s Law.....	25
Notice of Occurrence of a Violent Crime.....	25
Pesticides.....	25
Safe Place to Learn Act	23

School Safety Plan Notice of Non-Compliance.....	24
Shock Pens and Shock Lighters.....	24
Suicide Prevention Policy	25
Victim of a Violent Crime.....	25

STATE AND FEDERAL COMPLIANCE 26

Complaint Process.....	27
Disciplinary Measures	28
Every Student Succeeds Act (ESSA)	26
Nondiscrimination Statement	26
Pupil Meals – Child Hunger Prevention and Fair Treatment Act of 2017	29
Sex Equity: Title IX Notifications.....	26
Sexual Harassment—EC 231.5	27
Student and Family Surveys	29
Supplemental Uniform Complaint Procedure (Williams) ..	28
Uniform Complaint Policy	28

SPECIAL EDUCATION & SECTION 504 29

Child Find.....	29
Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973	29
Free and Appropriate Education Special Ed	29

Free and Appropriate Education Section 504	29
--	----


SERVICES FOR STUDENTS & PARENTS 29

Childcare.....	30
Nutrition Services	29
Options for Learning Enrichment Program	30
Passenger Safety	29
Pre-School Programs	30
Rowland USD Mobile App	31
Transportation—Bus Passes.....	29
Waiver of Transportation Fee	27

At the back of this handbook you will find sample forms that will be sent home with students from their school at the beginning of the year. These forms include

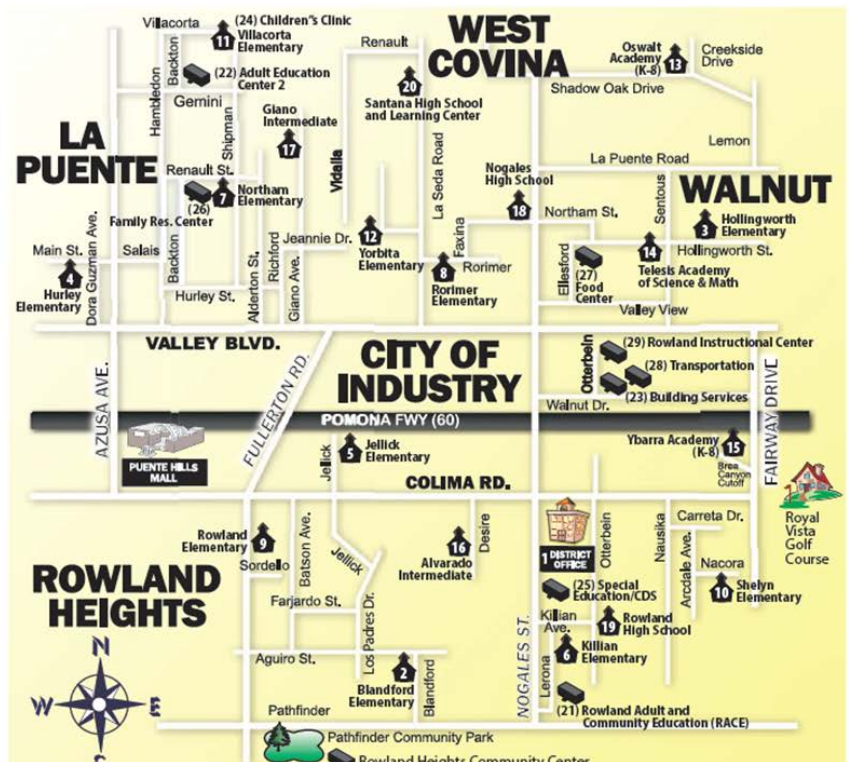
- Required Signatures for the Acceptable Use Contract /Use of Electronic Information Resources.
- Acknowledgement Form—Parent/Student Rights

This handbook contains explanations of these forms. If you have questions, contact Student Services at (626) 935-8281.



Rowland Unified School District Map

1 District Office	1830 S. Nogales St., Rowland Hts. 91748	965-2541
Elementary Schools (626) Area Code		
2 Blandford	2601 Blandford Dr., Rowland Hts. 91748	965-3410
3 Hollingworth	3003 E. Hollingworth, W. Covina 91792	(909) 598-3661
4 Hurley	535 S. Dora Guzman, La Puente 91744	965-2429
5 Jellick	1400 S. Jellick Ave., Rowland Hts. 91748	964-1275
6 Killian	19100 E. Killian St., Rowland Hts. 91748	964-6409
7 Northam	17800 E. Renault St., La Puente 91744	965-2404
8 Rorimer	18750 E. Rorimer St., La Puente 91744	965-3333
9 Rowland	2036 S. Fullerton Rd., Rowland Hts. 91748	964-3441
10 Shelyn	19500 E. Nacora St., Rowland Hts. 91748	(909) 444-0584
11 Villacorta	17840 E. Villacorta, La Puente 91744	964-2385
12 Yorbita	520 S. Vidalia, La Puente 91744	964-3486
K-8 Schools		
13 Stanley G. Oswald Academy	19501 Shadow Oak Dr., Walnut 91789	810-4109
14 Telesis Academy of Science & Math	2800 E. Hollingworth, W. Covina 91792	965-1696
15 Ybarra Academy of Arts & Technology	1300 Brea Canyon Cut-off, Walnut 91789	(909) 598-3744
Intermediate Schools		
16 Alvarado	1901 S. Desire Ave., Rowland Hts. 91748	964-2358
17 Glano	3223 S. Glano St., W. Covina 91792	965-2461
High Schools		
18 Nogales	401 S. Nogales St., La Puente 91744	965-3437
19 Rowland	2000 S. Otterbein Ave., Rowland Hts. 91748	965-3448
20 Santana	341 S. La Seda Rd., La Puente 91744	965-3496
Other Sites		
1 Student Services	1830 S. Nogales St., Rowland Hts. 91748	935-8281
20 Santana Learning Ctr	341 S. La Seda Rd., La Puente 91744	965-3496
21 Rowland Adult and Community Education	2100 S. Lerona, Rowland Hts 91748	965-5975
22 Adult Ed Center 2	Corner of Backton & Gemini, La Puente 91744	965-5975
23 Building Services	1018 Otterbein Ave., Rowland Hts. 91748	912-0665
24 Children's Clinic	17840 Villacorta, La Puente 91744	964-4798
25 Special Education/CDS	1928 S. Nogales St., Rowland Hts. 91748	935-8203
26 Family Res. Center	17800 E. Renault St., La Puente 91744	854-2228
27 Food Center	4032 Ellesford, W. Covina 91792	965-2566
28 Transportation	1010 Otterbein Ave., Rowland Hts. 91748	965-5719
29 Rowland Instructional Center	1006 Otterbein Ave., Rowland Hts. 91748	



This map is for site locations only and does not reflect the actual physical boundaries of Rowland Unified.

Santana Learning Center houses Santana HS, Adult Ed P2, and La Puente Valley ROP at (626) 810-3300

www.RowlandSchools.org

BOARD OF EDUCATION

Cary C. Chen
Lynne Ebenkamp
Donna Freedman
David M. Malkin
Angelena M. Pride

CONTACT INFORMATION

Central Administration Office
(626) 965-2541

RUSD Security
(626) 935-8442

Safety Hotline
(626)513-8958

District Advisory Council/ District English Language Advisory Council Meetings (DAC/ DELAC)

Contact:
Director of Special Projects
(626) 965-2541 x8591

Special Education Parent Meetings
Contact:
Director of Special Education
(626) 965-2541 x8539

School Site Council Meetings
Contact school site principal for schedule of meetings

See the RUSD Full Year Calendar for Minimum and Shortened Days and Back to School, Parent Conference, and Open House Dates

MEETINGS OF THE BOARD OF EDUCATION

Regular meetings of the Rowland Unified School District Board of Education are typically held in the Board Room of the Central Administration Office, 1830 S. Nogales Street, Rowland Heights, on the second Thursday of each month for regular business. Calls to order and Closed Sessions begin at 4:30 p.m. with the Regular Business Meetings beginning at 6:00 p.m.

Additional dates, typically the fourth Thursday of the month, may be used for Study Sessions, which, if held, will begin at 4:30 p.m.

July 26, 2018	February 14, 2019
August 16, 2018*	February 28, 2019 (SS)
September 13, 2018	March 14, 2019
September 27, 2018 (SS)	March 28, 2019 (SS)
October 11, 2018	April 11, 2019
October 25, 2018 (SS)	April 25, 2019 (SS)
November 8, 2018	May 9, 2019
December 3, 2018*	May 17, 2019 (SS)**
December 13, 2018	May 23, 2019 (SS)
January 18, 2019 (SS)**	June 04, 2019*
January 24, 2019	June 18, 2019

SS = Study Session

*Falls on a day other than the second or fourth Thursday

**Study Session scheduled to begin at 8:30 a.m.

2018-2019 IMPORTANT DATES/ LOCAL AND LEGAL HOLIDAYS

August 13	First Day of School
September 3	Labor Day Holiday
November 11	Veterans Day Holiday
November 19 - 23	Thanksgiving Holiday
December 15	End of Grading Period
December 21 – January 11	Winter Break
January 21	Martin Luther King Jr. Holiday
February 18	Presidents Day Holiday
March 25-29	Spring Break
May 28	Memorial Day
May 30	Adult School Graduation
June 6	Last Day of School
June 6	High Schools Graduation

Rowland Unified School District Educational Services Calendar - 2018-2019

JULY				
M	T	W	TH	F
2	3	4 LH	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
July 4		Independence Day		

AUGUST				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13 FD	14	15	16	17
20	21	22	23	24
27	28	29	30	31
Aug. 1-3		New Teacher Orientation		
Aug. 7-9		Teachers Return/Work Day		
Aug. 13		First Day of School		

SEPTEMBER				
M	T	W	TH	F
3 LH	4	5	6	7
10	11	12	13	14
17	18	19	20	21 PF
24	25	26	27	28
Sept. 3		Labor Day Holiday		
Sept. 7		NHS/RHS Early Dismissal		
Sept. 21		Pupil Free Day (Cert. PD)		
Sept. 28		Progress Report (9-12)		

OCTOBER				
M	T	W	TH	F
1	2	3	4	5
8	9	10 PF	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
Oct. 9		1st Quarter Ends (7-8)		
Oct. 8-9		Parent Conference (TK-6) Early Dismissal (TK-6)		
Oct. 9		1st Quarter Ends (7-8)		
Oct. 10		Pupil Free Day Parent Conference (TK-6)		
Oct. 11-12		Parent Conference (TK-6) Early Dismissal (TK-6)		
Oct. 18		Parent Conference (7-12) Early Dismissal (7-8)		
Oct. 19		Early Dismissal (7-12)		
Oct. 19		1st Quarter Report Card (7-8)		

NOVEMBER				
M	T	W	TH	F
			1 PF	2
5	6	7	8	9
12 LH	13	14	15	16
19	20	21	22 LH	23
26	27	28	29	30
Nov. 1		Pupil Free Day		
Nov. 8		1st Trimester Ends (TK-6)		
Nov. 9		Progress Report (9-12)		
Nov. 9		2nd Trimester Begins (TK-6)		
Nov. 12		Veteran's Day Holiday		
Nov. 16		Report Cards (TK-6)		
Nov. 19-23		Thanksgiving Break		

DECEMBER				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21 PF
24	25 LH	26	27	28
31				
Dec. 20		1st Semester Ends (7-12)		
Dec. 21		Pupil Free Day		
Dec. 24-31		Winter Break		

JANUARY				
M	T	W	TH	F
	1 LH	2	3	4
		WINTER BREAK		
7	8	9	10	11
		WINTER BREAK		
14	15	16	17	18
21 LH	22	23	24	25
28	29	30	31	
Jan. 1-11		Winter Break		
Jan. 14		2nd Semester Begins (7-12)		
Jan. 21		Martin Luther King Jr. Holiday		

FEBRUARY				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18 LH	19	20	21	22
25	26	27	28	
Feb. 4-8		Parent Conference (TK-6) Early Dismissal (TK-6)		
Feb. 18		President's Day Holiday		
Feb. 21		Parent Conference (7-8) Early Dismissal (7-8)		
Feb. 22		Early Dismissal (7-8)		

MARCH				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
		SPRING BREAK		
Mar. 1		Progress Report (9-12)		
Mar. 6		2nd Trimester Ends (TK-6)		
Mar. 7		3rd Trimester Begins (TK-6)		
Mar. 15		Report Cards (TK-6)		
Mar. 19		3rd Quarter Ends (7-8)		
Mar. 21		NHS/RHS Parent Conference		
Mar. 22		NHS/RHS Early Dismissal		
Mar. 22		3rd Quarter Report Card (7-8)		
Mar. 25-29		Spring Break		

APRIL				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
Apr. 19		Progress Report (9-12)		

MAY				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27 LH	28	29	30	31
May 27		Memorial Day Holiday		
May 30		Adult Ed. Graduation		

JUNE				
M	T	W	TH	F
3	4	5	6 LD	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
June 6		Last Day of School Early Dismissal (TK-12) NHS, RHS, SHS Graduation 3rd Trimester Ends (TK-6) Report Cards (TK-6) 2nd Semester Ends (7-12)		

The following is provided to assist you with information concerning parent/student rights, which the law requires school districts provide at the beginning of each school term. (EC Section 48980)

NOTICE AND BEGINNING OF TERM

The school district shall notify the parent or guardian of a minor student regarding the rights and responsibilities of the parent or guardian. (Education Code 48980(a))

EDUCATIONAL SERVICES

INSTRUCTIONAL PROGRAMS OFFERED

Rowland Unified School District offers programs of instruction for students in grades TK-6 at the District's elementary schools, grades TK-8 at three sites, grades 7-8 at Intermediate Schools, and grades 9-12 in the high school programs. Alternative Programs are available through Santana High School, including Home Schooling, and Independent Study.

COMMON CORE STATE STANDARDS

Common Core State Standards (CCSS) are an updated set of curricular standards that have been developed to ensure that all students demonstrate readiness skills for college and career. Common Core State Standards bring strong advantages to students in California and in the United States. First, by unifying the expectations among the 46 states that have adopted the CCSS, assessments of educational quality will be more equitable. Second, students throughout the United States will be in a better position to compete with students throughout the world for university admission and for jobs in a global market. The CCSS have been developed for English Language Arts (ELA) and for mathematics. Common Core Literacy standards affect History, Social Science, Science and technical subject instruction but not content standards.

A-G HIGH SCHOOL COURSE PATHWAY

The A-G course pathway reflects the minimum course requirements students must meet to enter a University of California or California State University school. While A-G courses are required only by UC and CSU, many other colleges and universities require similar classes for admission. In addition, A-G classes provide a strong foundation on which students can build careers.

A-G requires a minimum 15-unit pattern of courses for a student's admission as a first-time freshman to the UC and

CSU systems. Each unit is equal to a year of study in a subject area. A grade of C or higher is required for the course to count as an admission requirement to a UC or CSU school. While A-G courses fulfill many of District graduation requirements, there are some classes that students will have to complete in addition to A-G courses in order to receive a diploma.

TRANSITIONAL KINDERGARTEN

The district is offering a Transitional Kindergarten program for students who will turn 5 years of age between September 2 and March 31. This course provides students the educational opportunity to start their school experience with children of their own age and includes both developmental and academic curriculum as part of the program. Programs will be offered all of our elementary school sites.

REGIONAL OCCUPATIONAL PROGRAMS (ROP)

RUSD partners with La Puente Valley Regional Occupational Program (LPVROP) to provide hands-on, interactive classes, which offer learning and career exploration through real-world experience. LPVROP offers over 35 courses from sports medicine to forensics and engineering/robotics to photography. For further information, contact LPVROP at 626-810-3300 or visit their website at lpvrop.org

ADULT EDUCATION

Rowland Adult and Community Education (RACE) is the adult school for our district. Educational services are provided to those individuals that are 18 years or older. Programs offered are English as a Second Language (ESL), Citizenship, Parent Education, Adult Secondary High School Diploma, GED, Older Adult and Community Education Course. For more information, call 626-965-5975 or visit the RACE website at <http://race.rowland.k12.ca.us>.

RECREATION PROGRAM

Since 1972, our district has operated a recreation program to serve our district youth. Programs offered are sports, arts and crafts, computers and aquatics to just name a few. Contact the Recreation Department at 626-965-5975 for more information or visit their website at <http://recreation.rowland.k12.ca.us>.

COMPETITIVE ATHLETICS – EC 221.9

Information regarding competitive athletics may be found on individual school websites (www.rowlandschools.org).

COMMUNICATION ON STUDENT ACHIEVEMENT

The Board of Education believes good communication regarding academic progress between parents and teachers is important in the education process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels. It should also indicate educational growth in relation to the student's ability, citizenship and effort. At elementary schools, report cards are given to parents during parent teacher conferences or are sent home with the student.

Report cards of middle and high school students are mailed home. Any parent wanting special arrangements for receiving report cards may call the school. Parents will be notified when a student is in danger of not passing a course. [EC 49063 and 49067]

COURSE SELECTION & CAREER COUNSELING

Rowland Unified School District maintains sex equality related to career counseling and course selection opportunities. Students in grades 7-12 periodically receive counseling from school personnel regarding alternatives for careers and courses of study. Parents may participate in such counseling sessions and decisions. Contact your principal for details. (Education Code 221.5 d)

COUNSELING SERVICES

Students in grades 7-12 will have regular access to meet with their assigned counselor for any academic, attendance, or social development needs. Students are assigned to a specific counselor for assistance and advisement throughout the year. These staff members will also be meeting with students periodically to assist them in their educational and career choices. Parents/guardians also may seek assistance and participate in such counseling sessions and decisions. Please contact your principal for details (Education Code 51229).

FOSTER AND HOMELESS YOUTH EDUCATION

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. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from

local graduation requirements, if educational rights are not allowed at the public high school.

To assist students in foster care or parents of homeless students, a school district liaison is provided. This includes questions regarding graduation exemptions and issuance of partial credits. For information regarding school placement or related educational opportunities, please contact the Family Resource Center Coordinator, Laurel Estrada (626) 854-2228 x1785 or Student Services at (626) 935-8281 for more information. (Education Code 48850 and 11432).

STUDENT INTERVENTION PROGRAMS

Student intervention programs are available to all students recommended by appropriate school personnel to assist students in meeting grade level proficiency standards. School principals and school counselors can provide further information regarding student intervention programs.

The District provides intervention services for students and their families through counseling services, referrals to outside agencies, and the Student Study Team (SST). Trained staff are available to assist you. Contact your school's Administrator or Counselor for additional information. Through science and health curriculum elements of a healthy lifestyle are explained as well as character education programs

ALTERNATIVE SCHOOLS

California State law authorizes all school districts to provide for alternative schools. These are defined as a school or separate class or 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 the student's desire to learn.
- C. Maintain a learning environment that maximizes student self-motivation and self-direction. Student self-motivation and self-direction may be developed independently by the student or may be encouraged by teacher initiated learning activities.
- D. Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- E. Maximize the opportunity for students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

The parent or guardian of any student may request the board of a school district to establish an alternative school program or programs in the district pursuant to this code. Requirements for graduation and alternative modes for completing the prescribed course of study must be made available to students, parents, and the public. [EC 58501, 58502 and 51225.3 (b)]

HOME AND HOSPITAL INSTRUCTION

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 (more than two weeks) as a result of a temporary disability, which is not covered under Special Education provisions. Hospitalized students are considered residents of the school district in which the hospital is located. Parents in need of these services must contact the school principal or school nurse to obtain a Request for Home and Hospital Instruction. Parents are responsible to notify the school district regarding the student's presence in a hospital located within the district's jurisdiction. (Education Code 48206.3, 48207 and 48208) For more information please call (626) 965-8202.

STUDENTS WITH TEMPORARY DISABILITIES

A student with a temporary disability, which makes attendance in the regular day classes or alternative program impossible or inadvisable, shall receive individual instruction provided by the District. (Education Code §48206.3)

STUDENTS WITH TEMPORARY DISABILITIES IN HOSPITALS: RESIDENCY

A student with a temporary disability who is in a hospital or other residential health facility, which is located outside of the school district in which the student's parent or guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. (Education Code 48207)

PRESENCE OF STUDENTS WITH TEMPORARY DISABILITIES IN HOSPITAL NOTICE BY PARENT

It shall be the primary responsibility of the parent or guardian of a student with a temporary disability to notify the school district of the student's presence in a qualifying hospital. (Education Code 48208)

CONTINUATION IN KINDERGARTEN OR GRADE 1

District policy contains provisions under which students in Kindergarten or Grade 1 may continue in their current grade, if the school Student Study Team, with written concurrence from the parent/guardian, determines that this is in the best

interest of the student. Further details can be obtained from school site principals.

PROMOTION AND RETENTION OF STUDENTS

Rowland Unified School District has adopted a policy, as required by law, requiring students to demonstrate achievement of grade level standards in order to be promoted. In grades 2-8, students not meeting District standards for promotion are considered at-risk of retention. Parents will be notified and intervention programs will be offered to assist at-risk students. (Education Code 48070.5)

HIGH SCHOOL GRADUATION

To earn a high school diploma, students must complete a specific course of study, including service hours. Details regarding the requirements are available from the high school administration and school counselor.

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT

No student may have his grade reduced or lose academic credit for any excused absences when missed assignments and tests can be reasonably provided and are satisfactorily completed within a reasonable period of time. (Education Code 48980 (k))

PHYSICAL PERFORMANCE TEST

Students in grades 5, 7, and 9 shall be administered a state approved physical performance test. (Education Code 60800) This is a ninth grade requirement.

STUDENT FEES, DONATIONS AND FUNDRAISING

The Rowland Unified School District appreciates school-community cooperation to support various programs. This

document is provided as a guide for district staff, parents, community members, and auxiliary organizations, who financially support programs, to ensure legal compliance while providing that support. The intent of these guidelines is to emphasize that the question is not *whether* schools and their communities can raise money to support programs – they can – but how funds can be raised through lawful means.

The California Constitution mandates that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity. This constitutional right of free access encompasses all educational activities, whether curricular or extracurricular, and regardless of whether credit is awarded for the educational activity. The right of free access also prohibits mandated purchases of materials, supplies, equipment or uniforms associated with the activity, as well as the payment of security deposits for access, participation, materials or equipment. Finally, a process that allows for a waiver process for an otherwise mandatory fee, charge or deposit does not render it constitutionally permissible. However, legislation and previous court rulings have provided exceptions to allow for permissible fees.

PERMISSIBLE MANDATORY FEES/CHARGES/DEPOSITS

The following are specific exceptions to the prohibition on fees, charges and deposits at the kindergarten through 12th grade level (some legal provisions related to child care programs and adult education are not listed here). These fees, charges and deposits are legally permissible because they are specifically permitted by law. (Note: This list is based on legal authorizations, but the inclusion of a permissible fee, charge or deposit on this list does not necessarily mean that District schools currently assess the fee, charge or deposit). The following fees, charges, and deposits are permissible:

1. Charges for optional attendance as a spectator at a school or District sponsored activity. (Hartzell, 35 Cal.3d 899, 911, fn. 14).
2. Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law. (Education Code §§ 38082 and 38084).
3. Paying the replacement cost for District books or supplies loaned to a student that the student fails to return, or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed \$10,000. (Education Code §§ 19910-19911 and 48904).
4. Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds. (Education Code § 35330(b)).
5. Medical or hospital insurance for field trips that is made available by the school district. (Education Code § 35331).
6. Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship. (Education Code § 32221).
7. Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel “arising from circumstances beyond the control” of the student. (Education Code § 49066).
8. Charging for the parking of vehicles on school grounds. (Vehicle Code § 21113).
9. Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee. (EC § 35335).
10. Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student. (Education Code § 17551).
11. Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum. (Government Code § 6253; Education Code § 49091.14).
12. Fees for transportation to and from school, and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and provided there is a waiver provision based on financial need. (Education Code § 39807.5).

13. Fees for transportation of pupils to places of summer employment. (Education Code § 39837).
14. Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state. (Education Code §§ 48050-52).
15. Tuition fees collected from foreign students attending a District school pursuant to an F-1 visa, equal to the full unsubsidized per capita cost of providing education during the period of attendance. (8 USC § 1184(m)(1)).
16. Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program. (Education Code § 32390).
17. Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes. (Education Code §§ 51810 and 51815).
18. Deposits for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries. (Education Code § 38120).
19. Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes. (Education Code § 32033).

DONATIONS AND FUNDRAISING

School districts, schools, programs and classes can and do seek and accept donations of funds and property, and this practice is permissible as long as it is truly voluntary and in no way a prerequisite to participation in the program or activity. California law does not allow school districts to charge fees to students for curricular and extracurricular activities. However, schools can no longer afford to fund many of the programs and activities. Therefore, schools may request voluntary donations from parents to offset the costs of these programs. Parents are not required to make donations and all students may participate in extracurricular activities regardless of whether their parents make a donation.

As with donations, school districts, schools, programs and classes can and do engage in fundraising activities and

programs, and this practice is also permissible as long as the raising of funds is voluntary. A student who is asked to but does not raise funds may not be denied participation in an educational or extracurricular activity. A requirement to raise funds in order to participate, even if there is no mandated amount to be raised, is the same as requiring a fee. The prohibition on the requirement for an individual student to raise money is to be distinguished from a requirement to attend a fundraising event as an element of participation in an activity, in the same way attendance at practices, games, rehearsals or performances are an expected aspect of participation.

ADVANCE PLACEMENT & INTERNATIONAL BACCALAUREATE EXAMINATION FEES

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees or the International Baccalaureate examination fees, or both. Parents should contact their student's high school for further information. (EC 52244; EC 48980 (K))

HOMEWORK POLICY

The Rowland Unified School District believes that homework should be an integral part of the total instructional program. Homework extends learning opportunities beyond the confines of the school day. We recognize that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences the student's ability to meet the District's academic standards. Homework needs to be graded and level appropriate to benefit the student.

WITHHOLDING GRADES, DIPLOMA, OR TRANSCRIPTS

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. In such cases, the District must afford the student his/her due process and if the student is unable to pay for damages or return District property, the District will provide a voluntary work program for the minor to work in lieu of payment. (Education Code 48904, 48904.3)

HARM OR DESTRUCTION OF ANIMALS

Any student with a moral objection to dissecting or otherwise harming or destroying animals as a part of a course curriculum shall have the opportunity, with written parental permission, to work with the teacher to develop an alternative, comparable,

method for obtaining the information or experience required for the class. (Education Code 32255-32255.6)

HEALTH INSTRUCTION

If health instruction conflicts with your religious training, beliefs, or personal and moral convictions, please advise your school principal in writing to exclude your student from this phase of the instructional program. (Education Code 51240)

FAMILY LIFE EDUCATION / AIDS/HIV EDUCATION

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939) is to 1) provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases; and 2) to encourage a pupil to develop healthy attitudes concerning adolescent growth and development, body image, gender roles, sexual orientation, dating, marriage, and family.

The Rowland Unified School District believes that the primary responsibility for family life education is in the home; however, the District shares with other community agencies in supporting and supplementing the responsibility of the home in this area. The Rowland Unified 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
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
5. 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:
 - The date of the instruction
 - The name of the organization or affiliation of each guest speaker

All pupils in grade 7-12 receive HIV/AIDS prevention at least once in intermediate school and once in high school. Classes that provide instruction on HIV/AIDS prevention shall include medically accurate, up-to-date information on methods to reduce the risk of HIV infection. Education Code 51934, 51938 (Amended by AB 1925, Ch. 323, Statutes of 2004).

RELIGIOUS INSTRUCTION

Students, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or instruction. Each student must attend school at least the minimum school day for his grade level. No student shall be excused from school more than four days per school month. (Education Code 46014)

ENGLISH LEARNERS

English Learner students are assessed initially upon enrollment and annually using the English Language Proficiency for Assessments for California (ELPAC), to determine the student's level of English proficiency. Parents are notified that their child is a "Long-term English Learner" or is an "English learner at-risk of becoming a Long-term English Learner." Academic instruction is provided for English Learners in English, with supplemental English Language Development (ELD). The district provides the following English programs; Structured English Immersion, English Language Mainstream, Dual Immersion and Bilingual Education. At schools where 15% or more of the student population speaks a single language other than English, parent information is translated, when practical, in accordance with State and Federal compliance requirements.

GIFTED AND TALENTED EDUCATION (GATE)

Students beginning in the third grade, with parent permission may test for the GATE program. Upon further GATE committee review and teacher recommendation, students may qualify for district/site GATE programs. For further information, see your school principal for details regarding testing and the individual school GATE program.

NOTIFICATION OF MINIMUM DAYS

The District requires that parents be advised no later than one month prior to any scheduled change in the student's day.(Education Code 48980 (c))

SCHOOL ACCOUNTABILITY REPORT CARD

A copy of the School Accountability Report Card (SARC) is available on line at www.rowlandschools.org under each individual school webpage. A hard copy of the SARC may also be requested from your student's school. Content of report card defined under EC § 33126 includes assignments of teachers, number of vacant teacher positions, availability of sufficient textbooks and other instructional materials, and needed maintenance to ensure good repair of facilities. (Education Code 35256, 33126, and-35258) (Education Code 33126 amended by SB 550, Ch 900, Statutes of 2004)

STUDENT RECORDS/ PARENT RIGHTS

Federal and State regulations require school districts to inform parents of "eligible" students annually of their rights concerning student records. These files are located in the student's school. Special Education records are under the supervision of the Coordinator of Special Education. Records of current students are under supervision each school principal and are available for your review upon request. Copies of student records can be made for a nominal charge and must be provided within five business days upon **written request**.

Any challenge to school records must be submitted in writing to the school principal. 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. (Education Code 49063-49078 and 48980 (FERPA) Prior and Title 5, CCR 431(e))

VISITORS TO SCHOOLS

All visitors to a school campus must check into the office as they arrive on campus during the school day. You will be required to sign in as well as wear a badge or sticker for visible identification. These processes are in place to assist with campus safety. Contact your school for details.

DIRECTORY INFORMATION

Periodically, the Rowland Unified School District releases directory information on RUSD students to non-profit organizations. Information is released to organizations such as the P.T.A. (Parent-Teacher Association) whose purpose is to enhance the educational goals of the district. Information may also be released to organizations associated with education; organizations which would benefit the student, information for press releases, or information to organizations and institutions offering career opportunities to graduates. Directory information may include the student's name, address, and related information. In particular, the district utilizes this method to disseminate important information to the parents of district students.

RELEASE OF MILITARY INFORMATION

Federal public law requires that school districts receiving funds under the Elementary and Secondary Education Act provide military recruiters with access to student names, addresses, and telephone numbers, except when the parent/guardian requests that the information not be released.

Any parent not wishing directory information to be supplied to non-profit entities such as the military may request in writing to the principal that the information be withheld. (Education Code 49073) You may opt out online during the data confirmation process at the beginning of each year.

SOCIAL SECURITY NUMBERS

RUSD does not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents (EC 49076.7; 56601)

CUSTODY CONCERNS AND SCHOOLS

All custody disputes must be handled by the courts. A school will always make every attempt to reach the custodial parent regarding student concerns. If there is a situation regarding custody, it is the parent's responsibility to make sure that a copy of the most current court document is provided to the school for review. Should any custody situation become a disruption to the school, law enforcement will be contacted to intervene.

RELEASE OF JUVENILE INFORMATION—WIC 831

California law makes "juvenile case files" confidential and has a long history of protecting juvenile proceedings and records from disclosure in order to facilitate the rehabilitation of youth and avoid stigmatization. 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.

CAL GRANT PROGRAM – EC 69432.9

California law mandates that grade point averages (GPAs) be submitted electronically to the California Student Aid Commission (CSAC) for all grade 12 pupils at public schools, including charter schools, each academic year, except for individual pupils who have opted out. Uploading GPAs to the Commission helps to ensure that students who have filled out either a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADA) can be considered for a Cal Grant. The Cal Grant represents free money to assist students in pursuing higher education. In accordance with this law, Rowland Unified High Schools will be electronically submitting all grade 12 students' GPA to the CASC by October 1 of the academic school year.

In order to assist students in applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the CASC electronically by a school or school district official. Students who do not wish to have their GPAs electronically submitted to the Commission, have the right to opt out of this process by filling out and submitting the "Cal Grant GPA Opt-Out Form". You must complete the form and return it to your school counselor no later than August 31 of the academic school year.

What is Cal Grant?

Cal Grant is a program run by the California Student Aid Commission that provides cash assistance for eligible students attending college in California. A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants. For more information on Cal Grant, please visit the Commission's website at www.csac.ca.gov.

PARENTAL PHOTO AUTHORIZATION

Some of the learning experiences that students enjoy during the school year are photographed and videotaped. Occasionally, the photographs and tapes may be shown or displayed representing school or District activities. You may opt out online during the data confirmation process at the beginning of each year.

ATTENDANCE & ENROLLMENT

A major goal of the Rowland Unified School District is the improvement of attendance. When students miss school, they miss direct instruction and learning activities necessary to master proficiency California standards. There is a strong correlation between regular attendance and levels of student achievement.

Each person in California between the ages of 6 and 18 years, who is not legally exempt, is subject to compulsory school attendance. Each parent or guardian has the responsibility to send students to school for the full time of the school day as designated by the Board of Education. (EC 48200).

STUDENT ABSENCES

Students may be excused from school for the following reasons: sickness, quarantine or death in the family, doctor's appointment, and religious ceremonies and/or instruction, to spend time with an immediate family member on active duty when they have been deployed, home on leave, or have just returned, and for the purpose of attending the pupil's naturalization ceremony to become a United States Citizen. The student's absence should be submitted in writing by the parent or guardian and approved by the principal or a designee in alignment with uniform standards established by the Board of Education. (EC 48205). A student can be declared a habitual truant on the third unexcused absence or three tardies of more than 30 minutes each time, during any time of the day. (Education Code 48260, 48262, 48263.6, and 48264.5(c)). Chronic truancy is also considered when a student is absent more than 10% of their school year with unexcused absences. Chronic absenteeism is when a student is absent more than 10% of their school year with excused or unexcused absences (EC 60901).

SCHOOL ATTENDANCE REVIEW TEAM & SCHOOL ATTENDANCE REVIEW BOARD

Each school in Rowland Unified School District encourages regular, on-time attendance by students so that students do

not miss instruction. Schools will notify students who show a pattern of excessive excused or unexcused absence, from school, to offer assistance, if needed. A School Attendance Review Team (SART) meeting will be scheduled for a student and his/her parent/guardian if attendance does not improve. At the SART meeting a contract will be developed to assist the student in coming to school regularly and on-time.

Students whose attendance does not improve will be referred to the Rowland Unified School Attendance Review Board (SARB). The SARB, comprised of local law enforcement officers, school and district administrators will develop a plan to improve student attendance. **In cases where student attendance does not improve, further action, up to and including a citation or referral to the District Attorney, may be taken.**

ATTENDANCE OPTIONS/PERMITS

The Rowland Unified School District currently provides comprehensive educational programs for school-age students enrolled in Transitional Kindergarten, Kindergarten and grades 1 through 12. The programs are available on a limited basis through statutory attendance options to RUSD students and to students who reside outside District boundaries. Requests for transfer are granted through an unbiased selection process subject to space availability and provisions of Board policy. (Education Code 35160.5 (b))

Attendance options described below are available on a limited basis to students whose parents or guardians currently reside within the District's attendance boundaries and to students who have established residency pursuant to provisions of Educational Code 48204(f). Current statutory and local attendance options are available to District students as follows: (Education Code § 48980 (i))

Open Enrollment and Intra District Transfer Requests are available to students whose parents or guardians currently reside within District boundaries and to students who have otherwise established residency pursuant to provision of Education Code 48204 or 48209. This allows parents to select the school of Choice where capacity permits.

RESIDENCY REQUIREMENTS

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.

PRIORITY OPEN ENROLLMENT

Any parent/student living in the Rowland Unified School District may request to attend another school within the District. This option is offered for a limited time at the beginning of each new calendar year (February). Once a student is enrolled through this option, the new school becomes the home school and it is not necessary to complete a new request each year. (Education Code 35160.5 (b))

INTRA DISTRICT TRANSFER REQUESTS

Any parent/student living in the Rowland Unified School District may request to attend another school within the district. This option may be exercised at any time during the school year. Unless revoked, an intradistrict transfer is approved until the end of a grade sequence only (K-6, K-8, 7-8. 9-12).

INTER DISTRICT ATTENDANCE PERMITS

California Education Code provides that two or more school districts may enter into an agreement to allow a student to attend a District outside the District of residence. Such transfers are subject to approval based on space availability and provisions of local board policy. Applications and procedures are available from the Student Services Office, (626) 935-8281. (EC 46600). Interdistrict permit renewals regarding AB2444 will be processed as previously done annually.

PARENT EMPLOYMENT RELATED TRANSFERS

Provides that school districts may admit a K-12 student to its schools whose parent(s) or guardian(s) is employed within the boundaries of the District. For additional information regarding application and procedures, please contact the Office of Student Services (626) 935-8281 (Education Code 48204 (b)).

DISCIPLINE

BOARD POLICY- BP 5144

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

DUTIES OF STUDENTS - TITLE 5-EC 300 CALIFORNIA CODE OF REGULATIONS

Requires all students 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. (5 ccr-300)

DUTY CONCERNING CONDUCT OF STUDENT

Every teacher in Rowland Unified School District shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess (EC 44807).

DUTIES OF STAFF - RULES AND REGULATIONS REGARDING DISCIPLINE

The Board of Education prescribes discipline consistent with California and State Board of Education regulations. (Education Code 35291, 35291.5 and 35191.7)

Each principal ensures that all rules pertaining to discipline are communicated to students at the beginning of each school year. Transfer students are to receive this information upon enrollment. School site's discipline rules are established by school committees with specific membership assigned to these committees. These discipline rules and membership are filed with the Board. Discipline procedures are printed in each site handbook. (EC 35291 and 48900.1)

Parents may be required at teacher discretion to attend a portion of a school day in any classroom from which their student has been suspended for obscene, vulgar, profane, or disruptive behavior. The law prohibits employer sanctions. (Education Code 48910.1)

GROUND FORS SUSPENSION AND EXPULSION EC 48900 (A)(1) – (W)

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal 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 (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school 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, a 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.
- (d) Unlawfully offered, arranged, or negotiated to sell a 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 either sold, delivered, or otherwise furnished to a 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) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or 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 the 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 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.
 (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) 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 a 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 Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, 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.

(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 misbehavior as specified in Section 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.

EC 48900.2. Sexual Harassment

In addition to the reasons specified in Section 48900, 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 committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 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 individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

EC 48900.3. Hate Violence

In addition to the reasons set forth in Sections 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.

EC 48900.4. Harassment, Threats or Intimidation

In addition to the grounds specified in Sections 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.

EC 48900.5. Limitations on Imposing Suspension

Suspension, including supervised suspension as described in Section 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 Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 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 Section 48900 or that the pupil's presence causes a danger to persons.

EC 48900.7. Terroristic Threats

- (a) In addition to the reasons specified in Sections 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.

EC 48915. CIRCUMSTANCES FOR RECOMMENDING EXPULSION

- (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.
- (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, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board 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 Section 48900. A decision to expel 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 Section 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 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 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 schoolsite attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board 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 Section 48900, or Section 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 shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which 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 3½ 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.

PROPERTY DAMAGE

Parents or guardians may be held financially liable if their student willfully damages school property or fails to return school property loaned to the student. The school may further withhold grades, diploma, and transcript of the student until restitution is paid. (Education Code 48904)

HEALTH

SCHOOL WELLNESS POLICY

Rowland Unified School District's governing board recognizes the link between health and learning. Therefore, the district is committed to providing a safe and healthy school environment that enhances learning and the development of lifelong wellness practices. The Student Wellness Policy (BP5030) is comprised of: 1) A collaborative that includes parents, students, Nutrition Services, District administrators, and non-profit community organizations; 2) Goals for nutrition education and physical activity; 3) Nutrition guidelines for food items that are served and sold to students during the school day for various activities such as class celebrations, school

recognition events, and fundraisers, in an effort to promote healthy lifestyle choices and reduce childhood obesity; 4) A plan for ensuring the policy is marketed to all stakeholders, implemented, evaluated, and revised as needed.

TOBACCO FREE SCHOOLS

The Rowland Unified School District recognizes that the use of tobacco products produces a health hazard to the user as well as to those exposed to secondhand smoke. The Board also recognizes that the smoking of and the use of tobacco products is the leading preventable cause of death in the United States.

As an educational institution, the District and its employees should provide both effective educational programs and a positive example to students concerning the use of tobacco.

Therefore, the Rowland Unified School District Board declares that the use of all tobacco products by anyone on School District property, in vehicles, or at sponsored events is prohibited. District employees, students and members of the public are expected to observe this restriction. Smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 feet of the playground is prohibited. HSC 104495 (Amended by AB 1867, Ch 527, Statutes of 2003)

ELECTRONIC NICOTINE DELIVERY SYSTEMS (E-CIGARETTES)

The Rowland Unified School District prohibits the use of electronic nicotine delivery systems such as e-cigarettes, hookah pens and other vapor devices with or without nicotine content and that mimic tobacco products on all district property and events. Students using, in possession of, or offering, arranging, or negotiating to sell these items can be subject to disciplinary action. (Health and Safety Code 11014.5)

CONCUSSIONS AND HEAD INJURIES

On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the student athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. These provisions will not apply to an athlete engaged in an athletic activity during the regular school day or as part of a physical education course. The information sheet is available through your student's coach (Education Code (EC) 49475).

A student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from the

competition at that time and for the remainder of the day. A student athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider (MD or DO) trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.(By-law 313 and California state statutes on licensed health care providers)

SUDDEN CARDIAC ARREST – EC 33479 ET SEQ.

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular schoolday or as part of a physical education course.

COMMUNICABLE DISEASE

Communicable disease inspections may be conducted periodically. A student suspected of having a communicable disease may be excluded from school until guidelines for readmission are met. Readmission to school is based on condition and appropriate treatment and may require a release

from a health care provider. An effort will be made to notify parents/guardians about school exposure to communicable diseases that pose a risk to students. (EC 49451)

RUSD has a "no lice" policy and a student may return to school after lice treatment is completed and no live lice are visible on the student's scalp. Since head lice treatment is readily available, and children may return to class after appropriate treatment has begun, your child should not miss any days of school due to head lice.

IF YOUR CHILD IS ILL

A child may be sent home if he/she is believed to be suffering from a contagious or infectious disease. (EC 49451) Students will be sent home with temperatures of 100° or higher and must stay home until they are symptom free for 24 hours without the use of fever reducing medications such as Tylenol or Ibuprofen. Students with vomiting/diarrhea will be sent home and must stay home until they are symptom free without symptom reducing medications or with physician release. Students who develop an infection requiring antibiotics may not return to school until after being on the medication for 24 hours or if student has a written release from a physician. If you keep your child home from school due to symptoms of a contagious disease, please notify the school office as soon as possible.

IMMUNIZATION

State law is very specific concerning immunization requirements for entry into school. No pupil may be admitted to school unconditionally unless, prior to enrollment, the pupil has been fully immunized against immunization agents approved by the State Department of Education (EC 3381). Parents/guardians will be referred to their usual source of care for immunizations.

All students entering or advancing into 7th grade must show proof of having received a Tdap (whooping cough) booster in addition to their other school immunization requirements. The school district will exclude any student not properly immunized.

Partner clinics are authorized to administer immunizing agents to students, whose parents have consented in writing, to prevent or control communicable diseases. (EC 49403)

Immunizations administered at partner immunization clinics are entered into a computerized registry system for Los Angeles and Orange counties. This immunization system may be used to share medical information with local health departments, State Department of Health Services, doctors

and nurses in order to keep track of student's immunizations. Information shared with these agencies will be treated as confidential.

Under new California law (SB277) exemptions based on personal beliefs, including religious beliefs, are no longer an option for the vaccines that are currently required for entry into school. Medical exemptions are still accepted with proper documentation.

Information about a permanent medical exemption from immunizations is available at the school office. If you have further questions, please contact the Student Services at (626) 935-8201.

HEALTH/PHYSICAL EXAMINATIONS

Health examinations are required for entering first grade. Students enrolling in first grade must have had a physical exam within the past 18 months and a certificate showing this has occurred (or a waiver signed by the child's parents or guardians indicating that they do not want or are unable to obtain such a health screening). It must be presented to the school within 90 days after enrolling in first grade. Check with your school nurse regarding free health screening through the District's school based clinic (626) 935-8281 (Health and Safety Code Section 324.2 & 324.3).

Physical examinations that schools are required to conduct include hearing and vision testing under EC 49452. School nurses will conduct hearing screening for the following students: transitional kindergarten (TK)/kindergarten, grades 2, 5, 8, 10, those referred for special education, new to California, and those referred by teachers. Near and distance vision will be screened at TK/K, grades 2, 5, 8, those referred for special education, new to California, and those referred by teachers. Nurses will also screen first grade boys for color vision deficiency (EC 49455, 49452). If a problem is detected in any of these screenings, parents will be notified by mail.

PHYSICAL EXAM: PARENT REFUSAL TO CONSENT

A parent or guardian may file an annual written request with the principal of their student's school that he/she will not consent to a physical examination of his/her student. (EC49451)

DENTAL ASSESSMENT

Children entering a public school for the first time at kindergarten or first grade must show proof of a dental check-up completed by a licensed dental professional within 12 months prior to their school entry (EC 49452.8). Additional

dental screenings may be provided periodically for Rowland students. Parents will be notified prior to dental screenings are performed at the school sites.

PARENT NOTIFICATION OF MEDICATION REGIMEN

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or health staff of the medication being taken, the current dosage, and the name of the supervising physician. With parent or legal guardian consent with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil. (EC 49480)

ADMINISTRATION OF PRESCRIBED AND/OR OVER-THE-COUNTER MEDICATION

The District recognizes that certain students may need to take prescribed and/or over-the-counter medications during the school day. The school nurse or other designated school personnel may assist such students in taking their medication or a student may carry and self-administer auto-injectable epinephrine or inhaled asthma medication as long as specific requirements are met. The requirement includes a written request form to be completed and signed by an authorized health care provider and the student's parent/guardian (EC 49423).

The required written statement authorizing a medication to be administered in California schools shall be provided by an authorized health care provider who is licensed by the State of California to prescribe medication (CCR, Title 5, Section 601[a]). Authorized health care providers include the following:

- a) California-licensed physicians and surgeons (*BPC* Section 2051)
- b) California-licensed dentists (*BPC* Section 1625), optometrists (*BPC* Section 3041), and podiatrists (*BPC* Section 2472)
- c) California-licensed nurse practitioners (*BPC* 2836.1) and California-certified nurse midwives (*BPC* Section 2746.51)
- d) California-licensed physician assistants (*BPC* Section 3502.1)

Authorization for medications to be administered in California schools that are written by health care providers not licensed in the State of California shall be authorized by a physician and surgeon licensed in the State of California (*BPC* Section 2052).

Contact the school nurse for a description of the process by which school personnel may assist students in administering medication at school or by which students may self-administer

medication at school.(EC 49423 (Amended by SB 1912, Ch. 846, Statutes of 2004). A parent must pick up all unused medication at the end of the school year.

Parents are asked to pick up their child's medications from the Health Office at the end of each school year and renew medication authorizations annually, or if the prescription changes.

ADMINISTRATION OF EPILEPSY MEDICATION

If a student with epilepsy has been prescribed an emergency antiseizure medication by his/her health care provider, the student's parent or guardian may request the school to have one or more of its employees receive training in the administration of an emergency antiseizure medication in the event that the student suffers a seizure when a nurse is not available. (EC 49414.7)

EMERGENCY EPINEPHRINE AUTO-INJECTORS

School nurses or trained personnel may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction. Contact Student Services for more information. (E C 49414)

MEDICAL RELEASE PRIOR TO A STUDENT'S RETURN TO SCHOOL

A student returning to school following a serious or prolonged illness, injury, surgery, or hospitalization (including psychiatric and drug alcohol inpatient treatment) must have a release from their licensed health care provider prior to return to school, including any restrictions and/or recommendations for physical activity.

A student attending school with sutures, splints, casts, crutches, brace(s), or a wheelchair must have a licensed health care provider's written permission. The permission must state the date of student return and the need for the assistive device. See Administration of Medication Section of this handbook for a list of authorized providers. The student must comply with any safety procedures required by the school administration and health services personnel.

TEMPORARY MEDICAL EXCUSE FORM PHYSICAL EDUCATION (P.E.)

Students who need to be excused from full participation in P.E. longer than 3 classes must have a written excuse from an authorized health care provider. The authorized health care provider must be licensed by the State of California with

prescriptive authority. See Administration of Medication Section of this handbook for a list of authorized providers. The Medical Excuse Form is available from the school health office. (EC 51222 and 51223)

FOOD ALLERGIES/SPECIAL DIETARY NEEDS:

Parents should notify the principal or school personnel in writing of student's food allergy or dietary need. Students with special dietary needs must have a "Medical Statement to Request Special Meals and/or Accommodations" completed and signed by a licensed health care provider.

SUNSCREEN & SUN-PROTECTIVE CLOTHING (EC 35183.5)

- (a) Each school site shall allow for outdoor use during the school day, articles of sun-protective clothing, including but not limited to hats.
- (b) Each school site may set a policy related to the type of sun-protective clothing. Specific clothing and hats determined by the school district to be gang-related or inappropriate may be prohibited by the dress code policy.
- (c) This Education Code further provides for the use of sunscreen by students, during the school day, without a physician's note or prescription and authorizes school sites to establish a policy regarding the use of sunscreen.

DISTRICT EMERGENCY INFORMATION CARD

A current District Emergency Information Card must be on file at the student's school so that parents can be notified promptly in case of accident or illness involving their child. Parents must update contact phone numbers on file at school as changes occur throughout the year.

MEDICAL AND HOSPITAL SERVICES FOR STUDENTS

The District is authorized to provide medical or hospital service through nonprofit membership corporations or insurance policies for student injuries arising out of school-related activities. (EC 49472)

CONFIDENTIAL MEDICAL SERVICES

School authorities may excuse any student from the school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian. (EC 46010.1)

STUDENT HEALTH INSURANCE

Rowland Unified School health personnel can assist parents to enroll their children into free or low cost health insurance programs such as Medi-Cal. A student participating in interscholastic athletic teams may need assistance regarding low cost health insurance. For further information see the athletic director, office attendant, or call Family Resource Center at (626) 854-2228 or Business Services for a brochure at 971-8200 x5201. (EC 32221.5)

LOCAL EDUCATION AGENCY (LEA) MEDI-CAL BILLING

The District has a program that allows reimbursement of the District with Medi-Cal (Medicaid) dollars for select health services provided to eligible students at school. In accordance with LEA requirements, we are notifying you that eligible student records may be forwarded to the District's Medi-Cal billing agency. These records will be forwarded in a confidential (HIPAA compliant) manner. School health services currently provided to all students will not be changed by this program and students will not be denied services and parents will never be billed for services by the school district.

SAFETY

SAFE PLACE TO LEARN ACT (EC 234; 234.1)

The 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 antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact Silvia L. Rivas, Director of Special Projects/ GATE, 1830 S. Nogales Street, Rowland Heights, CA 91748 (626) 965-2541 ext. 8390

COMPREHENSIVE SCHOOL SAFETY PLAN

Each School Site Council or School Safety Planning Committee is required to notify, in writing, specified persons and entities about the required public meeting to allow members of the public an opportunity to express an opinion about the Single School Plan. Specified persons or entities shall include: a representative of the local school employee organization; representative of parent organizations including the parent teacher organization and parent teacher clubs; a representative of each teacher organization at the school site; a representative of the student body government; and all other persons that indicate they want to be notified. This plan is to be updated annually and submitted to the school district for approval. (EC 32280 *et seq.*). This document is kept on school site and district with disaster plan included. Fire, Earthquake and lockdown drills are held periodically at school sites.

SCHOOL SAFETY PLAN: NOTICE OF NON-COMPLIANCE

Each school district is required to annually notify the State Department of Education of any school that has not complied with EC 32280).

DISTRICT SAFETY HOTLINE (626)513-8958

Call this number to report safety issues/graffiti anonymously or with your information you can now download the free Rowland Unified School District App for your iPhone or Android phone to email tips. This information is monitored thru RUSD School Police and Student Services.

ACCESS TO INTERNET AND ONLINE SITES

To discourage access to adult content through on-line electronic information services and preclude other misuses of the system, the Superintendent or designee shall establish age/grade-level qualifications and shall ensure that students receive training in user obligations and responsibilities. Before using on-line services the student and parent/guardian shall sign the district's Student Electronic Information Resources Contract indicating the student understands and agrees to abide by specific user obligations and responsibilities. This document is found near the end of this notification. Staff shall closely supervise students while using on-line services and may ask teacher aides and student aides to assist in the supervision. (Board Policy 5153 and 6163, EC48980 (h)).

LASER POINTERS

The laser pointer is considered a dangerous object and students are prohibited from having them at school. This penal

code section also prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog. (PC 41727)

ELECTRONIC DEVICES

RUSD provides guidelines and expectations regarding use of these devices thru the annual Acceptable Use Contract that both parents and students sign and are responsible. Example of this document is in this handbook and is in conjunction with Board Policy 5131 Student Conduct. Additionally, any listening or recording devices made without prior consent of all parties and/or create disruption in the school environment may result in disciplinary action.

SHOCK PENS AND SHOCK LIGHTERS, ETC.

Shocking devices are considered a dangerous object and students are prohibited from having them at school. EC 48900 (b) prohibits the possession of a dangerous object.

IMITATION FIREARMS

Adds 12550 to include BB device within definition of imitation firearm. Adds 12556 to make it a criminal offense to openly display or expose any imitation firearm in a public place. Education Code 12550, 12556 Changes effective September 20, 2004. (Added by SB 1858, Ch. 607, Statutes of 2004).

BICYCLE HELMET LAW

Students who ride a bicycle, scooter, skateboard, in-line roller skates, motorized or non-motorized scooter or who are a passenger on any of the above must wear a bicycle helmet. (Vehicle Code 21212). School administration may limit the use of bicycles motorized and non-motorized scooters, skateboards, in-line roller skates, and skates on campus.

DRESS CODE/GANG APPAREL

School districts are authorized by the Education Code to adopt a dress code that would prohibit the wearing of "gang-related clothing." It further authorizes school districts to adopt a dress code policy that permits schools to develop a school-wide uniform. (EC 35183)

HAZING

No student or other person in attendance at a Rowland Unified School District school shall engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any fellow student. This does not include customary athletic events or other similar contests or competitions. (EC 48900q, PC 245.6)

ELECTRONIC SIGNALING DEVICES

The school district may regulate the possession or use of any electronic signaling device while students are on school grounds, while attending school sponsored activities, or while under the supervision and control of school district employees. (Education Code 48901.5) Further use of district and personal electronic devices should be reviewed by each student/parent annual as a part of their Acceptable Use Policy. (Education Code 5153 and 6163)

ASBESTOS MANAGEMENT PLAN

Parents, teacher and employee organizations have rights to the availability of a complete, updated management plan for asbestos-containing material in school buildings. For further information, contact the district office at (626)854-8309. (Federal Regulations Code, 40 CFR 763.9)

PESTICIDES

The Rowland Unified School District shall provide to all staff and parents or guardians a written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year. (Education Code 48980.3) Parents may seek additional information or requests regarding this from Business Services, Facilities (626)965-2541.

MEGAN'S LAW

Information regarding registered sex offenders who may be living in this area is contained on the website www.meganslaw.ca.gov. (Penal Code 290.4; EC 48980)

NOTICE OF OCCURRENCE OF A VIOLENT CRIME

The principal or designee may send a written notice of the occurrence and general nature of a crime to each student's parent or legal guardian, following verification with law enforcement of the occurrence of a violent crime on an elementary or secondary school site. (EC 35294.1)

VICTIM OF A VIOLENT CRIME – 20 USC 7912

A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an interdistrict transfer.

Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact Student Services, 626-8281.

CHILD ABUSE AND NEGLECT

The district has adopted guidelines and procedures to follow regarding suspected child abuse. For further information please see school personnel or call Human Resources at (626) 965-2541 x 8337. (Education Code 33308.1).

SUICIDE PREVENTION POLICY—EC 215; BP 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 Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations. Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades
2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students who are experiencing difficulties in personal relationships; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth.

STATE AND FEDERAL COMPLIANCE

NONDISCRIMINATION STATEMENT

The Rowland Unified 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.

EVERY STUDENT SUCCEEDS ACT

On December 10, 2015, President Obama signed the Every Student Succeeds Act (ESSA), reauthorizing the federal Elementary and Secondary Education Act (ESEA) and replacing the No Child Left Behind Act (NCLB), the 2001 reauthorization of ESEA.

SEX EQUITY: TITLE IX

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex, including sexual harassment, and transgender students or students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The Uniform Complaint Procedures and Title IX Compliance Officer for Rowland Unified School District is:

Silvia L. Rivas, Director of Special Projects, 1830 S. Nogales Street, Rowland Heights, CA 91748
(626) 965-2541 ext. 8390

SEXUAL HARASSMENT –EC 231.5

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of employees, or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Sexual harassment of or by an employee shall not be tolerated. The Governing Board considers sexual harassment to be a major offense which can result in disciplinary action of the offending employee. Pursuant to Education Code Section 212.5, sexual harassment is defined as follows:

"For the purpose of this chapter, 'sexual harassment' means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting whether it occurs between individuals of the same sex or individuals of opposite sexes, under any of the following conditions:

- A. "Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, progress, or promotion."
- B. "Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual."
- C. "The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment."
- D. "Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution."

STUDENTS:

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender.
2. A clear message that students do not have to endure sexual harassment.
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
4. Information about the person(s) to whom a report of sexual harassment should be made.

COMPLAINT PROCESS:

Any student who feels that he/she is being, or has been, subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal, or any other District employee to whom the complaint would ordinarily be made, the employee who receives the student's report, or who observes the incident, shall report to the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

Any student who engages in sexual harassment of anyone in school, or at a school-sponsored or school-related activity, is in violation of this policy and shall be subject to disciplinary action. For students in Grades 4-12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

In the event students desire specific assistance or information on regulations, or for reporting charges of sexual harassment, they may contact: Silvia L. Rivas, Director of Special Projects/ GATE 1830 Nogales St, Rowland Heights, CA 91748 (626) 965-2541 ext. 8390

DISCIPLINARY MEASURES

Any student who engages in sexual harassment of anyone at school, or at a school-sponsored or school-related activity, is in violation of this policy and shall be subject to disciplinary action. For students in Grades Four through Twelve (4 - 12), disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Complaints concerning special education programs shall be addressed in accordance with the regulations and procedures of the Special Education Local Planning Area. For more information contact the Director of Special Education, Scott Jensen at (626) 965-2541 x8539.

UNIFORM COMPLAINT POLICY

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the

basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, 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; 5) unlawful imposition of pupil fees for participation in educational activities in public schools; 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3; 7) noncompliance with physical education instructional minutes at specified grade levels; 8) inappropriate assignment of a pupil to courses without educational content or previously completed and received a grade sufficient for satisfying the requirements for high school graduation and admission into post-secondary education; 9) noncompliance with education provisions for pupils in foster care, who are homeless, or who are former juvenile court school students; and 10) failure to reasonably accommodate lactating pupils.

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 Silvia L. Rivas, Director of Special Projects who will coordinate an investigation and response within 60 calendar days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

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 Regulations exists, including cases in which the district has not taken action within 60 calendar 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. For additional information or assistance contact: Silvia L. Rivas, Director of Special Projects.

SUPPLEMENTAL UNIFORM COMPLAINT PROCEDURE (WILLIAMS)

The District has established policies and procedures regarding 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. Uniform Complaint Procedures outlined in the Education Code and California Code of Regulations (5 CCR 4600 et seq.) are used to identify, investigate, and resolve complaints regarding those issues according to timelines specified under Uniform Complaint Procedures. *Education Code 35186* (EC 35186 added by SB 550, Ch. 900, Statutes of 2004, and amended by AB 2727, Ch. 903, Statutes of 2004). Forms to file a complaint are listed on the District Web Site under "Parents", Williams v. CA posting and should be submitted to the site principal.

PUPIL MEALS – CHILD HUNGER PREVENTION AND FAIR TREATMENT ACT OF 2017

The Rowland Unified 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 www.rowlandschools.org, on page 30 of this handbook, or for a copy of the policy, please contact the Nutrition Services office at 626-854-8315.

STUDENT AND FAMILY SURVEYS

At the beginning of each school year parents will be notified of upcoming surveys that may be scheduled. A student's parent/guardian shall provide prior written consent before the student participates in a survey containing one or more of the following items: political affiliations or beliefs, psychological needs, family life or morality, sexual behavior, illegal/self-incriminating behavior, privileged relationships, religious practices or affiliations, or income (20 USC 1232h; EC 51513). Parents may have the opportunity to opt pupils out of participating in survey activity through AR 5022. If a student participates in a survey school officials and staff members shall not disclose the student's identity. Prior to administering anonymous and voluntary surveys regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be

administered and will be given the opportunity to review the test, questionnaire, or survey. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

SPECIAL EDUCATION & SECTION 504

INDIVIDUALS WITH DISABILITIES EDUCATION ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973

The District has procedures in place to meet the requirement to identify and evaluate students with disabilities or other learning impairments to ensure a free, appropriate public education. Special Education services are provided based on the individual needs of each child, as determined by the IEP team. Members of the IEP team include:

- A representative of the district
- A special education teacher or specialist
- A general education teacher of the child
- The Parent(s)
- The child/student, if over 16 years of age
- Persons who have conducted assessment of the child

To determine if a student will be eligible for Special Education services, an assessment is conducted, in all areas of suspected disability, by qualified professionals. An assessment report is developed, and parents receive a copy of the report. The assessment report is shared at the IEP team meeting, the student must have one of the thirteen qualifying disabilities and the disabilities must be impacting educational performance.

CHILD FIND

The Special Education Local Plan Area (SELPA) shall establish written policies and procedures pursuant to Section 56205 for use by its constituent local educational agencies (LEA) such as the Rowland Unified School District for a continuous child find system that identifies, locates and assesses all students aged birth to 21, in need of special education and related services residing in its jurisdiction, including: (a) students in private, including religious, schools; (b) highly mobile individuals with exceptional needs, such as students that are migrant or homeless; (c) students who are advancing from grade to grade even though they are suspected of being an individual with exceptional needs and in need of special education services; and (d) students who are wards of the state.

The written policies and procedures relative to child find can be found in the Puente Hills SELPA Policies and Procedures Manual that is located at the Puente Hills SELPA Office: 4032 Ellesford Avenue, West Covina, CA 91792: Phone (626) 964-7458.

The written policies and procedures relative to child find can also be found in the Rowland Unified School District (RUSD) Special Education Manual that is located at the RUSD Special Education Office: 1928 S. Nogales Street, Rowland Heights, CA 91748: Phone (626) 935-8201

FREE AND APPROPRIATE EDUCATION: SPECIAL EDUCATION

The District is required to ensure that all disabled students 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. [EC 56329, 56380 and 56506 and Individuals with Disabilities Education Act (IDEA)]

“Special Education” means specifically 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 instruction program; and related services (at no cost to the parent) which may be needed to assist such individuals to benefit from specially designed instruction. (Education Code 56301)

FREE AND APPROPRIATE EDUCATION: SECTION 504

Individuals with physical or mental impairments that substantially limit one or more major life activities are eligible to receive services and aids designed for the student to participate in, and receive benefits from, public education programs without discrimination because of his/her handicapping condition(s).

For more information please feel free to contact the Special Education staff at your school or the district department at 1928 S. Nogales Street, Rowland Heights, CA 91748: Phone (626) 935-8201

SERVICES FOR STUDENTS & PARENTS

NUTRITION SERVICES

Nutrition Services participates in the School Breakfast and National School Lunch Programs and offers full price, as well as free and reduced-price meals to students enrolled in the Rowland Unified School District, grades K-12. Breakfast is

available at most school sites; lunch is available at all school sites. To qualify for free or reduced-price meals, you must meet at least one of the following USDA requirements:

- Receive CalFRESH, CalWORKs, FDPIR, or Kin-GAP
- Income is within the eligibility guidelines established by the USDA for the Free or Reduced-price Meal Program

Information regarding meal applications will be available at the Nutrition Services Office and through the District website: www.rowlandschools.org.

If you would like to apply for free or reduced-price meals, you must submit a meal application every school year. If you do not qualify, or if you have not yet been approved to receive free or reduced-price meals, you may purchase your child's meals.

<u>Breakfast</u>		<u>Lunch</u>	
K-6	\$1.15	K-8	\$2.00
7-12	\$1.25	9-12	\$2.10

(Meal prices subject to change)

If you would like to pay in advance, payments are accepted online at mySchoolBucks.com and at the Nutrition Services office located at 1830 S. Nogales St., Rowland Heights, 91748. For additional information, please call Nutrition Services: (626) 854-8315. Monday through Friday from 8:00 a.m. to 4:30p.m.

TRANSPORTATION/BUS PASSES

All bus passes are semester only, no annual or income reduced passes are sold. The total cost is \$200.00 for the year. Currently, no one family household pays more than \$325.00. All students must possess a bus pass to board the buses.

Please bring a wallet-sized photo (1"x1") of student(s) to the Transportation Office to be mounted on bus pass. Bus passes must be purchased using: personal check or with MasterCard or Visa credit cards, along with debit cards with the MasterCard or Visa logos. **No cash accepted.** If paying with a personal check, a valid identification must be presented to verify the information. Bus passes need to be presented to the driver when boarding the bus starting on the first day of school, Monday, August 14, 2017, or immediately upon receipt.

Bus pass fees are as follows:

- \$100.00 for first student
- \$200.00 for two students
- \$275.00 for three students
- \$325.00 for four or more students

PASSENGER SAFETY

Upon registration, parents of students not previously transported in a school bus will receive written information on school bus safety as specified. Applies to pre-kindergarten, Kindergarten, and Grades 1-12 per Education Code 39831.5.

WAIVER OF TRANSPORTATION FEE

Some students may be eligible for free transportation if the total household income falls within the Income Eligibility Guidelines as established by the state and federal government. Free bus pass applicants must provide verification documents to show that they qualify for exemption from the bus pass fee. Items Needed for Free Bus Pass: **All items listed below must be "Original."**

- Complete application for free transportation
- Copy of all household members' current income tax returns. Household income is the combined income of all persons, related or not, residing in the home.
- Updated rental agreement – must show members in the household.
- Monthly mortgage payment stubs
- Pay stubs for the last 2 months.
- Other sources of income such as child support, SSI, welfare, cash aid, CalWorks, food stamps, retirement, pensions, rental agreements, etc. must be presented during approval process.
- Small picture (1 " x 1 ")
- Foster children must have original court documentation.

Extracurricular sport athletes pay \$100.00 per sport for Transportation purposes through their school's ASB office. Please check with the school regarding these fees.

Transportation Services: Located at 1010 S Otterbein Ave, Rowland Heights, CA 91748 (626) 965-5719; Fax (626) 913-7997

CHILD CARE SERVICES

Child Care Services (CCS) was the first Division created by Options, and has since expanded to include seven unique programs. CCS includes:

- **Resource and Referral program** offers free referrals to parents who call seeking child care;
- **Family Child Care Food Program** which reimburses providers to serve nutritious meals;
- **Cal Works Stage 1, 2 & 3 programs** assist families who are on, or have left, welfare to obtain child care;
- **Subsidized Child Care Department** including Alternative Payment assists families by paying for child care;

- **Family Child Care Home Education Networks** train providers to offer quality curriculum based child care, and also assists families by paying for child care with those providers.

The mission of the Child Care Services Division is to provide subsidized child care, objective referral information and the promotion of high quality care. For more information on any of the programs offered by Options-Child Care Services contact:

Child Care Services: 13100 Brooks Drive, Suite 100; Baldwin Park, CA 91706; Phone: (626) 856-5900/ (562) 945-2635; Fax: (626) 960-6083

OPTIONS FOR LEARNING ENRICHMENT PROGRAM

Options for Learning is a FREE after school enrichment program for 1st – 8th grade students, Monday – Friday from after school to 6:00 p.m. The program provides active hands-on learning opportunities, access to computers & structured outdoor activities, homework assistance, tutoring, and a nutritious snack provided daily. Help your child develop lasting academic, social and lifestyle skills that prepare them for college, career, and a lifetime of success – with curriculum aligned to California’s K-12 Common Core Standards.

The program is FREE to all students and is located on the following school campuses:

Elementary Schools: Jellick, Hollingworth, Hurley, Northam, Rorimer, Rowland, Villacorta & Yorbita

Middle Schools: Giano Intermediate School (7th & 8th) and Telesis Academy of Math & Science

MISSION STATEMENT:

Fostering students to develop leadership skills to become life-long learners who acknowledge diversity by providing a safe environment where learning is meaningful through enriching and engaging activities that supports their instructional day.

VISION:

Empowering young minds to create the next generation of life-long learners.

Call to [ENROLL today!](http://www.optionsforlearning.org) (626) 967-9337 and visit the website www.optionsforlearning.org Program Office: 885. South Village Oaks, Covina, CA 91724

PRESCHOOL PROGRAMS

RUSD offers preschool programs on all elementary campuses except Oswald. The preschool program, as well as the District’s before- and after-school child-care programs, is offered by

Options Surround Care, a licensed program that supports many neighboring school districts.

Because preschool is a District-sponsored program, the curriculum supports school readiness and helps students adapt to school experiences. Full-day and half-day programs are available. Enrollment priority is given to families with financial need who live in the immediate area and have a child who is 4 years old. For more information, call (626) 284-9935.

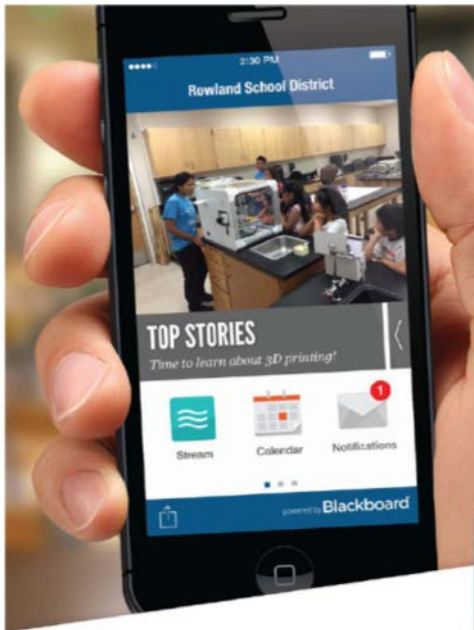
A federally funded preschool program, called Options Head Start, is available for eligible families at Hollingworth, Hurley, Northam, Villacorta and Yorbita Elementary Schools. For more information, call (626) 459-4299 (M-F, 8 a.m. to 4:30 p.m.).

Another option for parents is **Rainbow Preschool** for children ages 3 to 5. (This is not offered by Options Enrichment). It is conveniently located for parents on the Rowland High School campus (2000 S. Otterbein Avenue, Rowland Heights). Hours are Monday – Friday 7:30 a.m. – 3:30 p.m. and is offered through La Puente Valley ROP.

ROWLAND USD MOBILE APP

Stay connected to your school. Download today the official Rowland Unified School District App for access to school messages and notifications, news and events, cafeteria lunch balance, school calendar Homelink, Peachjar eflyers, District resources, and more!

You can download the Rowland Unified School District App at the Apple App Store or on Google Play for free. Links to download the App are available on your school website or at www.RowlandSchools.org





ROWLAND UNIFIED SCHOOL DISTRICT

1830 S. Nogales St., Rowland Heights, California 91748 (626) 965-2541 Fax (626) 854-8302

Superintendent

Dr. Julie Mitchell

Assistant Superintendents

Dr. Matty Zamora- Educational services

Dennis Bixler – Human Resources Development

Alejandro Flores – Administrative Services

Board of Education

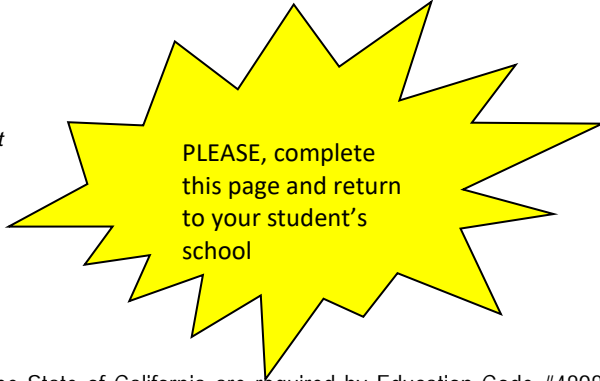
Angelena Pride

Lynne Ebenkamp

Cary C. Chen

Donna Freedman

David M. Malkin



School Year: 2018-2019

Dear Parents/Guardians:

Each year, public school districts throughout the State of California are required by Education Code #48980, to "... annually notify students, parents, and guardians of their rights and responsibilities." An acknowledgement of receipt of this notice must be signed by the parent or guardian and returned to the school as required by Education Code 48982.

The Rowland Unified School District will be posting this **Parent Annual Notification Guide** which includes the **Uniform Complaint Procedures Annual Notice** as well as the **Student Acceptable Use Contract** on the District's website. If you do not have access to a computer, copies of the **Parent Annual Notification Guide** and **Student Acceptable Use Contract** will be available upon request at your student's school site.

All students are required to provide copies signed by their parents/guardians of the acknowledgement that parents/guardians and students have received and reviewed the annual notification, **Parent Annual Notification Guide**, **Uniform Complaint Procedures Annual Notice** and **Student Acceptable Use Contract** upon registration for classes for the up-coming 2018-2019 school year.

You will find the annual notification, **Parent Annual Notification Guide**, **Uniform Compliant Procedures Annual Notice** and the **Student Acceptable Use Contract** on the District's website at: www.rowlandschools.org (Under "Parents" -Parent Handbook). *A hardcopy of this document can also be requested in person at your school's office or Student Services.*

You may download or request a hard copy from your school site. Please review the **Parent Annual Notification Guide** and **Acknowledgement Form**, noted below, with your student. The **STUDENT ACCEPTABLE USE CONTRACT** may be found on the preceding page. Please return **both signed forms with your student's enrollment packet to your student's school of attendance.**

If you have any questions, please contact your student's school site, or contact the Student Services Office at (626) 935-8281. Thank you for your cooperation.

Mari Bordona

Director of Student Services

✂ ✂

(Cut Here-Return signed to school)

✂ ✂

RUSD - 2018-2019 ACKNOWLEDGEMENT FORM

RECEIPT OF PARENT ANNUAL NOTIFICATION GUIDE - PARENT/STUDENTS RIGHTS

PRINT STUDENT'S NAME

GRADE

SCHOOL OF ATTENDANCE

I acknowledge with my signature that I have received and reviewed the PARENT ANNUAL NOTIFICATION GUIDE - PARENT/STUDENT RIGHTS on behalf of my son/daughter.

PARENT/GUARDIAN/SIGNATURE

DATE