

**MIDDLE SCHOOL  
PARENT/STUDENT HANDBOOK**

**TABLE OF CONTENTS**

General Information .....	3
Academic Information Standards .....	10
Transportation .....	12, 17
Health Services .....	14
Special Education .....	17
School Counseling and Guidance Program .....	18
Child Welfare and Attendance .....	18
Grounds for Suspension and Expulsion .....	21, 24
Uniform Complaint Procedures .....	26
Williams Uniform Complaint .....	28
Secondary Sequential Discipline Standard 2018-2019 .....	29
Index .....	41
Student Residency Questionnaire .....	43
Receipt of Annual Notification of Parent Guide to Rights and Responsibilities .....	45

***[IMPORTANT: Please complete the notification form (Page 45) and return to your child's school.]***



## GENERAL INFORMATION

The following information is provided at the beginning of each school year to assist parents/guardians with information concerning parent/student rights, which the law requires the school district to provide per Education Code 48980.

### STUDENT RECORDS AND NOTIFICATION OF RIGHTS

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the site Principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records.

Any challenge to school records must be submitted in writing to the 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.

### EMERGENCY FORMS AND EMERGENCIES

Parents must fill out an emergency form that is filed in the school office. It is absolutely essential that the information on the form be kept current. In case of an emergency of a disaster (earthquakes, etc.), students will be released only to those listed on the card. In case of an emergency, we will always call your home or place of employment. If parent or emergency contact cannot be reached, the site will use their best judgment in getting medical attention for an injured or ill child.

Students may not use the school phone except in an emergency. An emergency is something that affects the student's health or safety. Students should NOT use their personal cell phones in the event of a natural disaster because it will impede the school district's ability to support students and staff.

Students are trained to respond and evacuate appropriately to emergencies through fire drills conducted on a regular basis. Teachers are trained in emergency procedures and emergency supplies are located in each classroom.

### SCHOOL ACCOUNTABILITY REPORT CARD

A copy of the School Accountability Report Card will be provided by your child's school, upon request. (EC 35256) Such report cards shall be designed to inform parents or guardians and the community about the conditions, needs and progress at each school to provide data by which parents or guardians can make meaningful comparisons between schools. The Board believes that the process of developing the report cards gives school staff opportunities to review achievements, identify areas for improvement, enlist local support and establish a vision for the future. School Accountability Report Cards may also be downloaded from the District's web site at [www.mvusd.net](http://www.mvusd.net).

### PARENT INVOLVEMENT - BOARD POLICY 6020

The Board of Education recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment.

The Superintendent or designee shall work with staff and parents/guardians representing all student groups including foster and homeless youth to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

### NOTIFICATION OF MINIMUM DAYS/PUPIL FREE STAFF DEVELOPMENT DAYS

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

### TITLE I SCHOOLS

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program at the school site. (EC 11503)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities.

The Superintendent or designee shall ensure that each school receiving Title I funds develop a school-level parent involvement policy in accordance with 20 USC 6318.

### NON-TITLE I SCHOOLS

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools

will address the purposes and goals described in Education Code 11502. (Education Code 11504)

### **CHANGE OF ADDRESS AND TELEPHONE**

If you have moved or have a new telephone number, contact the school office and a new emergency card will be given to you. A new emergency card must be filled out within 48 hours when any changes occur.

### **TELEPHONE CALLS TO AND FROM SCHOOL**

The school phone is for business purposes. Students may not use the school phone except in an emergency. An emergency is something that affects the student's health or safety. They are not permitted to call home for permission to go to someone's house after school, etc. All arrangements are to be made before school.

Messages for students will be taken by the office staff. Children will not be allowed to leave class in order to take phone calls. Parents should not be calling their child's cell phone during school hours.

### **INTERNET AND E-MAIL USE**

Internet and electronic mail (E-mail) are rapidly being integrated into the school's instructional programs. Our goal in providing access to the Internet and E-mail is to promote educational excellence by helping students gather and share information. Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges and may result in discipline proceedings. Parents and students will be required to read and sign an *Acceptable Use Contract* prior to use of the Internet and/or e-mail. The *Acceptable Use Contract* is included in initial registration materials. This document will be kept on file for the current school year and must be renewed annually. [EC 48980(i)] Bullying by cyber means, through the internet or email is prohibited and all acts will be investigated and disciplined under [EC 48900(r)]. Following is the district's written policy on the Student Use of Technology (BP 6163.4):

"The Board of Education intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement. Staff shall supervise students while they are using online services."

### **STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT**

The District offers students the privilege of accessing electronic resources to help achieve its mission "to ensure all students graduate high school prepared to successfully enter higher education and/or pursue a viable career path." These electronic resources include hardware (like portable devices and computers), software (like programs and games), and networks (like email and online file storage).

Students will use District and personal technology resources according to the Board Policy 6163.4 and Administrative Regulation 6163.4. Failure to adhere to these policies may result in disciplinary actions. Students will use the District's electronic resources only for the educational goals the teachers assign to them. Students will use District technology and the Internet in a safe, responsible, and appropriate manner. Students will not search for, view or retrieve content that is sexually explicit, profane, violent, abusive or illegal in any way, is prohibited. (If a student accidentally accesses such materials they must inform the teacher and leave the site immediately). Students will not share passwords, use another user's passwords, access another user's accounts, or attempt to circumvent network security systems and filters. Students are prohibited from sending communications containing threats, profanity, sexual references, insults, harassment or obscene language. Students will neither use nor attempt to use any software, utilities or other means to access content, network or Internet sites blocked by school filters. Students will not use the District's electronic resources to violate District rules or the law, which could result in consequences including disciplinary action and/or legal action in accordance with law and Board policy. Students will not divulge personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, student Identifier, address, and phone number. Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable. Students may not copy, save or distribute copyrighted materials.

The parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

Students will have no expectation of privacy in District or personal technology resources while on District premises or at a school-sponsored event. Computer files and electronic communications, including email, are not private and may be accessed by the District at any time for the limited purpose of ensuring compliance with Board policies and regulations. This includes computer files and electronic communications which are accessed using District technology or through the District's network but are stored externally.

### **CHROMEBOOKS**

All students in Grades 3-12 check out a district-loaned Chromebook to take home and bring back to school daily. These Chromebooks are instructional materials, which further our district's mission that every student will graduate ready for college and well-prepared for the careers of the future.

Chromebooks are issued consistent with Board Policy 6162.2, which recognizes that instructional materials are an expensive resource, provided for use by students, that remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

Education Code section 48904 permits the District to hold parents/guardians financially accountable for damages to a Chromebook that a minor student "willfully cuts, defaces or otherwise injures", or that is "not returned upon demand of an employee of the school district" (e.g., lost or stolen). (Ed. Code § 48904.)

Optional insurance, through a third party insurance provider, is annually made available to parents/guardians to cover damage to or loss of Chromebooks. The purchase of insurance is voluntary and is not required. Information related to this insurance is available at [www.mvusd.net](http://www.mvusd.net). If a parent/guardian decides not to purchase insurance, and the Chromebook is willfully damaged by the student or not returned to the district upon demand, the parent/guardian may be held liable for the resulting damages. The amount of damages will usually be the cost to repair the Chromebook or, if the Chromebook is irreparable or not returned, the value of the Chromebook at the time of damage or failure to return.

Essentially, the district-loaned Chromebook will be treated like a textbook. It is free of charge, but like a textbook, if the Chromebook is willfully damaged or not returned, the student's parents/guardian may be held responsible for the damage/loss. According to BP 6162.2, if it can be demonstrated to the Superintendent or designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him or her, the Superintendent or designee may excuse the student or parent/guardian from liability.

## LEAVING THE SCHOOL GROUNDS

Students are NOT allowed to go home for lunch unless the school has permission in writing from the parent and is approved by site administrator. Students are never allowed to leave the campus during the school day without permission from the office. If you take your children out of school during school hours, YOU MUST SIGN THEM OUT in the office. Students must remain on campus during the entire regularly established school day unless they have written authorization from a parent/guardian and are released from the office. Authorization for permission for a student to leave school for a specific purpose must be received by the school office before the school day begins. Avoiding dismissal traffic is not a permissible purpose for leaving school early. Students WILL NOT be released to anyone not listed on the emergency card and they must have photo identification with them. Office personnel will verify identity.

## NUTRITION

The District recognizes the importance of proper nutrition to the physical well-being of the child. The school nutrition program offers a nourishing breakfast and lunch at all school sites. In addition, MVUSD provides a Universal No Charge (free) breakfast for all K-12 students. The Free and Reduced Lunch Program is an on-going effort by the District to provide well-balanced meals to students from low-income families. For information on qualifications to participate in this program, please see your school principal. (EC 49510-49520)

## LUNCH

Students are required to eat lunch at school. Students may bring a sack lunch or purchase a cafeteria lunch. Parents are encouraged to prepay for the week or the month because children can lose lunch money. The school does not have funds to loan lunch money. Checks should be made payable to Moreno Valley Unified School District. Students cannot take lunch out of the designated eating area. U.S. Department of Agriculture Sections 210.7 and 220.9). Children from families receiving Public Assistance are eligible to receive nutritious meals from school, but they will need to apply each year through Nutrition Services.

Moreno Valley Unified School District employs noon duty supervisors to supervise the children in the cafeteria and on the playground during the lunch period. All children are to obey the noon duty supervisors.

Parents who wish to apply for the Free or Reduced Lunch Program can obtain an application from the school office, Registration Center or the Nutrition Services Office. Parents can complete an online meal application at <http://onlinemealapps.mvUSD.net>

## ON CAMPUS DETENTION MEAL PROCEDURES

A meal will be made available to all students serving an "on campus detention." Student meals will be charged according to student meal eligibility. Detention coordinator will provide Nutrition Services Cafeteria Lead with list of student detainees. Nutrition Services will provide meals reflecting dietary medical documentation.

### Classroom Detentions

- Campus supervisor or designee will pick up meals for detention students prior to the start of regular lunch period.
- One lunch meal will be offered to each student. It is the responsibility of the detention designee to distribute meals to students and collect monies as needed.
- Students with "paid" meal eligibility with insufficient monies will have the price of the meal charged to their account.
- Students are responsible for payment of detention meals.
- Students, who choose not to receive the lunch meal, will be offered a courtesy meal of fruit/vegetable & milk.
- Leftover foodstuffs will be returned to the Nutrition Services Cafeteria Manager.

## DAYTIME CURFEW ORDINANCE

A Daytime Curfew Ordinance prohibits students 18 years old and younger from loitering during school hours. The Moreno Valley Police Department enforces this ordinance and is able to stop, question, pick up and issue citations to adolescents who are in public places between the hours of 7 a.m. to 3:30 p.m. on school days. The City of Moreno Valley imposes an increasing fine for each citation given. All fines collected go to the City of Moreno Valley.

## SAFE SCHOOLS

The Moreno Valley Unified School District recognizes that students, staff and community members have a right to a safe and secure campus free of physical and psychological harm. All schools are committed to maximizing school safety and creating a positive learning environment that emphasizes high expectations for student conduct, responsible behavior, and respect for others. Support personnel to include but not limited to campus supervisors, School Resource Officers (SRO) and school counselors provide additional personal/social support, mediation and intervention for students struggling with issues that hinder academic achievement, appropriate behavior and/or attendance.

## COMPREHENSIVE SCHOOL SAFETY PLAN

Each school shall report on the status of its school safety plan, including a description of its key elements in the annual School Accountability Report Card prepared pursuant to Education Code Section 33126 and 35256. 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 school plan. Specified persons or entities shall include: the mayor, 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. (EC 32288) The school district is required to annually notify the State Department of Education by October 15 of any school that has not complied with Education Code 32281.

A complaint of noncompliance with the school safety planning requirements may be filed with the department under the Uniform Complaint Procedures as set forth in Chapter 5.1 (commencing with Section 4600) of Title 5 of the California Code of Regulations.

## TITLE I FUNDED SCHOOLS

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

*District Parent Involvement Policy* - The District Parent Involvement Policy will be jointly developed with parents at the annual Title I Parent Meeting. Parents are also invited to participate in an annual evaluation of the content and effectiveness of the district parental involvement policy.

*School Parent Involvement Policy* - The School Parent Involvement Policy will be jointly developed with parents at the annual Title I Parent Meeting. Parents are also invited to participate in an annual evaluation of the content and effectiveness of the school parental involvement policy.

*Parent-School Compact* - Parents receive a copy of the compact. They are invited to participate in an annual update of the compact that lists the ways in which parents, students and teachers can work together to ensure a quality education for their children.

### **TITLE I PROGRAM IMPROVEMENT SCHOOLS**

*Choice and Transportation* - Parents are notified annually by mail that the school is a program improvement school and that they have the option of transferring their student to a non-program improvement school. Assistance with transportation is provided.

*Supplemental Educational Services* - Parents of eligible children are notified annually by mail that their child may receive a set number of hours of tutoring services from approved service providers who are selected by parents.

### **SCHOOL ATTENDANCE OPTIONS AVAILABLE**

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/legal guardian is located (EC 48200 and 48204)

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 of Welfare and Institutions Code; a pupil who is a foster child who remains in his/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 district; or a pupil residing in a state hospital located within the boundaries of the school district.

The Moreno Valley Unified School District Complies with current statutory and local attendance options available to students:

- District Open Enrollment (Intra-District Transfer) allows parents/legal guardians to select the school their child shall attend. Request for admission will be based on random, unbiased selection process and space availability. [EC 35160.5(c)]
- Parent Employment-Related Transfers provide that school districts may admit a K-12 student to its schools whose parent or guardian is employed within the boundaries of the district. (EC 48204(f)) For additional information regarding application and procedures, please contact the Facilities Department at (951) 571-7690.
- Alternative Residency: A pupil may establish residency when the pupil's parent or guardian resides outside of the boundaries of the school district but is physically employed within the boundaries of the school district a minimum of 3 days for more than 10 hours a week.

### **INTRA-DISTRICT OR INTER-DISTRICT TRANSFER OPTIONS**

The Moreno Valley Unified School District has established a program for a student to attend a school other than the school of residence. Annually students may apply to attend a school outside the attendance boundary in which they live by filing an intra-district or inter-district transfer request. The opportunity to attend schools under this program is based upon space availability at the school of desired attendance. Transportation is not provided for transfer students. Requests to attend a school other than the school of residence can be made by following the procedures outlined in Transfer Guidelines and Principles. Transfer requests are available at the districts registration center:

- Transfers are based upon space available in specified grade level.
- Transfers for an elementary student do not carry over to a middle school. Middle school transfers do not carry over to a high school.
- The District is required to maintain an ethnic balance in schools and transfer requests could be approved or denied on this basis.
- High school student athletes must adhere to the California Interscholastic Federation (CIF) rules governing transferring from one high school to another. It is the responsibility of the parent/guardian to understand these rules and the effect they may have on athletic eligibility. Contact the school of residence's high school Athletic Director for assistance in understanding these rules.
- The District does not provide transportation for transfer students.
- The District retains the right to reserve up to 5% of the capacity of a school or grade to accommodate new school of residence students.

Residents of the school district may apply to other schools within the district for their child to attend on a space available basis.

Parents/guardians of high School athletes should check on CIF sports eligibility rules before pursuing a school transfer. Transportation to any other school will be the responsibility of the parents/guardians.

### **INTER-DISTRICT ATTENDANCE**

The parent or guardian of a student may seek release from our district to attend a school in any other school district. School districts in Riverside County have entered into an agreement for the inter-district transfer of students within the County and students need to apply annually. An inter-district transfer will be considered for one of five reasons; the student is a senior, the school requested has a specialized program, there is a planned change of residence, the parent is employed by the district requested, child care reasons. The transfer is valid only while conditions stated in the request are maintained and as long as the student's attendance, citizenship, and scholarship are satisfactory at the school of attendance. Applications are available from the Facilities Department (951) 571-7690. (EC 46600)

A pupil who has been determined by school personnel to be victim of bullying, as defined by EC 48900 (r), shall, at the request of the parent/guardian, be given priority for inter-district attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an inter-district attendance agreement. However, in cases where school personnel have determined a pupil to be the victim of bullying, the Moreno Valley Unified School District, will give the pupil priority when a "Special Circumstances Intra-District Transfer" is initiated through the Central Registration Center to a school with space availability. Transportation is the responsibility of the parent/guardian.

### **HOMELESS YOUTH**

Homeless children and youth are those who lack a fixed, regular, and adequate nighttime residence. This definition includes:

- Sharing housing of other persons (friend, relative, neighbor) due to loss of housing, economic hardship, or similar reason
- Staying in a motel, hotel or campground due to a lack of adequate alternative accommodations
- Living in an emergency or transitional shelter or domestic violence shelter
- Staying in a primary nighttime residence that is a private or public place not designed for people sleeping accommodation
- Living in a car, park, garage, public space, abandoned building or substandard housing.
- Unaccompanied youth not in the physical custody of a parent/guardian, who is in transition as defined above.

Children identified as homeless are assured educational rights, such as: immediate placement, the opportunity to remain in school of origin, enrollment

placement in local comprehensive school, partial credits, graduation with state minimum requirements (AB 216), or the option for a possible fifth year of high school. If a dispute arises over a decision related to the student eligibility, school selection or enrollment, the Moreno Valley Unified School District must provide a remedy to the affected student following the Uniform Complaint Procedures. Additionally, homeless youth have access to academic resources, services and extracurricular activities through their school sites and with the assistance of their teachers, administrators, counselors and the McKinney Vento/Homeless Youth Liaison. For additional information, or to access services, contact the Moreno Valley Unified School District Student Services Department at (951) 571-7630.

### **FOSTER YOUTH EDUCATIONAL PLACEMENT**

Foster youth in the Moreno Valley Unified School District are supported at the site by the teachers, administrators, and counselors and from the District by the Student Services Department. Please contact the MVUSD Foster Youth Liaison for information or concerns related to foster youth at (951) 571-7630. Per California State Law Assembly Bill 490, foster youth who live in the district's attendance area must be enrolled immediately even if records normally required for enrollment are not immediately available. When foster youth change placement, they have the right to matriculate with the peers from their school of origin for the duration of their time in placement (i.e. middle school to feeder high school), even if they move outside of the district boundaries. The district's liaison works with county placement agencies, care providers and juvenile courts to ensure that educational placements are in the best interest of the child. Additionally, if a foster youth returns to their parent, they are entitled to remain in their school of origin for the remainder of the year. Students who move outside of MVUSD boundaries require an Inter-District Transfer application approved by the Central Registration Center and a letter from the court appointed social worker indicating that it is the student's best interest to remain with our district. (EC 48853, 49069, 51225.2)

### **TOBACCO-FREE SCHOOLS**

The Moreno Valley 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. As an educational institution, the District and its employees may provide both effective educational programs and a positive example to students concerning the use of tobacco. Therefore, the Moreno Valley Unified School District Board of Education declares that the use of all tobacco products, including electronic nicotine devices, by anyone on school district property, in vehicles, or at District-sponsored events is prohibited. Under HSC 104495, 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. District employees, students, and members of the public are expected to observe this restriction.

### **STUDENT SURVEYS**

Periodically, students will be asked to participate in anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks including tests, questionnaires and surveys. The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. Section 1232h, requires the District to notify parents or guardians of the administration of certain surveys and school activities, as outlined below. Parents or guardians are provided with an opportunity to opt their student out of participating in certain school activities and have the right to review, upon request, any instructional materials used in connection with any survey that concerns one or more of the protected categories. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight protected areas

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such instructional materials used in connection with any survey that concerns one or more of the protected categories).

Parents or students who believe their rights under PPRA may have been violated may file a complaint by writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

### **DIRECTORY INFORMATION**

Periodically, the Moreno Valley Unified School District releases directory information on students to non-profit organizations. It only releases information to those organizations such as the Parent-Teacher Association, whose purpose is to enhance the educational goals of the District. Information may also be released to organizations associated with education, when release of directory information would benefit the child, information for press releases, or information to organizations and institutions offering career opportunities for graduates. Directory information may include the student's name, address, and related information. In particular, the District utilizes this method to disseminate important to the parents of District students. The subject of information may involve general school activities for such measures as the issuance of bonds of the District. Parents who do not want directory information supplied to non-profit entities may request in writing to the principal that the information be withheld. Directory information of a student identified as a homeless youth shall not be released unless a parent, or pupil given parental rights, has given written consent that directory information may be released. (EC 49073)

### **RELEASE OF INFORMATION**

Moreno Valley Unified School District will respond to a court order to release student records approved by the presiding judge of the juvenile court. A court order must be provided.

### **PERSONAL PROPERTY**

Students shall leave valuable personal property at home. The school is not responsible for lost or damaged personal property including all electronic devices.

### **UNAUTHORIZED ITEMS**

Unauthorized items do not belong at school and the school will not be responsible for the loss, theft, condition, or return of any unauthorized items. All unauthorized items brought to school may be confiscated by staff. Such items include, but are not limited to electronic devices, aerosol cans, markers, toys, etc. Confiscated items may be recovered by the student or the parent at the schools' discretion in a reasonable period of time, as defined by the school site. The school will not be responsible for any item not recovered in a reasonable period of time as defined by the school. The Moreno Valley Unified School District or any individual employee is not liable for damage or loss to confiscated items. The primary objective of requiring students not to bring unauthorized items to school is to prevent the loss or damage of private property, to ensure a focus on education, and to promote a safe and secure school environment.

## **ELECTRONIC DEVICES**

Students and adults are known to use electronic devices including cell phones, music and video devices, GPS, and other items. However, unless the device is required as a part of a class, it is not recommended that students bring these devices to school. Each school site has established policies related to the possession and use of these devices during the school day. Neither the school nor the district is responsible for lost, stolen or confiscated. Items can and will be confiscated if they are interrupting the educational process. If a confiscated item is then stolen from a school employee, there will be no reimbursement as the item should not have been brought to school. Misuse of these items may result in disciplinary action.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the health of the student and use of which is limited to purposes related to the health of the student health-related purposes. (EC 48901.5)

For information regarding district-issued Chromebooks, please refer to that section on page 4 of this handbook.

## **ELECTRONIC RECORDING DEVICES**

The use by any person, including a pupil, of any electronic listening, audio or video recording device in any classroom without prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline on the school grounds. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

## **PROCEDURE TO CONTACT TEACHER**

The best way to contact a specific teacher at your student's site is via e-mail. All teachers have access to e-mail and their address can be obtained from the site's web page. If you do not have access to e-mail, please contact the site's main office to leave a message for the teacher.

## **FIELD TRIPS**

Field trips are directly coordinated with academic learning. Parents will be asked to chaperone. Students MAY NOT go on a field trip without a permission slip signed by a parent. Parent chaperones may not bring other children along on field trips. Students may not be released to their parents for transport during/after the event unless authorized at least 72 hours in advance by the principal.

## **CLASSROOM AND SCHOOL VISITATIONS**

The Board of Education encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the regular campus/classroom program, school visits should be first arranged with the teacher and Principal or designee with a 24-hour notice. If a conference is desired, an appointment may be set with the teacher for a time before school, after school, or during the teacher's preparation period. Visitation of individual classrooms shall be prearranged, with the purpose noted. The visit shall be limited to 20 minutes at the elementary level and one class period at the secondary level. Longer visits shall be by special arrangement with the teacher(s) and the site administrator.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the Principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and Principal's permission. (Education Code 51512 and Board Policy 1250)

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor and may be barred from the campus or school-related activities for a specified period of time at the request of the Principal. If you are not registered in the office as a visitor, you may be considered as trespassing on school grounds and could result in police contact.

## **SCHOOL VOLUNTEERS**

Volunteers may be used to assist the classroom teacher and also to assist in the supervision of students when on field trips or engaged in a school activity. Volunteers shall work with students under the immediate supervision of certificated employees. (EC Section 35021) Volunteers must sign in and out at the school office for each day of service. Individuals who perform four or more hours per week of specific volunteer service with or around students shall provide evidence that they are free from active tuberculosis (clear TB test). A chest x-ray will be required only if the intradermal tuberculin test is positive. These volunteers and those working one-on-one with students must also submit to fingerprinting.

## **ACCIDENT INSURANCE**

The medical costs of student accidents are the responsibility of the parent or guardian. Student accident insurance helps pay for the medical costs if a child is injured while under jurisdiction of the school. The contract is made between the parent or guardian and the insurance company. The principal of your child's school will provide you with further information, (EC 49472) about school-time accident insurance and how to enroll, or parents can review the information online through the district's home page [www.mvusd.net](http://www.mvusd.net).

## **PHYSICAL EDUCATION REQUIREMENTS**

California Education Code requires that all students participate in physical education. Students are expected to wear appropriate clothing and shoes for running, jumping, climbing, and calisthenics (sit-ups, push-ups, etc.).

A student may be excused from physical education if he/she is ill or injured. Parent notes excusing a student will be honored by the teacher for one to three-day absences. A doctor's note is required to excuse a student from physical education for more than three consecutive days or for recurring illness. Students with casts, crutches, recent surgeries or severe injuries will not participate in physical education.

## **FUNDRAISING POLICY**

School principals must consider the following criteria in regard to fundraising activities. (Board Policy 1321)

- No more than two fundraisers which include all pupils in the school are to be allowed per school year.
- The number of fundraisers to be conducted by individual classes, grade levels, and student organizations will be determined and approved by the school principal in accordance with Board Policy 1324.
- All proposals for fundraising activities must be submitted to the principal by October 1 of each school year. These proposals shall include purpose, details of the project, and projected date (month/week) of undertaking.

- All school principals will meet during the month of October to coordinate a yearly calendar of fundraising events to be presented to the Superintendent or designee by November 1 of each school year.
- The yearly calendar shall include proposed food sales on campus.
- A midyear update to the yearly calendar may be made if necessary.
- Door-to-door sales (solicitation of funds) in the community by pupils are to be strictly prohibited.
- Students must have a signed parent permission slip allowing the student to participate in a fundraising activity. The permission slip should indicate that the student will not engage in any door-to-door sales.

**ADVERTISING AND PROMOTION  
(BOARD POLICY 1321)**

The Board of Education is of the opinion that it is not good policy to use pupils for distribution of non-school materials in the community or for soliciting funds or on-campus sales campaigns to finance extracurricular activities. It is, therefore, the policy of the Board to limit such activities to a minimum.

Pupils may engage in raising funds, under the control of the school, only for certain approved pupil activities subject to the project having the approval of the principal of the school involved.

A yearly general report for fundraising activities within the district shall be presented to the Board of Education by the Superintendent or designee upon request.

**SOLICITING FUNDS FROM AND BY STUDENTS  
(BOARD POLICY 1321)**

All school personnel shall seek to educate pupils in the services performed by humanitarian nonprofit agencies.

No fundraising drives are to be conducted by non-school agencies or for non-school activities among the school children. Individual pupils and their parents may wish to participate with such agencies in their support as a social value and community project.

Examples of humanitarian nonprofit agencies include: YMCA, YWCA, UNESCO, March of Dimes, etc. Humanitarian nonprofit agencies do not include churches or church affiliated organizations as identified by this policy. Therefore, church and church affiliated organizations would not be allowed to disseminate information or solicit funds from or by students.

The list of humanitarian agencies and the appropriateness of the past years' activities shall be reviewed yearly by the school district.

Students may engage in raising funds to finance approved extracurricular activities subject to the approval of the site principal. The policy of the Board shall be to limit such fund raising activities to a minimum.

**SCHOOL CURRICULUM OR PROSPECTUS**

Upon request, a description of the district core curriculum (Scope and Sequence documents) are available for review on the district website. When requested, the district core curriculum may be made available and reproduced. School officials may charge for the photocopies an amount not to exceed the cost of duplication.

**BACK-TO-SCHOOL NIGHT AND OPEN HOUSE**

Back-to-School Night is an evening near the beginning of the school year set aside for parents and guardians to familiarize themselves with the school atmosphere and meet their child's teacher. Teachers review classroom procedures, important academic information and goals. Parents and guardians desiring to ask questions specific to their child, should request a parent-teacher conference.

In the spring, an Open House is scheduled to give students the opportunity to share their school experiences with parents. This evening also allows parents to visit other classrooms and view outstanding student work. Again, parents and guardians desiring to ask questions specific to their child, should request a parent-teacher conference.

**PETS**

Animals are not to be brought to school under any circumstances without the permission of the classroom teacher. Wandering pets are a nuisance and of possible danger to children. Animal control will be called to pick up any wandering/stray pets. Please remind your children not to encourage stray animals to follow them to school.

**PARENT-TEACHER CONFERENCES**

Parent conferences are held at the end of the first trimester. The conferences afford an opportunity for the teacher and parent to sit down together and discuss a student's progress. Additional conferences may, of course, be set up at any time during the school year by contacting your child's teacher.

**HEALTH EDUCATION/RELIGIOUS TRAINING**

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

**ALCOHOL AND OTHER DRUGS - INSTRUCTION**

Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the Board of Education intends to keep Moreno Valley Unified School District schools free of alcohol and other drugs. The Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol and other illegal drugs. Alcohol, like any other controlled substance, is illegal for use by minors. The Superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline. The Superintendent or designee shall clearly communicate to students, staff, and parents/guardians all Board policies, regulations, procedures and school rules related to this prevention program. Special effort shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English proficiency. The District provides instruction that helps students to avoid the use of alcohol and other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol or other drugs. Instruction includes the effects of alcohol and other drugs upon prenatal development as concluded through scientific research. The instructional program helps students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social/personal skills to resist involvement with alcohol/other drugs.

## **SEXUAL HEALTH AND AIDS/HIV PREVENTION EDUCATION**

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (EC 51930-51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted infections. The Moreno Valley Unified School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and may conduct assessments on pupil health behaviors and risks in the coming school year. Prior to any instruction on sexual health education, AIDS/HIV prevention or assessments related to that education, parents or guardians may:

- Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education.
- Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education.
- Request a copy of California Education Code Subsections 51930 through 51939.
- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants.

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.

The district may administer to students in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation instruments, including tests and surveys, containing age-appropriate questions about their attitudes or practices relating to sexual health. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to request in writing that their child not participate and/or "opt out" of the activity.

If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or other commonly used method of notification, no fewer than 14 days before instruction is delivered.

## **ACADEMIC INFORMATION STANDARDS**

Moreno Valley Unified School District has set standards of achievement for all students in grades Transitional Kindergarten through twelfth grade to be achieved by the end of each school year. All students are expected to meet grade level standards. The classroom teacher uses multiple measures to communicate of student achievement to parents.

### **INSTRUCTIONAL PROGRAM**

The District's instructional program is designed to:

- Provide an instructional delivery system to meet the special needs of eleven – to fifteen-year-old students, recognizing that they are in a unique transition period between elementary school and high school.
- Provide a balanced curriculum of basic subjects, pre-vocational, and enrichment courses.
- Encourage a sense of responsibility, integrity, self-discipline, reliable judgment, and respect for self and others.
- Assist students in making a successful transition to the more specialized environments of high school and institutions of higher education.

### **SIXTH GRADE CORE**

When possible, each student will have one teacher for language arts and social studies and another teacher for mathematics and science. In addition to the four basic subjects, each student has a physical education class and an exploratory class.

### **SEVENTH AND EIGHTH GRADE CORE**

When possible, seventh and eighth graders will be placed in interdisciplinary teams that include language arts, mathematics, science, social studies, physical education, and an exploratory class.

Students may be placed in support classes in lieu of exploratory classes when performance indicators show below grade level achievement. Students will have the opportunity to learn Board of Education adopted content standards in English/language arts, mathematics, science, and social science. These students are assessed annually by the state of California. The District assesses student progress in mathematics and language arts periodically.

### **CONTENT OF INSTRUCTIONAL MATERIALS**

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact the school site principal for a copy of the prospectus.

Staff follows a process for selecting textbooks, supplemental materials, and library books. The process includes ensuring that material selected is both age appropriate and connected to curriculum. If a parent feels strongly that a student should not be reading certain materials, a request may be made to either restrict the material or find alternatives. The request shall be put in writing and include the student's name, grade level, the name of the materials requested for restriction (library books) or for alternative assignments (classroom assignments). The request should be directed to the library staff or to the appropriate classroom teacher.

### **INSTRUCTIONAL MATERIALS AND RESOURCES**

The Board of Education recognizes that students' educational opportunities are enhanced when they have sufficient access to high-quality textbooks, equipment, and other instructional materials for each of the subjects they are studying. It is also important that these materials be up to date. New materials are chosen periodically following the curriculum revision and textbook adoption cycle of the State Board of Education. Core subjects (English, mathematics, science, and social science) are reviewed and new materials purchased on average every six years.

#### **TEXTBOOKS**

Textbooks are furnished to students without charge. Students are expected to take proper care of textbooks, including using book covers, which are available at the school. Students will be held accountable for each textbook that is assigned to him/her. It is both the student's and the parent's responsibility to ensure that textbooks and other loaned materials are handled in such a manner as to keep them safe from damage with no more than usual wear and tear and to return materials to school in a timely manner. Charges for lost/damaged materials will be made either to restore damaged materials to reasonable condition or to replace lost materials.

#### **LIBRARY BOOKS**

Library books are checked out through the library staff and used short term. Students are expected to return the books, undamaged, in a timely manner.

Unreturned or damaged library books are subject to the same fines and penalties as described for textbooks.

### STANDARDIZED TESTING

October 2013 Assembly Bill 484 was signed into law establishing the California Assessment of Student Performance and Progress (CAASPP) system. The new standardized testing includes Interim Assessments, Smarter Balanced Assessments, California Standards Test (CST) Science in grades five, eight, and ten, the California Modified Assessment (CMA) for Science in grades five, eight, and ten, the California Alternate Performance Assessment (CAPA) for Science in grades five, eight, and ten and for math and English-language arts in grades three through eleven. Also, includes the Advanced Placement (AP), and/or the Early Assessment Program (EAP) test(s). The California Department of Education states that we must make sure standardized tests are secure at all times. We ask that your child leave his/her electronic device(s) at home during testing (i.e. cell phone, BlackBerry, iPhone, and any other device capable of recording audio, photos, or videos).

### OBJECTION TO DISSECTION, HARMING OR DESTRUCTIVE USE 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. (EC 32255-32255.6)

### GRADES AND GRADING

Grades serve an invaluable instructional purpose by helping students and parents/guardians identify the student's areas of strength and those areas needing improvement. Parents, guardians, and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

Teachers shall evaluate a student's work in relation to standards, which apply to all students at his/her grade level, not in relation to the work of other students in one particular class. Teachers shall inform students and parents how achievement will be evaluated in the classroom.

### GRADING PROCEDURES

Grades for achievement shall be reported as follows:

A	(90-100%)	Outstanding Achievement	4.0 grd. pts.
B	(80-89%)	Above Average Achievement	3.0 grd. pts.
C	(70-79%)	Average Achievement	2.0 grd. pts.
D	(60-69%)	Below Average Achievement	1.0 grd. pts.
F	(0-59%)	Little or No Achievement	0 grd. pts.
N		No Mark	0 grd. pts.
M			
I		Incomplete	0 grd. pts.

- If a student misses class without an excuse and does not subsequently turn in homework, take a test, or fulfill another class requirement, which is missed, the teacher may lower the student's grade for nonperformance.
- Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall send the parent/guardian a progress report in a timely manner and/or arrange a conference with the student's parent/guardian.

### GRADING PRACTICES

- School staff will adhere to Board Policy and Administrative Regulation to ensure consistency and fairness in grading practices.
- The classroom teacher shall determine the grade earned by each student in class. The determination of the student's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, shall be final. The Superintendent and Board of Education of MVUSD will follow Board Policy and Education Code requirements in any determination that mistake, fraud, bad faith, or incompetence exists in relation to an achievement grade.
- Grade point average (GPA) is determined by dividing the total number of grade points by the total number of classes.
- NO MARK (NM) is given only if a student has been entered in a class/school for fifteen days or fewer for high school, less than 20 days for elementary or middle and no transfer grades are available.
- NO CREDIT (NC) is given to those students attending an alternative school and who have not submitted enough course assignments to earn credit for a course and receive a grade.
- INCOMPLETE (I) may be given in situations when student attendance is temporarily interrupted and the student had a passing grade prior to the interruption in attendance.
- Students in special education classes and students in other special programs will meet the same general requirements as all other students unless the IEP delineates modified in grades. No student shall be excluded from any extra/co-curricular activities if the student's low scholastic average is related to the identified handicapping condition. The Individualized Education Program (IEP) Team shall make this determination.

### GRADE REDUCTION/LOSS OF CREDIT

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences pursuant to Education Section 48205 if the missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. [EC 48980(j)]

### WITHHOLDING GRADES FOR PROPERTY DAMAGE

Education Code 48904 authorizes the district to withhold grades, diploma, and transcript of a student who willfully damages school property, after affording the student due process. A written notice will be provided to the parent/guardian of alleged misconduct before withholding records. If the district is withholding grades, diploma or transcripts from the student because of his or her damage or loss of school property, this information shall be sent to the requesting district when a student moves.

### STUDENT GRADE REPORTS

Student Grade Reports reflecting the grades, comments, and attendance in each class are issued twice each semester. The Progress Report is issued after the sixth week of each semester and is intended to show the student's progress midway in the semester. The Progress Report grades are not recorded on the student's permanent record.

The Semester Report Card is mailed to parents after the close of the grading period. It is important to keep your address updated with the school for this reason. Copies of the report cards are available from the Guidance/Student Services Office and are also available for inspection by parents.

No report card will be mailed home for a student who owes fees. This may be a class fee, book fee, lock charge, library charge, etc. For further information on the fees owed, contact the school.

### **HOMEWORK**

The District recognizes that not all learning takes place in the classroom. Development of study habits and application of study skills are necessary for continued independent learning. Therefore, it should be emphasized that regular assignments outside the instructional day are to be deemed a part of the total instructional program and should be as frequent as necessary for the student to develop mastery of the subject. Homework is an extension and reflection of instruction. It provides opportunities for:

- practice to promote mastery of skills;
- development of independence and responsibility in students, and
- parents to become familiar with the curriculum and to support the educational experiences.
- Principals and teachers should establish standards of expectations for homework.
- The principal and teachers are responsible for the coordination of homework assignments at the school site and implementation of district regulations on homework.
- Homework is a teacher-planned learning activity, which takes place outside of a student's regular school hours. As such, homework reinforces and extends classroom learning.
- The teacher of any class from which a student has an excused absence shall determine what assignments the student will make up and in what period of time the student shall complete such assignments. Students who have unexcused absences may be denied makeup privileges, and this may be reflected in the student's final grade. Teachers will require the suspended student to complete assignments and tests missed during the suspension.
- In addition, it is important for students to learn to use time effectively. Homework assignments also emphasize independent research, reports, special reading, and problem-solving exercises.

### **MAKE-UP WORK**

The teacher of any class from which a student has an excused absence shall determine what assignments the student shall make up and in what period of time the student shall complete such assignments. Tests and assignments may be the same as those missed or shall be reasonable equivalent to them. The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. (EC 48913) Classwork should be provided to students suspended for multiple days within 24 hours.

### **DISTRICT INDEPENDENT STUDY**

District Independent Study is an individualized educational program designed for students whose education and/or emotional needs can best be met outside the regular instructional program. The student must have the ability to work independently. The objective of the program is to return the student to the regular program as soon as possible. Referrals to the District Independent Study program can be made through the site principal or counselor. Work completed on ISP must mirror work completed in the regular class.

Some sites have a site-based Independent Study Program.

### **MORENO VALLEY ONLINE ACADEMY**

Moreno Valley Online Academy utilizes both K-12/AVENTA online curriculum and traditional curriculum to provide independent study opportunities for students in grades K-11. The MVOA program for students in grades K-8 is located at Sunnymead Middle School. Each student has an Individualized Learning Plan which is managed by a certificated teacher who provides day-to-day instruction. For students in grades 9-11, the MVOA program is located on the campus of March Mountain High School. Students earn credits to fulfill the graduation requirements for a MVUSD high school diploma.

### **SCHOOL SITE AND SHORT-TERM INDEPENDENT STUDY**

Each comprehensive high school offers an IS program to students enrolled at the site. Application can be made through the student's counselor. Each school site also offers a Short Term IS contract for students who will be absent from school between 1 - 6 consecutive weeks. The Short Term IS should be arranged in advance with the approval of the site principal.

### **MORENO VALLEY COMMUNITY LEARNING CENTER**

The State Board of Education approved Moreno Valley USD's charter school petition. The dependent charter school is Moreno Valley Community Learning Center. The purpose of the charter is for the district to be able to provide education for expelled students or students who are awaiting an expulsion hearing. The school is located at the Bayside campus and serves sixth through twelfth grade students. Any unused spaces may be made available to other school districts. The school is accredited and issues diplomas to its graduates.

### **COLLEGE ENTRANCE EXAMINATIONS**

#### **PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT)**

The PSAT (8/9) will be administered to all 8<sup>th</sup> grade students in mid-October. Information regarding this test is announced in the Daily Bulletin or may be obtained from the student's counselor. The PSAT provides students with the experience of taking the SAT. When taken during the junior year, a high score can qualify the student as a National Merit Scholar.

Information concerning this exam is available in the Career Center. There will be no cost for 8<sup>th</sup> grade students. See a counselor for further details.

### **TRANSPORTATION**

#### **BUS INFORMATION**

School buses are on a very tight schedule; therefore, all children must be at the designated bus stops, READY TO BOARD, when the bus arrives. Bus times may vary the first few days of school as the driver and the children adjust to the route. Occasionally the bus will break down. When that occurs, please be patient. The bus drivers will attempt to keep the announced schedule.

## SCHOOL BUS SAFETY

Students riding school buses will observe all safety rules both on the bus and at the bus stop. Students are expected to follow the driver's instructions at all times. A copy of the bus safety rules is available by calling the District Transportation Department at (951) 571-7840.

### BUS RULES

- Remain seated at all times facing the front of the bus.
- No loud talking or distracting noise.
- Keep all parts of the body inside the bus.
- Keep center aisle clear.
- Do not throw anything out of the bus windows.
- Do not throw anything on the bus.
- No eating or drinking on the bus.
- Obey the bus driver.
- Do not loiter at the bus stop.
- Face traffic when walking.
- No fighting, pushing or crowding.
- Be at the bus stop at least five minutes before the arrival of the bus, but not more than ten minutes early.
- Do not throw stones, etc., or damage other people's property.
- Smoking is not permitted.
- Animals will not be transported.

### PARENT/GUARDIAN PICK UP POLICY

Parents and guardians, wishing to pick up students at school, must send a note indicating the time of pick up and identifying the person picking up the child. Students will not be allowed to miss a bus in order to be picked up. The student must be picked up prior to the bus arriving. The student will be placed on the bus if his/her ride does not get to the school before the bus does. *Adults picking up their children before school is dismissed must come into the office and sign the student out before the student can be released.*

### FOG CONDITIONS

Parents of children who ride school buses are reminded that regular schedules will be delayed when fog prevents the safe operation of buses.

Radio stations KFRG (FM 95.1), KGGI (FM 99.1), and KDIF (AM 1440 Spanish), as a public service, have agreed to broadcast announcements regarding transportation schedules on foggy mornings. On mornings when fog or extreme storm conditions may limit visibility, parents are urged to listen to one of the above stations for announcements regarding emergency change in bus schedules. No announcement means regular schedules will be followed.

In the interest of safety, bus students should be cautioned, especially on these mornings, to wait at the designated bus stop areas and to stay out of the street. When picking up or letting off students at the bus stop, stop on the same side of the road as the bus stop is located as a safety precaution. Walking students should walk as far off the roadway as possible and use extra caution when crossing streets.

Listen to the above radio stations for delay information or call Moreno Valley Schools at (951) 571-7840.

### BICYCLES, SKATEBOARD AND SCOOTERS

Bicycles, skateboards and scooters are to be walked on campus. Skateboards, roller skates/blades may be carried on, but not used on campus. Students are to follow all traffic signs and laws. If your child, under 16 years of age, rides a scooter or skateboard any time on the street or sidewalk they are required by law to wear a helmet. Any student found causing damage to school property by use of said vehicles will be liable for damage and subject to disciplinary action. Bicycles, skateboards and scooters must be STORED AND LOCKED in designated areas. Moreno Valley Unified School District assumes no liability for stolen or damaged bicycles. Bicycles, skateboards and scooters are not to be ridden on SCHOOL GROUNDS. If this rule is violated, the item will be kept at the school and returned after a parent conference has been held. A SECOND VIOLATION will result in cancellation of bike ride privileges. Motorized scooters, motorized bikes, mopeds and HOVERBOARDS, may not be brought to school at any time.

Good bicycle riders ALWAYS:

- Wear a helmet (required by law).
- Wear proper clothing for riding.
- Check the bike brakes and tire pressure before starting.
- Ride WITH traffic - NEVER against traffic.
- Use proper hand signals before turning.
- Have both hands on the handlebars while peddling.
- STOP at all stop signs.
- Write down the serial number stamped on the frame and put it in a safe place at home.
- With your parent, register the bike at the local fire station.

### SAFETY

Both the school and parents share the responsibility of training children to go directly to and from school. It is important to know the time your child is due home.

All students should:

- **CROSS** the street at the corner or in a crosswalk.
- **WATCH** for cars before crossing a street and cross only when it is safe.
- **STAY** alert while crossing a street. Drivers can make mistakes.
- **WALK** on the side of the road facing oncoming traffic if there is no sidewalk.
- **FOLLOW** the safest route to school. Go with your child the first few days and point out the hazards.
- **USE** safe areas for playing. Stress the importance of NOT playing in the street.

- **RESPECT** property on the way to and from school.
- **AVOID** strangers. Never get into the car with someone that he/she doesn't know. If your child is threatened or harmed on the way to or from school, call the police and notify the school.

Parents **MUST** send a note if the child is to change his/her regular walking or bus routine. Young children have difficulty remembering what a parent told them to do at the end of a long school day. A student without a note will be sent home in the usual manner.

## **HEALTH SERVICES**

### **GENERAL INFORMATION**

State law requires that the parent or legal guardian of each pupil provide the school within 90 days after entrance to first grade documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program.

### **HEALTH OFFICE**

The health office is staffed by a Health Clerk Technician who has a CPR first aid certification. The Health Clerk Technician's major tasks are to make sure all immunizations are up to date, dispense medications, help with health screenings, and perform first aid services for injuries and illnesses that occur at school. ~~The~~ Each school has a Registered Nurse available at all times during school hours who is the Licensed Health Care Professional.

The health office is not equipped to take care of sick or injured students for any length of time. When a child becomes ill at school, the office will call a parent first to pick up the child. If unsuccessful, the office will then try to contact an alternative person listed on the child's emergency card.

It is imperative that emergency cards be kept up to date.

Children showing symptoms of illness should not be sent to school. Symptoms such as fever or vomiting during the night or in the morning may indicate a contagious condition.

### **REIMBURSEMENT FOR MEDICAL PROCEDURES**

Moreno Valley Unified School District provides a variety of medical procedures to students in special education programs who have serious medical conditions. The school district can be reimbursed with federal Medicaid dollars for selected health services provided to eligible students at school. Billing records will be forwarded in a confidential manner to the state Medicaid office. The district's billing and reimbursement does not affect a family's Medicaid insurance program in any way. Moreno Valley Unified has a contract with a vendor that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act). If a parent or guardian does not consent to submission of medical information to the District's vendor, they must write a letter addressed to Moreno Valley Unified School District, Attention: Student Services. The delivery of medical services will still be provided to the student.

Students will not be denied services they require to attend school, and parents will never be billed by the district or the state for services.

### **IMMUNIZATION FOR COMMUNICABLE DISEASE**

With parental consent, districts may administer immunizing agents to students to prevent or control communicable diseases. However, the District's board policy does not provide for administration of immunizations. (EC 49403)

### **IMMUNIZATIONS**

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

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

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools.

The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs, however the district will continue to assist the student and his/her family to obtain the medical services (i.e. immunizations) needed to meet the requirement. A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

In the event any student is diagnosed with any of the diseases for which immunizations are available, all students who are not protected by immunization will be excluded from school for the duration of the incubation period (usually 10 to 21 days). Not only is this a State requirement, but your student's protection from certain diseases is dependent upon getting these immunizations. They may be obtained from your personal physician or free of charge at clinics sponsored by the Riverside County Department of Health. Dates and locations of clinics may be obtained by calling the Department of Health at 1-888-246-1215 or at your school's health office.

### **TB TESTS**

It is recommended that all children new to Riverside County take a TB skin test. Any student with a positive TB skin test or who displays active symptoms of TB will require a current chest x-ray report.

### **PARENT CONSENT/PHYSICAL EXAMINATION**

Parents/guardians having control or charge of any child enrolled in the public school may file annually with the principal of the school in which the student is enrolled a statement in writing, signed by the parent or guardian, stating that he/she will not consent to a physical examination of his/her child. Thereupon, the child shall be exempt from any physical examination; but, whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. (EC 49451)

## 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 Maintenance Department at (951) 571-7800. (Education Code 763.93 and Federal Regulations Code, Title 40 CFR)

## CONFIDENTIAL MEDICAL SERVICES

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

## CONTAGIOUS DISEASE

Please notify the school immediately if your child has a contagious disease. You will be advised by the Health Clerk Technician or School Nurse of what is required depending on the particular disease. If your child has a contagious disease, the school will take steps to prevent a possible epidemic. Measles need to be verified in writing by a physician and the County Health Department.

## HEAD LICE

Head Lice is not an illness but is a public concern. Schools continue to monitor and control the spread of Head Lice. Students with active lice will be removed from school. Student will be excused for up to three days to allow parents time to treat. Parents are to make every effort to remove all nits from the child's hair. The school health office or a district nurse is available to provide families with treatment and eradication recommendations. The district nurse will have discretion as to the need for a child to be excluded or readmitted to school.

## PHYSICAL LIMITATIONS

Students who have casts, splints, are using crutches, have had serious injuries or recent operations will not be allowed access to playground use, recess, or PE until released by a doctor for regular physical activity. This is necessary to minimize any further injury and maintain maximum safety for each student. Please notify the health office if your child has a physical limitation.

## CONCUSSION AND HEAD INJURIES

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. ***If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return –to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider.*** On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent/guardian before the athlete initiates practice or competition. This does not apply to an athlete engaging in physical activity during the school day as part of a physical education course.

## EMERGENCY TREATMENT FOR ANAPHYLAXIS

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

## CONTINUING MEDICATION AND ADMINISTRATION

State law requires that a parent or guardian notify the school when their child taking any medication at school on a regular basis. The school nurse or other designated school employee will administer the prescribed medication during the school hours only upon written request of both the physician and the parent or guardian. Parents or guardians who wish this service to be performed must obtain the official District form from their school and return it completed to the principal or to the Health Office at the school. (EC 49480 and 49423)

## ADMINISTRATION OF PRESCRIBED MEDICATION

If it is necessary for your son or daughter to take medication of any kind at school, it must be dispensed by the school nurse, health clerk technician, or office personnel. All medications must be kept in the school office. All drugs must be kept and dispensed from the original prescription bottle. To administer medication at school, the district must receive both, a written statement of instructions from the physician detailing the method, amount and time schedules by which the medication is to be taken **and** a written statement from the parent/guardian requesting the school district assist the pupil with prescribed medications as set forth in the physician statement. If you have any questions regarding this procedure, please contact the school nurse, health technician or office staff.

Written permission from both the parent and physician is needed before any over the counter medications can be administered. Students are never to carry syringes or other medicine about on campus or have it in their P.E. lockers. This includes aspirin and over-the-counter allergy and cold remedies. Whenever possible, medications should be taken outside of school hours. Medications ordered three times per day can be given before and after school and at bedtime.

Usually, students in grades 5-12 with a severe anaphylactic history may carry and self-administer auto-injectable epinephrine medication at school provided they have been instructed in the proper use and have physician authorization and parent permission filed in the school health office. Students in middle and high schools are encouraged to carry and self-administer prescription inhaled asthma medication at school provided they have been instructed in the proper use and have physician authorization and parent permission. A Self-Administration Medication form must be completed with physician authorization and parent permission. These forms are available in the health office. The form must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. A student may be subject to disciplinary action if that student uses auto-injectable epinephrine or prescription inhaled asthma medication in a manner other than as prescribed. (EC 49423, 49423.1, 48900)

## ADMINISTRATION OF EPILEPSY MEDICATION

If a pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider, the pupil's parent or guardian may

request the pupil's school to have one or more of its employees receive training in the administration of an emergency anti-seizure medication in the event that the pupil suffers a seizure when a nurse is not available. (CE 49414.7)

### **DISASTER PREPAREDNESS – MEDICATIONS AT SCHOOL**

An earthquake or other disaster may make it necessary for your child to remain at school for an extended period of time, up to three days. If your child has a life-threatening condition that requires medication or a special procedure daily at home, it is important that the school have on hand a three-day supply of medications or supplies in this category. Drugs in this category might include insulin/Glucagon, heart medication, seizure medication, or asthma inhalers or other medication. If this situation pertains to your child, please advise the health office at your child's school. The Health Clerk Technician and/or School Nurse will give you further instructions on how to prepare.

### **USE OF PESTICIDES**

To obtain a copy of all pesticide products and expected use at the school facility during the year, please contact the Moreno Valley Unified School District Facilities Department at (951) 571-7500. The notice will identify the active ingredient(s) in each pesticide product and an internet address on pesticide use and reduction.

### **VISION AND HEARING SCREENING**

The District's School Nurses conduct vision and hearing screenings that seek to identify those students who may have either vision or hearing disorders. Students in certain grades, all Special Education students, students new to California, and those referred by their teachers are screened. Other grades may be screened if time permits. If any potential problems are discovered, parents will be notified.

### **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 a period that will be at least two weeks or more as a result of a temporary disability that is not covered under Special Education provisions.

Regarding students who have IEPs, Moreno Valley Unified School District follows California Title 5 Code regulations 3051.4 for instruction in the Home or Hospital setting.

(a) Special education and related services provided in the home or hospital for school age pupils is limited to those pupils who have been identified as individuals with exceptional needs in accordance with Section 3030 and for whom the IEP team recommends such instructions or services, following receipt of sufficient medical information and a referral from the Student's doctor.

(b) Instructions may be delivered individually, in small groups or by tele class.

(c) For those individuals with exceptional needs with a medical condition such as those related to surgery, accidents, short-term illness or medical treatment for a chronic illness, the IEP team shall review, and revise, if appropriate, the IEP whenever there is a significant change in the pupil's current medical condition.

(d) When recommending placement for home instruction, the IEP team shall have in the assessment information a medical report from the attending physician and surgeon or the report of the psychologist, as appropriate, stating the diagnosed condition and certifying that the severity of the condition prevents the pupil from attending a less restrictive placement. The report shall include a projected calendar date for the pupil's return to school. The IEP team shall meet to reconsider the IEP prior to the projected calendar date for the pupil's return to school.

(e) Instruction in the home or hospital shall be provided by a regular class teacher, the special class teacher or the resource specialist teacher, if the teacher or specialist is competent to provide such instruction and services and if the provision of such instruction and services by the teacher or specialist is feasible. If not, the appropriate related services specialist shall provide such instruction.

(f) The teacher providing the home instruction shall contact the pupil's previous school and teacher to determine:

(1) The course work to be covered;

(2) The books and materials to be used;

(3) Who is responsible for issuing grades and promoting the pupil when appropriate;

(4) For pupils in grades 7 to 12, the teacher shall confer with the school guidance counselor to determine:

(A) For the hours the pupil has earned toward semester course credit in each subject included in the IEP and the grade as of the last day of attendance;

(B) Who is responsible for issuing credits when the course work is completed;

(C) Who will issue the diploma if the pupil is to graduate.

Note: Authority cited: Sections 56100 and 56366.1, Education Code. Reference: Sections 56001 and 56363, Education Code; and 34 C.F.R. Sections 300.34 and 300.156(b)(1).

Hospitalized students are considered residents of the school district in which the hospital is located. Which means if the student is hospitalized at Loma Linda, we may not be able to serve the student because they are deemed a student of the Redland's School District. Parents in need of these services must contact the site administrator or health office to a Request for Home and Hospital Instruction form. Schools have an obligation to verify illnesses with the medical provider. The disability must be diagnosed and verified in writing by the student's treating provider who also must be a licensed physician/medical provider qualified to diagnose and prescribe medication for the condition. Parents are responsible for notifying the school district regarding their pupil's presence in a hospital located within the District's jurisdiction. Home and Hospital Instruction will not be assigned later than 20 school days prior to the end of the school year. Summer school is not offered through Home and Hospital Instruction.

While on Home and Hospital Instruction, the student may not participate in extra/co-curricular activities. A physician's clearance to return to school must be submitted prior to the student's return to school. (Education Code 48206.3, 48207, 48208)

### **MANDATED REPORTERS**

The Moreno Valley Unified School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion, abuse, or neglect has occurred. District employees may not investigate to confirm the suspicion.

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

Parents and guardians of students also have the right to file a complaint against a school employee or other person that they suspect has engaged in abuse

of a child at a school site. Complaints may be filled with the local law enforcement agency; you may also notify the District of an incident by contacting the principal or the District's Student Services Department.

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

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

### **CUSTODY ISSUES**

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

## **SPECIAL EDUCATION**

### **FREE AND APPROPRIATE PUBLIC EDUCATION**

All children with disabilities are offered and have available to them a free appropriate public education in the least restrictive environment, which includes Special Education and related services provided in accordance with an individualized education program. [Federal Register, PL 94-142, PL 108-446, Sec. 601(d)(1)(A), Sec. 602 (29)].

Education Code 56329, 56380 and 56506 and Individuals with Disabilities Education Act (IDEA) "Special Education" means specially designed instruction (at no cost to the parent) to meet the unique needs of individuals with exceptional needs, whose educational needs cannot be met with modification of the regular 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. (EC 56031) Information about eligibility for special education should be addressed with the school site principal.

### **CHILD FIND SYSTEM: POLICIES AND PROCEDURES**

The district has established written policies and procedures for a continuous child-find system including children with disabilities who are homeless or wards of the state and children with disabilities attending private, including religious, elementary and secondary schools, which addresses the relationships among identification, screening, referral, assessment, instructional planning, implementation, review and the triennial assessment. The policies and procedures include written notification of all parents of their rights and the procedures for initiating a referral for assessment to identify students with exceptional needs. Parents will be given a copy of their rights and procedural safeguards only one time a year and upon initial referral, parent request for assessment, first occurrence of filing for due process, and upon parent request. (IDEA; EC 56301)

### **NONPUBLIC SCHOOLS**

School districts and SELPAs are mandated to provide a full range of services and programs for all students with disabilities. These services and programs include those available through nonpublic schools or nonpublic agencies. Moreno Valley Unified School District/SELPA provides such services through a series of contracts with non-public agencies in the greater western Riverside County area. Students are placed in these programs via the Individual Education Plan process.

## **TRANSPORTATION**

### **GUIDELINES FOR STUDENT DROP-OFF AT HOME**

This procedure covers the issues related to the absence of the adult at the school-to-home delivery point. A student with disabilities cannot be permitted to leave the bus unless a designated adult receives him/her.

If the adult fails to receive the student, it may be considered child abandonment, neglect or endangerment, and may be reported as required by law. District personnel are required to report suspected cases of child abandonment, neglect and endangerment.

### **DRIVER RESPONSIBILITY**

All students with disabilities require an adult to receive them at the stop. For those students who must be received by an adult, either a parent or guardian or an authorized adult must be at the delivery stop to receive the student.

The driver must see the adult receiver before releasing the student. The driver shall exercise all due diligence and care regarding the release of students with disabilities, including asking for identification of adults' unknown to the driver. This procedure mirrors the procedure for adults picking up students at the school.

The driver and supervisor must make sure the names of the adults approved to receive the student are immediately available to the driver during the route. The driver will release the child only to those persons. The person receiving the student shall promptly make his/her presence visible to the driver when the bus arrives.

The driver shall not discharge the student from the bus (even to knock on the door) when the receiving person does not make his/her presence visible. At no time may the driver sound the horn as a method of gaining the attention of the receiving adult. This would be in violation of VC §27001

Some students may be eligible for a transportation waiver that allows a student to be dropped off at home without adult supervision. The District denies the use of such waiver for students in grades preschool to grade 5. For all students in grades 6 or above, the District requires each student's Individualized Education Program ("IEP") team to make an individual determination for each student as to whether the District will allow a transportation waiver. If the IEP team documents that a transportation waiver is allowed, the parent and site administrator must sign a transportation waiver form and provide a copy of the waiver to Transportation

Director and the SELPA Director and/or Assistant SELPA Director. Once the waiver is signed and returned to the District, the bus drivers will not be required to verify that a parent or responsible adult is at home when providing curb to curb transportation.

### **STUDENTS WITH DISABILITIES (SECTION 504)**

The Board of Education recognized the need to identify and evaluate children with disabilities in order to provide them with the services required by law. The district shall provide a free appropriate public education to students who reside within the district and who are classified as disabled under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual needs as adequately as the needs of non-disabled students are met. Students, who do not qualify under the laws pertaining to Special Education but are disabled, may qualify for a 504 plan if their disability affects one or more major life function. If you believe or have evidence your child has a disability, you should contact the site administrator to request an evaluation. Questions or concerns can be brought to the District's Student Services office.

### **CHILD HEALTH AND DISABILITIES**

Under the California Medical Assistance Program, parents may apply for free health screening for disabilities. All kindergarten and first grade children must have a physical examination in addition to meeting the statutory immunization requirements prior to enrollment. In addition, each incoming kindergarten student must present written results of a tuberculosis skin test. The test must have been given within one year of enrollment. Up to five days exclusion from school for failure to comply or sign a waiver is required. [EC 48206.3 and 48980(b)]

## **STUDENT SERVICES**

### **SCHOOL COUNSELING AND GUIDANCE PROGRAM**

The Moreno Valley Unified School District (MVUSD) school counseling program is based on the National Standards developed by the American School Counselor Association (ASCA) and the California Standards for School counseling that addresses of Academic, Personal/Social, and Career Development. These standards serve as a framework for measurable student competencies to meet the needs and concerns of each site. Professional school counselors provide educational support through individual and group student planning, guidance curriculum, and responsive services such as personal counseling, conflict resolution, peer mediation, crisis intervention, and collaboration with parents, students, staff and administration. Referrals to outside agencies and resources are made for students with needs that require intensive intervention.

Students in grades 7-12 periodically receive college and career guidance and courses of study which is developed through a 4 to 6-year academic plan. Parents are encouraged to participate to help their student make informed decisions. Contact the school guidance department for details.

## **SAFE AND HEALTHY STUDENTS**

### **PREVENTION ACTIVITIES**

- **Yellow Ribbon Week (Anti-Suicide)** is held during the month of September. Each secondary school is encouraged to promote anti-suicide awareness and various activities at each site.
- **Red Ribbon Week** is held during the month of October. Activities vary from site to site and include assemblies, poster contests, door decorating contests, the wearing of red ribbons, and other drug prevention activities.
- **Great American Smoke-Out** is held during the month of November. Each school promotes activities designed to prevent students from using tobacco.
- **Safe Schools Violence Prevention Week** is held in the month of January to recognize pupils who have lost their lives as a direct result of school violence. Members of each school and the community are encouraged to wear purple ribbons and participate in various activities to demonstrate their commitment to safe schools.
- **Friday Night Live Programs (FNL)** is one of the premiere substance abuse prevention and positive youth development programs in California. FNL chapters ("clubs") are supported by Riverside County and are established at individual school sites at all levels and are overseen by one or two adult advisors. FNL focuses on the development and expansion of positive social skills. Friday Night Live chapters participate in a variety of safe healthy and drug-free events for our students in school and throughout the community such as dances, sporting events, amusement parks and movie nights. FNL club members also become involved in community service events and environmental projects.
- **The Carol Addiss Annual Drug Alcohol & Tobacco Use Prevention Poster Contest** is a countywide poster contest. The drug, alcohol, and tobacco prevention theme changes from year to year. Twelve winning posters are selected and published as a countywide calendar and are distributed to schools throughout the county.

### **INTERVENTION PROGRAMS AND ACTIVITIES**

- **Student Assistance Program (SAP)** - school counselors, and other trained co-facilitators provide group counseling for students ~~and~~ dealing with substance abuse, behavioral, anger management, school safety and violence issues such as bullying and cyber-bullying.
- **Support Group** is a group for students who need intervention for tobacco, drug, alcohol use and/or other behavioral issues. This program provides support and assistance to students who are taking the necessary steps to improve behavior and academic performance.
- **Conflict Resolution Programs** - these prevention and intervention programs teach students peaceful ways to solve problems and conflicts. All schools in the District have access to conflict mediation and anti-violence programs. Secondary programs may also have Peer Assisted Leadership or Peer Mediation.
- **Student Assistance Team (SAT)** is a multidisciplinary site team of school counselors, nurses, administrators, teachers, law enforcement, and community agencies that discusses students referred for intervention. Appropriate recommendations are made, which may include a referral to the School Attendance Review Board, Student Study Team, Insight, the school counselor, Section 504, and referral to community agencies.
- **Mentoring Programs** – are important approaches that may be offered to help boost student confidence and increase student engagement to school.
- **Tobacco Cessation Groups** are taught by trained facilitators.
- **Site Based Crisis Response Team** - many schools have trained a site-based crisis team to address and provide triage intervention for tragic situations on campus.

### **CHILD WELFARE AND ATTENDANCE**

The Board of Education believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the

problems of excessive absence or truancy. Attendance specialists meet with school personnel to maintain a system of attendance monitoring, make home visits, assist with Student Attendance Review Board (SARB) hearings, and monitor students with attendance problems. All suspensions are monitored by the Child Welfare and Attendance office. The Office of Student Services works with the School Resource Officers to promote school safety and to provide instructional support for drug and violence prevention. All expulsion actions are handled through Child Welfare and Attendance including expulsions, expulsion appeals, and assurance of due process rights for all families.

## **RULES AND REGULATIONS – STUDENT RESPONSIBILITIES**

California Code of Regulations - Duties of Pupils 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.

### **REQUIRED PARENTAL ATTENDANCE**

Parents may be required, at teacher or administrator's 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. (EC 48910)

### **DISRUPTING THE EDUCATIONAL PROCESS**

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor and may be barred from the campus or school-related activities for a specified period of time at the request of the principal.

Any person who willfully disturbs any public school or any public-school meeting is guilty of a misdemeanor and shall be subject to a fine of not more than \$500. (EC 44811, 32210)

### **ATTENDANCE - STUDENT**

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) A written excuse shall be submitted by the parent or guardian and approved by the principal or designee in alignment with uniform standards established by the Board of Education. (EC 48205) A major goal of the District is the improvement of attendance. While the district cannot guarantee that "learning will occur just because a child is in school," it can guarantee that learning will not take place if the child is absent. There is a strong correlation between attendance and learning. Good attendance generally leads to improved learning.

Parents or guardians will be given three days to provide the school with documentation for a student's absence. A student can be declared a truant on the third unexcused absence. After three days, all unexcused absences will be converted to unexcused. Exceptions for absences must be approved by a school administrator. Students with excused absences, as specified, shall be given the opportunity to make-up, for full credit, all assignments and tests missed that can be reasonably provided and completed, with no grade reduced or academic credit lost. (EC 48980)

Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the district's attendance supervisor or to the Superintendent of the school district. Excessive excused absences are defined as absent from school for five (5) or more days out of twenty (20) school days or a pattern of irregular attendance. (EC 48260, 48263)

Moreno Valley Unified School District urges parents/guardians to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses none, or only a small part of the school day. The District also requests that travel or other absences be avoided during the time school is in session. The higher the student's daily attendance rate, the more a student will learn and the greater the amount of funding that the District will receive from the state for classroom instruction and academic programs.

Following an absence, a parent/guardian is required to provide a verification of the absence, verbally or in writing, upon the student's return to school. Illnesses and doctor and dental appointments are considered excused absences if the parent/guardian submits verification from the doctor or dentist. Once attendance becomes irregular, the reason for all absences must be verified in writing by the parent/guardian. Children should not be sent to school when they are not feeling well. Absences without an excuse, within three school days, are recorded as unexcused.

The school calendar is designed to minimize problems for families that plan vacations around traditional holiday periods, thereby minimizing student absences.

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

missed during the absence.

- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

### **TRANSFERS FOR VICTIMS OF BULLYING**

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

### **TRANSFER FOR VICTIMS OF VIOLENT CRIME**

A student who becomes a victim of a violent crime while on the grounds of the school the student attends has the right to transfer to another school in the district. For more information, please contact the principal of your child's school of the Student Services Department at (951) 571-7630.

### **VOLUNTEER ATTENDANCE VERIFIER**

Parent volunteers may be used to contact parents regarding student attendance. Those parents who wish to be contacted only by a school official must inform the school principal in writing.

### **ABSENCE FOR RELIGIOUS INSTRUCTION**

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

### **INACTIVE PROCEDURE FOR NON-ATTENDEES**

Students who are removed from school or who fail to attend school without a valid reason are considered truant from school (EC 48260). Students, who are removed from school for vacations, travel, or other reasons not approved by the district, and have not made arrangements for independent study or other approved interventions prior to the absence, are considered truant. Students in grades kindergarten through eighth grade who are not in school attendance for eleven consecutive days without an approved excuse or have not made contact with the school during that time will be considered inactive. The school will notify the parent in writing of the absentee problem and the intent to place the student on the inactive list. After the eleventh day and the mailing of the parent notification, the family will not be guaranteed the same classroom placement, class schedule, or even school site if school enrollment is impacted. The student will be allowed to reenter the school without going through the registration center unless the student has missed more than 20 consecutive school days. The parent may be required to go to the registration center when the site has met its enrollment limit to be placed at an alternate site.

### **CHRONIC ABSENTEEISM**

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

### **HABITUAL TRUANT**

Any pupil deemed a habitual truant who has been reported as truant three or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either the reports required by Education Code Section 48260 or Section 48261. (EC 48262)

### **MODEL SCHOOL ATTENDANCE REVIEW BOARD**

Moreno Valley USD is proud to have been recognized as a Model School Attendance Review Board (SARB) district. The SARB provides intensive guidance and coordinated community services to address the needs of students with attendance and discipline problems. The Moreno Valley SARB is made up of representatives from the district, public agencies, and community at large. SARB members work collaboratively to assess individual circumstances and develop comprehensive interventions. SARB is intended to be a help to students and parents, but it also is part of a progressive process for enforcing compulsory education laws. When students or parents do not comply with directives of SARB, additional steps may be taken, including informal probation, truancy mediation action by the District Attorney, and prosecution in Juvenile Court.

### **DRESS AND GROOMING RULES AND REGULATIONS**

Students are expected to attend school in clean, neat clothing. The dress code is intended to help protect the health and welfare of the individual student, to prevent disruption of the classroom atmosphere, eliminate disturbances among other students in attendance, and minimize distraction of other students so as not to interfere with the educational process. School districts are authorized to adopt a dress code policy requiring students to wear a school-wide uniform. All students shall abide by the following:

- Hair and physical appearance shall be clean and neatly groomed. Aerosol cans of any kind are not permitted at school, i.e., hair color, hair spray, deodorant or other body sprays. No excessive makeup is allowed.
- Shoes must be worn at all times. For safety purposes sandals must be held IN place with a heel strap. Steel-toed shoes, cleats, shoe skates and slippers are not permitted.
- Lettering or printing will be allowed on shirts, sweatshirts or other apparel as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, weapons, gang-related names or symbols, or those that are sexually suggestive are not allowed. This district reserves the right to declare unacceptable any item of clothing, printing or accessories depicting any logo that has been identified to be gang related (including sport team jerseys).
- Pant size must be appropriate. The fullness must not interfere with normal school activities. If the student removes the belt, pants must not fall more than 2" below the hipbone. The crotch should not drop lower than the fingertips of the extended hand. The length of the pant should not extend past the heel of the shoe. When side seams are pulled out straight and then are crossed to the front, the edge of the pants should not cross the mid-point of the leg.
- Garments shall be sufficient to conceal undergarments at all times. Night clothing (pajamas) and slippers are not to be worn to school.

- Dress or skirt length shall be no shorter than mid-thigh.
- No bare midriffs, low-cut or revealing tops or “off-the-shoulder” blouses.
- No garment may be worn that is cut-off, ragged, or torn.
- Students must wear shirts at all times. No muscle shirts, undershirts, tank tops “see-through” or “fish net” type of blouse, or shirt may be worn.
- Jewelry and accessories such as spiked bracelets, chokers, spikes embedded in the body, etc. are not permitted.
- Schools may ask students to cover tattoos or body art that is deemed likely to cause a disruption of the school environment.

### **USE OF SUN PROTECTIVE CLOTHING/SUNSCREEN**

Students are authorized to wear sunscreen and sun-protective clothing while outdoors. (EC 35183.5)

### **HATS**

Recent legislation has allowed individuals to wear clothing to prevent skin disease. The Moreno Valley Unified School District will allow the restricted use of hats as sun protective clothing. The hat must have a full 3” brim, which circles the hat (like a fishing hat) and must be able to be folded to fit in a pocket or backpack. The hat must not have any markings or colors that could be construed to be offensive or gang-related. The hat cannot have other items attached to it i.e., pins, cloth, labels, patches, etc. Other hats may be worn with the authorization of the principal.

### **WEARING OF SHORTS**

- Students may be allowed to wear Bermuda shorts, walking shorts, or shorts of this type within the following guidelines:
- Shorts must be hemmed and straight legged.
- The shorts length should not be shorter than the end of the extended fingertips.
- Short shorts are not to be worn at school.

### **GANG APPAREL, SYMBOLS, AND COLORS**

The Governing Board desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use or disruptive behavior. Students are prohibited from wearing “gang-related” clothing, symbols, or colors (the term ‘colors’ is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a group known to advocate illegal or disruptive behavior. The Board, therefore prohibits the presence of any apparel, jewelry, accessory (i.e., bandanas, hair nets, do-rags, wallet chains, chains, etc.) notebook, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group. Should any item be declared by the school as gang-related due to the criteria listed above then proper notification to parents and students will be made by the school principal and the dress code will be enforced and the student will be referred for discipline. [EC 35183/Board Policy 5136(a)(b)] Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership shall be referred to the principal or designee. In order to refrain from giving gangs publicity, any gang graffiti shall be quickly removed, washed down, or painted over as soon as discovered. Families will be held financially responsible for their student defacing or destroying school property.

### **DISCIPLINE RULES AND REGULATIONS**

The Board of Education prescribes discipline consistent with California and State Board of Education regulations. 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 when they enroll. School site discipline rules are established by a district committee with input from school site committees. These discipline rules are found in the District’s Discipline Guides.

### **GROUND FORS SUSPENSION AND EXPULSION**

Students may be suspended or recommended for expulsion when the Superintendent or designee, principal, or principal’s designee of the school in which the student is enrolled determines that the student has committed any of the following violations: (EC 48900)

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person, or
  2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee’s concurrence.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or an intoxicant of any kind. (cf. 5131.6)
- (d) Unlawfully offered or arranged or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant (placebo).
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a student of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in 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 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 the grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall be inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possession of an imitation firearm. “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 Penal Code 261, 266c, 286, 288a, or 289, or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student 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 pre-initiation 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.
- (s) A student may be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent or principal or occurring within any other school district. A student may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to any of the following:
  - 1. While on school grounds.
  - 2. While going to or coming from school.
  - 3. During the lunch period, whether on or off the school campus.
  - 4. During or while going to or coming from a school-sponsored activity.We would like to advise you that it is the policy of the Board of Education that a suspended student:
  - 1. Shall complete any assignments and tests missed during the suspension if required by teacher(s).
  - 2. Shall have the right to request an appeal hearing.
  - 3. Shall have the right to have access to his or her records.
  - 4. Shall not be allowed to loiter on or around any school grounds.
  - 5. Shall not be allowed to participate in any school activities.
- (t) A student 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 suffer suspension, but not expulsion, pursuant to the provision of this section, except that a student who has been adjudged by a juvenile court to have committed, as an aider or an 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) "School property" includes, but is not limited to, electronic files and databases.
- (v) A Superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a student subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed on any student who is truant, tardy, or otherwise absent from school activities.

48900.2 & 212.5 – Sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment. This ground for suspension/expulsion shall not apply to students enrolled in kindergarten or grades one through 3 three.

48900.3 – Students in grades 4-12 that have used force or the threat of force to intimidate or injure a person or person's property because of that person's race/ethnicity, color, ancestry, religion, national origin, disability, gender, or sexual orientation.

48900.4 – Harassment, Threats or Intimidation Students in grades 4-12 who intentionally engage in harassment, threats or intimidation, directed against school district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment may be suspended from school or recommended for expulsion.

48900.5 – Limitations on Imposing Suspension

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or Superintendent of schools determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

48900.7 – Terroristic Threats

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, 48900.4, a student may be suspended from school or recommended for expulsion if the Superintendent or principal of the school in which the student is enrolled determines that the student has 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 \$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 reasonable cause to be in sustained fear for his/her own safety or for his/her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his/her immediate family. (Added Stats. 1997, Ch. 405, Sec. 1)

We would like to advise you that it is the policy of the Board of Education that a suspended student:

1. Shall complete any assignments and tests missed during the suspension if required by teacher(s).
2. Shall have the right to request an appeal hearing.
3. Shall have the right to have access to his or her records.
4. Shall not be allowed to loiter on or around any school grounds.
5. Shall not be allowed to participate in any school activities.

### **LOSS OF/OR DAMAGE TO SCHOOL PROPERTY**

Replacement fees will be charged for loss or damage to school property, injury to individuals or rewards offered for information. All fees paid prior to the end of the grading period in which the replacement cost is assessed. Report cards may be held until all fees are paid.

For information regarding district-issued Chromebooks, please refer to that section on page 4 of this handbook.

### **E-CIGARETTES, HOOKAH PENS, VAPOR DEVICES**

The Moreno Valley Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as E-cigarettes, hookah pens, 'vape' pens and similar devices, with or without nicotine content, that mimic the use of tobacco products on all district property. ENDS are designed as nicotine delivery devices using a vapor or "smokeless" system. These devices are often made to look like cigarettes, cigars and pipes, but may also look like everyday items such as pens, asthma inhalers, or beverage containers. They are not limited to vaporizing nicotine; they can also be used to vaporize other drugs such as marijuana, cocaine and heroin. The MVUSD recognizes the dangers these devices pose to the health of students in the district and therefore considers them to be contraband items. Students found to be in possession of or using such devices are subject to discipline according to district policy regarding tobacco use or possession. [EC 48900(h)] If such devices are determined to contain a controlled substance the student is subject to discipline according to district policy regarding the use or possession of a controlled substance and paraphernalia. [EC 48900 (c), (j)]

### **BULLYING AND/OR CYBER BULLYING**

Students need to feel safe and secure on school campuses. The act of bullying is sometimes associated with discrimination, harassment, intimidation, or bullying based upon actual or perceived sexual orientation, gender identity or expression, gender, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics. When acts by students or adults become perceived as severe or pervasive harassment, threats, or intimidation, it is considered bullying. Administrators are required to insure students and staff is able to identify, report, and have avenues to address bullying behaviors. Bullying through conversations, gestures, or written word disrupts the educational environment, compromises school safety, and can have long term negative consequences for those being bullied. Students and staff are to have clear opportunities to report acts of bullying. Schools are to identify, provide interventions, and to discipline those involved in acts of bullying. Students who use electronic devices to post harassing messages, direct threats, social cruelty, and other harmful messages may be subject to disciplinary actions if those comments, pictures, drawings, or words, cause a disruption to the educational environment regardless of whether the material was generated from on or off campus. Schools will balance the need for school safety with an individual's right to free speech. When speech or written expression causes or has the potential to cause disruption to the educational environment, schools have the ability to hold students accountable. Steps must be taken to prevent retaliation by anyone for any individual who reports potential acts of bullying. Parents are asked to speak to their children regarding new laws against bullying and cyber bullying. Parents also need to monitor internet and other electronic sites used by their children to insure they or their friends are not posting information likely to be deemed as bullying. Law enforcement will be notified if any acts listed above are suspected to have violated the law.

### **SAFE PLACE TO LEARN ACT – EC 234 AND 234.1**

The Moreno Valley Unified School District strictly prohibits any act of discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in PC 422.55 and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Any staff member who witnesses any of the acts listed above during school hours or school activities is required to take immediate steps to intervene when safe to do so. Incidents or reports of an incident shall then be immediately reported to site or district administration for them to investigate and resolve the complaint. If the complainant believes the violation has not been resolved, they may appeal following normal district processes.

Students and/or parents may verbally report to any school employee or may report in writing using the appropriate form, which are available in all school offices. All student reports will be kept confidential. For additional information regarding the District's compliance with the Safe Place to Learn Act, contact the school principal or site administration.

The district is committed to maintain a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics listed above. Questions or concerns can be brought to the office of Student Services.

### **DUE PROCESS**

All suspensions will be preceded by an informal conference between the student and a school administrator during which the student shall be informed of the reason for the suspension and the evidence that supported the action. The student will be given the opportunity to present his/her version and evidence in self-defense. In emergency situations, this opportunity may not be afforded, but a conference shall be held within 72 hours or as soon as possible. It is the policy of the school to telephone parents at the time of suspension, but in all cases, a notice is mailed within 24 hours.

Usually a parent conference is requested to take place as soon as is practicable. (Parents or guardians are requested to respond to such conferences.) Suspended students may be allowed to complete all assignments and tests missed during suspension that can be reasonably provided and, upon satisfactory and timely completion of the work, shall be given full credit.

### **APPEAL PROCESS FOR SUSPENSIONS**

Under Education Code 48914, the parent or guardian of a suspended pupil has the right to request a meeting with a school official within ten days of the offense. The procedures for appealing a suspension are in Board Policy 5144. If a parent desires to further review the case, or additional information regarding the appeal procedure, the parent should request an appeal form from the school office. A conference with the principal will then be scheduled. Further appeal can be made to the Superintendent's designee, after the principal's conference, if the issues are not resolved.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

Weapons and dangerous instruments include, but are not necessarily limited to:

- Firearms - pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, shock devices, laser penlights (if used in a harmful or potentially

- harmful manner), and any device capable of chemically propelling a projectile. For school purposes, this includes air guns, CO2 guns, paint guns, BB guns, pellet guns and dart guns, and non-operating devices made to look like a firearm, which might be used for intimidation purposes.
- Cutting and puncturing devices, dirks, daggers, legal knives, illegal knives, and knives with blades longer than 3½ inches, folding knives with blades that lock into place, razors with an unguarded blade, Kirpans, and any other device capable of cutting or puncturing.
  - Explosive and/or incendiary devices: pipe bombs, time bombs, firecrackers, tear gas/tear gas weapons including pepper spray, containers of inflammable fluids, and other hazardous devices.
  - Any other dangerous device, instrument, weapon, or object, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nunchaku/martial arts weapon, club, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.
  - Shock devices.
  - Caps guns and other look-alike weapons used or represented as real and capable of inflicting harm or fear of harm.
  - Other - any other objects that could be used to inflict harm.

### **SEARCH AND SEIZURE**

The Board of Education recognizes the need to ensure a safe environment for students. Therefore, school properties including lockers may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of weapons and dangerous instruments are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school administrators. Students and their property may be searched when there is reasonable suspicion of a student being in possible possession of an item they should not have or if they have engaged in behaviors that would raise suspicion that the student may be in possession of a contraband item. Students should be searched in the presence of an administrator or designee and parents must be contacted, in a timely manner, after a search is conducted. Such searches may include the use of a metal detector, a dog trained to locate illegal or controlled substances, and a Breathalyzer used to determine blood alcohol content.

### **POLICE COMING ON CAMPUS**

Just as crimes can occur anywhere in the state, and just as criminal law is applicable everywhere in the state (Pen. Code, S 777), so do the power and authority of law enforcement officers extend to any place in the state – including school grounds (Pen. Code, S 830.1). While law enforcement officers are often called onto campus, rather than coming on their own initiative, their authority to enter the campus is in no way conditioned upon their being summoned. School officials must not delay officers in the discharge of their duties on campus, nor must they ever attempt to resist or obstruct them. (Pen. Code, S 148). It should also be noted that the authority of the police to be on campus is not dependent upon the jurisdiction or lack of jurisdiction of school security or school police officers. (Ed. Code, S 39670; Pen. Code, S 830.4 (g)).

### **DUTY CONCERNING CONDUCT OF PUPIL**

Every teacher in Moreno Valley 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, Title 5-ec 300) Prohibited student conduct includes, but is not limited to:

- Behavior that endangers staff and/or students.
- Behavior that disrupts the orderly classroom or school environment.
- Harassment of students or staff, including bullying, intimidation, “cyber bullying,” hazing or initiation activity, ridicule, extortion, or any other verbal written or physical conduct that causes or threatens to cause bodily harm or emotional suffering. Damage or theft of property belonging to the district, staff, or students.
- Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment. (Penal Code 417.27)
- Profane, vulgar or abusive language.
- Plagiarism or dishonesty in schoolwork or on tests.
- Inappropriate dress.
- Tardiness and unexcused absence from school.
- Failure to remain on school premises in accordance with school rules.

### **ANNUAL ADJUSTMENT TO LIABILITY**

#### **LIMIT OF PARENT OR GUARDIAN FOR WILLFUL PUPIL MISCONDUCT**

California Education Code Section 48904(a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or personal property belonging to a school employee, resulting from the willful misconduct of the minor.

Education Code Section 48904(a)(1) also specifies that the parent or guardian of a minor is liable for any reward offered by a local agency for information leading to the identification and apprehension of any person who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person.

### **GROUNDS FOR EXPULSION**

Pursuant to Education Code 48915, the principal of a school may recommend the expulsion of a student if he or she determines that the student has committed an offense that requires suspension as defined in Education Code 48900, and it is determined that the violation is serious enough to warrant the removal of that student from the schools of the district for a period of two semesters or one-calendar year, depending on the level of the violation.

#### **ZERO TOLERANCE EXPULSIONS [EC 48915 (c)]**

The principal or Superintendent shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a student that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- Possessing, selling or otherwise furnishing a firearm only if the possession is verified by an employee of a school district. *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.*
- Brandishing a knife at another person—[EC 48915 (g): as used in this section, “knife” means dirk, dagger, or other weapon with a fixed,

sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

- Unlawfully selling a controlled substance, listed in Chapter 2, (commencing with 11053) of Division 10 of the Health/Safety Code.
- Committing or attempting to commit a sexual assault, as defined in subdivision 48900(n), or committing a sexual battery as defined in subdivision 48900(n).
- Possession of an explosive. [EC 48915 (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.

#### **MANDATORY EXPULSIONS [EC 48915 (a) (1)]**

Except as provided in EC 48915 (c) and (e), the principal or superintendent of schools shall recommend the 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, *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.* 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. [EC 48915 (a) (2)]

- 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 11053) of Division 10 of the Health and Safety Code, *except for either of the following:*
  - (i) *The first offence 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 a school employee.

#### **ALLOWABLE EXPULSIONS [EC 48915 (e)]**

Upon the recommendation of the principal, the superintendent of schools or by a hearing officer or administrative panel appointed pursuant to EC 48918 (d), the governing board may order a pupil expelled for:

1. All other violations of EC 48900 not listed in EC 48915 (a, c)
2. 20-day limit [EC 48903]

EC 48915 (a) (2) and (e)

#### **NONDISCRIMINATION NOTICE**

The Moreno Valley Unified School District is committed to the protection of employees and students from violation of human rights and discrimination. Alleged charges relative to school sites pertaining to students shall be directed to the site principals and alleged charges relative to any employee of the district may be directed to Sharon Bowman, Director, Human Resources for investigation as the initial step in the complaint procedure.

#### **NONDISCRIMINATION POLICY**

Moreno Valley Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunity. 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 perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic events and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (i.e. 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 are investigated through the Uniform Complaint Process. Such complaints must be investigated not later than six (6) months after knowledge of alleged discrimination was first obtained. Questions or concerns involving adult rights or allegations of disability discrimination should be directed to the 504 Coordinator, Director of Human Resources, (951) 571-7575.

Complaints concerning student rights or allegations of disability or discrimination should be directed to Student Services Director, (951) 571-7500, extension 17630. Coordinator of Child Welfare, Rafael Garcia is the 504 Coordinator for students.

Questions or concerns regarding person’s actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex (including sexual harassment), 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 perceived characteristics, should be directed to the Director of Human Resources at (951) 571-7575. Federal Regulations, (Title VI, Title IX, and 504 of the Rehabilitation Act of 1973)

#### **STUDENT SEXUAL HARASSMENT**

The Board of Education is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or any school-related activity. The principal or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student’s emotional or physical well-being at school or any school-related activity.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4-12, the disciplinary action may include suspension and/or expulsion.

Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of the laws relating to child abuse. Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints

of sexual harassment to the principal or designee or to the Director, Certificated Employee Services, who is also the District's Title IX Coordinator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. The principal or designee shall immediately investigate any report of sexual harassment of a student. Upon verifying that sexual harassment has occurred, he or she shall ensure that appropriate action is taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of sexual harassment can be filed in accordance with AR 1312.3 - Uniform Complaint Procedures.

The District prohibits retaliatory behavior against any complainant or participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process. [Board Policy 5145.7(a)]

### **UNIFORM COMPLAINT PROCEDURES (UCP)**

**For students, employees, parents/guardians, school and district advisory committee members,  
private school officials, and other interested parties**

**The Moreno Valley Unified School District annually notifies our its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.**

The Moreno Valley Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in:

Adult Education	Local control Funding Formula (LCFF)
After School Education and Safety	Education of Students in Foster Care, Students who are Homeless, and former Juvenile Court Students now enrolled in a school district
Agricultural Vocational Education	English Learner Programs
American Indian Education Centers and Early Childhood Education Program Assessments	Every Student Succeeds Act / No Child Left Behind (Titles I-VII)
Bilingual Education	Local Control and Accountability Plans (LCAP)
California Peer Assistance and Review Programs for Teachers	Migrant Education
Career Technical and Technical Education; Career Technical; Technical Training	Physical Education Instructional Minutes (for grades one through six)
Career Technical Education	Student Fees
Child Care and Development	Reasonable Accommodations to a Lactating Student
Child Nutrition	Regional Occupational Centers and Programs
Compensatory Education	School Safety Plans
Consolidated Categorical Aid	Special Education
Course Periods without Educational Content (for grades nine through twelve)	State Preschool
	Tobacco-Use Prevention Education

A student fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A student fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A student enrolled in a school in our district shall not be required to pay a student fee for participation in an educational activity.

A student fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of students in foster care, students who are homeless, and former juvenile court students now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Title: Public Information Officer  
 Division: Superintendent's Office  
 Address: 25634 Alessandro Blvd.  
 Phone: 951-571-7625  
 Email: PublicInformation@mvusd.net

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, student fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision. We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

### **NOTIFICATION REQUIREMENTS**

The Superintendent or designee shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of District complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include: Riverside County Office of Education • Office for Civil Rights • Department of Fair Employment and Housing • Equal Employment Opportunity Commission.

### **COMPLIANCE OFFICERS**

The Board of Education designates the following compliance officer to receive and investigate complaints and ensure District compliance with law: Superintendent/Designee, Moreno Valley Unified School District, 25634 Alessandro Blvd., Moreno Valley, CA 92553 (951) 571-7500. The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

### **COMPLAINT PROCEDURES**

The following procedures shall be used to address all complaints that allege that the District has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632. Investigations of discrimination complaints shall be conducted in a manner that protects the confidentiality of the parties and the facts. (5 CCR 4630) All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

#### **STEP 1: FILING OF COMPLAINT**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District with the appropriate compliance officer named above. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall help him/her to file the complaint. (5 CCR 4600)

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subject to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630) All other program complaints must be received no later than thirty (30) calendar days from the date of the incident or when complainant first received knowledge of the facts that generated concern. The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

#### **STEP 2: MEDIATION**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall precede with his/her investigation of the complaint. The use of mediation shall not extend the District's timeliness for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

#### **STEP 3: INVESTIGATION OF COMPLAINT**

The compliance officer shall hold an investigative meeting within ten (10) days of receiving the complaint or unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his or her representative and district's representatives to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other's witnesses. (5 CCR 4631)

#### **STEP 4: RESPONSE**

Within forty-five (45) calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step 6 below.

#### **STEP 5: APPEAL TO THE BOARD**

If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five (5) calendar days, file his/her complaint in writing with the Board. The Board may consider the matter at its next regular meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the decision of the compliance officer shall be the District's final written decision. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the District's initially receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

#### **STEP 6: FINAL WRITTEN DECISION**

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District shall arrange a meeting at which a community member will interpret it for the

complainant. The report shall include:

- The findings and disposition of the complaint, including corrective actions, if any. (5 CCR 4631)
- The rationale for the above disposition. (5 CCR 4631)
- Notice of the complainant's right to appeal the decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631)
- A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved. If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

### **APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION**

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 calendar days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision. (5 CCR 4652)

Notwithstanding any other provision of law, a person who alleges that he or she is a victim of discrimination may not seek civil remedies until at least 60 days have elapsed from the filing of an appeal to the State Department of Education pursuant to Chapter 5.1 (commencing with 4600) of Division 1 of Title 5 of the California Code of Regulations. The moratorium imposed does not apply to injunctive relief and is applicable only if the local educational agency has appropriately, and in a timely manner, apprised the complainant of his or her right to file a complaint. If dissatisfied with the California Department of Education's resolution of a complaint regarding a Chapter I program, the complainant may request its review by the U.S. Secretary of Education. (34 Code of Federal Regulation, 200.74) A copy of the Moreno Valley School District's complaint procedures shall be available free of charge. [T5 CCR 4662]

### **WILLIAMS UNIFORM COMPLAINT**

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or placements out of their classification. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a second complaint form may be obtained at <http://www.cde.ca.gov/re/cp/uc/>. Parents, students, teachers, or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

### **FILING A COMPLAINT (WILLIAMS)**

A complaint alleging any condition(s) specified above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his or her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (EC 35186; 5 CCR 4680)

The principal or designee shall make all reasonable efforts to investigate any problem within his or her authority. He or she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he or she would like a response to his or her complaint, the Principal or designee shall report the resolution of the complaint to him or her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the Principal or designee shall report the same information to the Superintendent or designee. If a complainant is not satisfied with the resolution of the complaint, he or she may describe the complaint to the Board of Education at a regularly scheduled meeting.

For complaints concerning a facility condition, describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff. A complaint may contain more than one allegation of emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff. A complainant who is not satisfied with the resolution proffered by the Principal, Superintendent, or designee may file an appeal to the Superintendent of Public Instruction (SPI) within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 5632. All complaints and written responses shall be made public records.

## SECONDARY SEQUENTIAL DISCIPLINE STANDARD 2018-2019

A positive, consistent, school-wide climate can eliminate many of the discipline problems which occur in schools. Some critical elements of a positive and safe school climate are developing school wide and district-wide rules and expectations, actively teaching all students these rules and expectations, ensuring adequate teacher supervision, recognizing when students follow the rules and correcting and re-teaching the rules.

The Sequential Discipline Standard was developed for all schools within the Moreno Valley Unified School District and outlines the consequences for inappropriate student actions that have been referred to the Principal or Assistant Principal. Infractions, possible consequences, or interventions may not be limited to those found in the Sequential Discipline Standard. It should be noted that although the Sequential Discipline Standard affords a framework for dealing with inappropriate student behavior in a comprehensive and consistent manner, each disciplinary issue will be reviewed within the context of its unique circumstances and the educational needs of the student. Each administrator must use his/her judgment in applying its provisions, within the limits stated. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with District policy and the California Education Code. Any exception to the consequences stated in the Sequential Discipline Standard will be documented by the school site and a copy sent to Child Welfare and Attendance. Some schools may use other site-based consequences and the appropriate intervention.

All unauthorized items brought to school may be confiscated by staff. Items not held in evidence may be recovered by the parent(s)/guardian at the school's discretion in a reasonable period of time, as defined by the school site. The school will not be responsible for any item not recovered in a responsible period of time, as defined by the school. The Moreno Valley Unified School District or any individual employee is not liable for damage or loss to confiscated items or those items damaged accidentally by other students if it is deemed the item should not have been on campus. The primary objective of requiring students not to bring restricted materials to school is to prevent the loss or damage of private property, to ensure a focus on education, and to promote a safe and secure school environment.

Suspension Form Code	CALPAD Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
			1st Intervention	2nd Intervention	3rd Intervention
<b>Caused, attempted to cause or threatened to cause physical injury (EC 48900 A1)</b>					
A1	501	<ul style="list-style-type: none"> <li>Attempted to, threatened to, cause assault or battery on student or school personnel <u>without injury or with very minor injury</u></li> <li>Fighting (mutual combat)</li> <li>Initiating threatening calls, messages to school, including those by electronic means; i.e. bomb threats, etc. (*may also see EC 48900.7)</li> </ul>	<ul style="list-style-type: none"> <li>Suspension, 1-5 days</li> <li>Staff: Suspension, 3-5 days</li> <li>May recommend for expulsion</li> <li>May notify police</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 2-5 days</li> <li>Staff: Suspension, 5 days</li> <li>May recommend for expulsion</li> <li>May notify police</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>Staff: Suspension, 5 days</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> <li>May recommend for expulsion</li> <li>May notify police</li> </ul>
	500	<ul style="list-style-type: none"> <li>Assault or battery on student with injury, not mutual combat*</li> </ul> <p><b>*Must notify police and recommend expulsion for a serious injury (i.e. broken bone, loss of consciousness, wound requiring extensive suturing; and serious disfigurement, concussion)</b></p>	<ul style="list-style-type: none"> <li>Suspension 1-5 days</li> <li>May Notify police and CWA</li> <li>May recommend for expulsion</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days,</li> <li>May notify police &amp; CWA,</li> <li>May recommend for expulsion</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days,</li> <li>May notify police &amp; CWA</li> <li>May recommend for expulsion</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>
<b>Willful use of force or violence upon another, except in self-defense (EC 48900 A2)</b>					
A2	504	<ul style="list-style-type: none"> <li>Willful use of force, not in self-defense, or one-sided acts of violence toward another.</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 1-5 days</li> <li>May recommend for expulsion</li> <li>May notify police</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days,</li> <li>May recommend for expulsion</li> <li>May notify police</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>May Recommend Expulsion</li> <li>May notify police</li> </ul>

Suspension Form Code	CALPAD Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
			1st Intervention	2nd Intervention	3rd Intervention
<b>Willful use of force or violence upon another, except in self-defense (EC 48900 A2)</b>					
	503	<ul style="list-style-type: none"> <li>Assault or battery on school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, notify police</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, notify police</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, notify police</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Restorative Practice</li> <li>No Contact Contract</li> <li>Modeling/Role Play</li> <li>Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Restorative Practice</li> <li>No Contact Contract</li> <li>Behavior Support Plan</li> <li>SRO Intervention</li> </ul>	<ul style="list-style-type: none"> <li>*If recommending expulsion, intervention provided at District level</li> </ul>
<b>Possessed, sold or furnished knife, explosive or other dangerous object of no reasonable use (EC 48900 B)</b>					
<b>B</b>	101	<ul style="list-style-type: none"> <li>Possessed, sold, used, or furnished any firearm, knife (fixed blade at least 3 ½" in length or locking blade; see CALPAD 104 if student deemed not to present a danger), explosive or dangerous object having <b>no reasonable use</b>. Includes brass knuckles, M-80 or equivalent, butterfly knife or switchblade, or any other knife that is brandished <b>AND</b> evidence is present that student's continued enrollment presents a danger</li> </ul>	<ul style="list-style-type: none"> <li>Call police, suspension 5 days, retain weapon/object, notify CWA, recommend for expulsion</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Call police, suspension 5 days, retain weapon/object, notify CWA, recommend for expulsion</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Call police, suspension 5 days, retain weapon/object, notify CWA, recommend for expulsion</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>
	103	<ul style="list-style-type: none"> <li>Brandish any <b>knife</b></li> </ul>			
	105	<ul style="list-style-type: none"> <li>Possession of an explosive</li> </ul>			
	104	<ul style="list-style-type: none"> <li>Possession of dangerous objects of no reasonable use including, but not limited to: fixed or locking blade knife where student is deemed not to present a danger, firecrackers, razor blades, pepper spray, laser pens, poppers*, lighter*, paint guns, airsoft or other BB type-gun (If presented as real), any item used to deliver a shock, projectiles, or other items of no reasonable use that do not pose an immediate and significant danger to others.</li> <li>* Poppers containing gun powder</li> <li>* <b>If lighter is activated without causing harm or injury.</b></li> <li># <b>If airsoft/BB type gun is used to shoot at person, see (A1) or (A2). If used to shoot at object to do damage, see (F).</b></li> <li>## <b>If taser is used against a person see (A1) or (A2)</b></li> </ul>	<ul style="list-style-type: none"> <li>Suspension 1-5 days, retain weapon/object, notify CWA</li> <li>Behavior Intervention Room appropriate</li> <li>May notify police</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days, retain object/weapon, notify CWA</li> <li>Behavior Intervention Room appropriate</li> <li>May notify police</li> <li>May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, retain object/weapon, notify CWA</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> <li>May notify police</li> <li>May Recommend for expulsion</li> </ul>
			<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>SRO Intervention</li> <li>Counseling Intervention</li> <li>Restorative Practice</li> <li>Problem Solving Conference</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>SRO Intervention</li> <li>Counseling Intervention</li> <li>Behavior Support Plan</li> <li>Restorative Practice</li> <li>Problem Solving Conference</li> <li>Backpack Search</li> <li>YAT Referral</li> </ul>	<ul style="list-style-type: none"> <li>*If recommending expulsion, intervention provided at District level</li> </ul>

Suspension Form Code	CALPAD Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
			1st Intervention	2nd Intervention	3rd Intervention
<b>Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind (EC 48900 C)</b>					
C	202	Possession or use of a controlled substance, intoxicant, or caustic of any kind (including prescription medication, spice, bath salts, inhalants, super glue, toluene, or mixture) if brought or used as a controlled substance. *Includes Edibles and vape products with THC or cannabis	<ul style="list-style-type: none"> <li>Suspension 1-5 days, notify police, may notify CWA, refer for ATOD Counseling, C Letter</li> <li>May recommend for expulsion for narcotics/over one ounce of marijuana</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days, notify police</li> <li>Tier III Counseling Intervention if not expelling</li> <li>May recommend for expulsion</li> <li>Notify CWA</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, notify CWA, notify police</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>SRO Intervention</li> <li>Reflection Activity</li> <li>Problem Solving Conference</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Problem Solving Conference</li> <li>SRO Intervention</li> </ul>	*If recommending expulsion, intervention provided at District level
<b>Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind. (EC 48900 C)</b>					
C	200	<ul style="list-style-type: none"> <li>Sale of alcohol or a controlled substance, intoxicant or caustic of any kind (includes prescription medication, spice, bath salts, super glue, etc). *Edibles, THC/cannabis.</li> <li><i>Sharing does not fall under this provision.</i></li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, notify police, notify CWA, refer for ATOD Counseling</li> <li>Recommend for expulsion</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, notify CWA, notify police</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, notify CWA, notify police</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>
	200	<ul style="list-style-type: none"> <li>Providing alcohol or other controlled substance, intoxicant of any kind (includes prescription medication, spice, bath salts, inhalants, etc). *Edibles, THC/cannabis</li> <li><i>Sharing does not fall under this provision.</i></li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days, notify police, notify CWA, ATOD Counseling</li> <li>May recommend for expulsion,</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, notify police, notify CWA</li> <li>Tier III Counseling Intervention if not expelling</li> <li>May recommend for expulsion,</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion</li> <li>Notify police, CWA</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>
	NC	<ul style="list-style-type: none"> <li>Possession of a prescription medication, in the student's name</li> </ul>	<ul style="list-style-type: none"> <li>Referral to school nurse for counsel/guidance on district policies</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 1-3 days and refer to ATOD</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 2-5 days,</li> <li>May recommend for expulsion</li> <li>May notify police and CWA</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>ATOD Counseling</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Tier III Counseling Intervention</li> </ul>	*If recommending expulsion, intervention provided at District level
<b>Unlawfully offered, arranged, or negotiated to sell a controlled substance, 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 (EC 48900 D)</b>					
D	203	<ul style="list-style-type: none"> <li>Offer, arrange to sell, or sell a controlled substance, alcohol and intoxicant of any kind, and then either sold or delivered in lieu of and representing it as a controlled substance (placebo)</li> <li><i>Sharing does not fall under this provision.</i></li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion</li> <li>Notify police, notify CWA, referral for ATOD Counseling</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, notify CWA, notify police</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, notify CWA, notify police</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>

Suspension Form Code	CALPAD Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
			1st Intervention	2nd Intervention	3rd Intervention
<b>Committed or attempted to commit robbery or extortion (EC 48900 E)</b>					
E	600	<ul style="list-style-type: none"> <li>Robbery – taking property by the use of force</li> <li>Extortion – using threats to obtain money or property from others</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, notify CWA, notify police</li> <li>Contact Risk Management regarding reimbursement of school property</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, notify CWA, notify police</li> <li>Refer to Risk Management re: reimbursement of school property</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, notify CWA, notify police</li> <li>Refer to Risk Management re: reimbursement of school property</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>
<b>Caused or attempted to cause damage to school property or private property (EC 48900 F)</b>					
F	512	<ul style="list-style-type: none"> <li>Caused or attempted to cause damage to school property or private property, including graffiti, tagging, etching, and vandalism.</li> <li>Fire setting, arson if poses a significant threat of harm to themselves and others.</li> </ul> <p>* May only use suspension as consequence for first infraction on incidents of <b>fire setting</b>.</p>	<ul style="list-style-type: none"> <li>Suspension 1-5 days, notify Fire Marshal and CWA for <b>fire setting</b></li> <li>Detention(s)</li> <li>Saturday School</li> <li>Administrative removal from one or more school activities</li> <li>Contact police for major vandalism</li> <li>Refer to Risk Management regarding reimbursement</li> <li>May recommend for expulsion if (a1/a2) apply for <b>fire setting or egregious vandalism</b></li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 2-5 days</li> <li>Administrative removal from one or more school activities</li> <li>Contact police for major vandalism or fire marshal for fire setting</li> <li>Refer to Risk Management regarding reimbursement if school property</li> <li>May recommend for expulsion if (a1/a2) apply for <b>fire setting or egregious vandalism</b></li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>Administrative removal from one or more school activities</li> <li>Contact police for major vandalism</li> <li>Risk Management regarding reimbursement if school property</li> <li>May recommend for expulsion if (a1/a2) apply for <b>fire setting or egregious vandalism</b></li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Community Service</li> <li>Campus Beautification</li> <li>Restorative Practice</li> <li>Counseling Intervention</li> <li>Problem Solving Conference</li> <li>Refer to Fire Starter Program</li> <li>Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Community Service</li> <li>Campus Beautification</li> <li>Behavior Support Plan</li> <li>Refer to Outside Agency</li> <li>Counseling Intervention</li> <li>Problem Solving Conference</li> <li>Restorative Practice</li> <li>Refer to Fire Starter Program</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Community Service</li> <li>Campus Beautification</li> <li>Behavior Support Plan</li> <li>Refer to Outside Agency</li> <li>Problem Solving Conference</li> <li>Refer to Fire Starter Program</li> </ul>

Suspension Form Code	CALPAD Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
			1st Intervention	2nd Intervention	3rd Intervention
<b>Stolen or attempted to steal school property or private property (EC 48900 G)</b>					
G	601	<ul style="list-style-type: none"> <li>Stolen or attempted to steal school property or private property. Including knowingly used or attempting to use counterfeit money</li> </ul> <p><b>*As used in this section, "school property" includes, but is not limited to, electronic files and databases.</b></p>	<ul style="list-style-type: none"> <li>Detention(s)</li> <li>May Suspend 1-5 (if egregious)</li> <li>Campus beautification</li> <li>Saturday School</li> <li>Administrative removal from one or more school activities</li> <li>Both refer to Risk Management regarding reimbursement if school property</li> <li>May need to notify police</li> <li>If egregious contact CWA</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 2-5 days</li> <li>May notify police and CWA</li> <li>Refer to Risk Management regarding reimbursement if school property</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>Refer to Risk Management regarding reimbursement if school property</li> <li>May need to notify police and CWA</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Community Service</li> <li>Campus beautification</li> <li>Restorative Justice Practice</li> <li>Apology letter/In Person</li> <li>Problem Solving Conference</li> <li>SRO Intervention</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Community Service</li> <li>Campus beautification</li> <li>Behavior Support Plan</li> <li>Apology letter/In Person</li> <li>Problem Solving Conference</li> <li>Restorative Practice</li> <li>SRO Intervention</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Community Service</li> <li>Campus beautification</li> <li>Behavior Support Plan</li> <li>Apology letter/In Person</li> <li>Problem Solving Conference</li> <li>SRO Intervention</li> <li>Refer to Outside Agency</li> </ul>
<b>Possessed or used tobacco, or products containing tobacco or nicotine products (EC 48900 H)</b>					
H	300	<ul style="list-style-type: none"> <li>Smoking, use or possession of tobacco or any placebo. Includes e-cigarettes, hookah pens or vapor pens.</li> <li>If vape/hookah products contain cannabis or THC see "C" (controlled substance) or "J" (paraphernalia).</li> </ul>	<ul style="list-style-type: none"> <li>Detention(s)</li> <li>Saturday School</li> <li>May suspend 1-3 days</li> <li>Refer to ATOD Counseling</li> <li>Administrative removal from one or more school activities</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Saturday School</li> <li>Suspension 2-4 days,</li> <li>Refer to ATOD Counseling</li> <li>Administrative removal from one or more school activities</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>May recommend for expulsion</li> <li>May notify police and CWA</li> <li>Administrative removal from one or more school activities</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Problem Solving Conference</li> <li>Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Problem Solving Conference</li> <li>SRO Intervention</li> </ul>	<ul style="list-style-type: none"> <li>Counseling Intervention</li> <li>SRO Intervention</li> <li>*If recommending expulsion, intervention provided at District level</li> </ul>
<b>Committed an obscene act or engaged in habitual profanity or vulgarity (EC 48900 I)</b>					
I	510	<ul style="list-style-type: none"> <li>Written, verbal or physical act(s) that are viewed as obscene.</li> <li>Habitual profanity or vulgarity.</li> <li>Profanity (directed toward staff)</li> <li>Possession of pornography or pornographic materials.</li> </ul>	<ul style="list-style-type: none"> <li>Detention(s)</li> <li>Saturday School</li> <li>Staff: May suspend 1-2 days</li> <li>Administrative removal from one or more school activities</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 1-2 days</li> <li>Staff: Suspension 2-4 days</li> <li>Administrative removal from one or more school activities</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>Staff: May suspend 5 days</li> <li>Administrative removal from one or more school activities</li> <li>Behavior Intervention Room appropriate</li> </ul>

Suspension Form Code	CALPAD Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
			1st Intervention	2nd Intervention	3rd Intervention
			<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• Community Service</li> <li>• Campus Beautification</li> <li>• Reflection Activity</li> <li>• Restorative Justice Practice</li> <li>• Modeling/Role Play</li> <li>• No Contact Contract</li> <li>• Conflict Resolution</li> <li>• SRO Intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• Community Service</li> <li>• Campus Beautification</li> <li>• Refer to Outside Agency</li> <li>• SRO Intervention</li> <li>• Reflection Activity</li> <li>• Modeling/Role Play</li> <li>• No Contact Contract</li> <li>• Conflict Resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• Community Service</li> <li>• Campus Beautification</li> <li>• Refer to Outside Agency</li> <li>• SRO Intervention</li> <li>• Reflection Activity</li> </ul>
<b>Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia. (EC 48900 J)</b>					
J	204	<ul style="list-style-type: none"> <li>• Possession of drug paraphernalia. May include e-cigarettes, hookah pen or vapor pen if it contains a controlled substance.</li> <li>• Possession of lighter (may be add-on in presence of drug paraphernalia)</li> </ul>	<ul style="list-style-type: none"> <li>• Detention(s)</li> <li>• May suspend 1-3 days</li> <li>• Refer to ATOD</li> <li>• Saturday School</li> <li>• Administrative removal from one or more school activities</li> <li>• Behavior Intervention Room appropriate</li> <li>• Notify police</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 1-3 days</li> <li>• Administrative removal from one or more school activities</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• Behavior Intervention Room appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• Reflection Activity</li> <li>• Problem Solving Conference</li> <li>• SRO Intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• Problem Solving Conference</li> <li>• SRO Intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Behavior Support Plan</li> <li>• Counseling Intervention</li> <li>• SRO Intervention</li> </ul>
<b>(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. (EC 48900 K) Grades 4-12 only</b>					
	511a	<u><b>Defiance/Disruption</b></u> <ul style="list-style-type: none"> <li>• Habitual disruption</li> <li>• Defiance of authority</li> <li>• Use or possession of signaling Device</li> <li>• No Show to detention</li> <li>• Inappropriate use of cell phone</li> <li>• Unauthorized area, not truancy</li> <li>• Loitering/trespassing</li> <li>• Violation of auto procedures</li> <li>• Defiance of bike or scooter procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention(s)</li> <li>• Saturday School</li> <li>• Administrative removal from one or more class periods</li> <li>• Confiscate item (if appropriate)</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Detention(s)</li> <li>• Saturday School</li> <li>• Administrative removal from one or more class periods</li> <li>• Administrative removal from one or more school activities</li> <li>• May suspend 1- 2 days</li> <li>• Confiscate item (if appropriate) *</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Detention(s)</li> <li>• Saturday School</li> <li>• May suspend 3-5 days</li> <li>• Administrative removal from one or more school activities</li> <li>• Administrative removal from one or more class periods</li> <li>• Behavior Intervention Room appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• Community Service</li> <li>• Campus Beautification</li> <li>• Restorative Practice</li> <li>• Modeling/Role Play</li> <li>• Problem Solving Conference</li> <li>• Conflict Mediation</li> <li>• Peer Mentoring</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• Community Service</li> <li>• Campus Beautification</li> <li>• Behavior Support Plan</li> <li>• Restorative Practice</li> <li>• Modeling/Role Play</li> <li>• Problem Solving Conference</li> <li>• Conflict Mediation</li> <li>• Peer Mentoring</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• Community Service</li> <li>• Campus Beautification</li> <li>• Behavior Support Plan</li> <li>• Restorative Practice</li> <li>• Modeling/Role Play</li> <li>• Conflict Mediation</li> <li>• Peer Mentoring</li> </ul>

Suspension Form Code	CALPAD Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
			1st Intervention	2nd Intervention	3rd Intervention
<p>(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. (EC 48900 K) Grades 4-12 only – Cont...</p>					
	511b	<p><b><u>Inappropriate verbal/Physical Conduct</u></b></p> <ul style="list-style-type: none"> <li>Hands-off</li> <li>Gang gesturing</li> <li>Possession of stink bomb, poppers, water balloons, permanent markers, metal grooming implements, squirt guns, plastic or other toy gun</li> <li>False fire alarm or tampering with fire alarm</li> </ul>	<ul style="list-style-type: none"> <li>Warning</li> <li>Detention(s)</li> <li>Saturday School</li> <li>Administrative removal from one or more class periods</li> <li>Confiscate item (if appropriate)</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Detention(s)</li> <li>Saturday School</li> <li>Administrative removal from one or more class periods</li> <li>Administrative removal from one or more school activities</li> <li>May suspend 1- 2 days</li> <li>Confiscate item (if appropriate)</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Saturday School</li> <li>May suspend 3-5 days</li> <li>Detention(s)</li> <li>Administrative removal from one or more class periods</li> <li>Administrative removal from one or more school activities</li> <li>Behavior Intervention Room appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Community Service</li> <li>Campus Beautification</li> <li>Peer Mediation</li> <li>Conflict Mediation</li> <li>Peer Mentor</li> <li>Modeling/Role Play</li> <li>Problem Solving Conference</li> <li>Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Community Service</li> <li>Campus Beautification</li> <li>Behavior Support Plan</li> <li>SRO Intervention</li> <li>Conflict Mediation</li> <li>Peer Mentor</li> <li>Modeling/Role Play</li> <li>Problem Solving Conference</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Community Service</li> <li>Campus Beautification</li> <li>Behavior Support Plan</li> <li>SRO Intervention</li> <li>Conflict Mediation</li> <li>Peer Mentor</li> <li>Modeling/Role Play</li> <li>Problem Solving Conference</li> </ul>
	K	<p><b><u>Code of Conduct Violation</u></b></p> <ul style="list-style-type: none"> <li>Falsifying documents or school passes, misuse of ID, wrongful possession of school materials</li> <li>Gambling</li> <li>Dress Code</li> <li>Cheating</li> <li>Misuse of computer network</li> <li>Theft of network account</li> <li>Violation of computer security</li> </ul>	<ul style="list-style-type: none"> <li>Warning</li> <li>Detention(s)</li> <li>Saturday School</li> <li>Administrative removal from one or more class periods</li> <li>Remove/limit student's access to computer and/or network up to the remainder of semester</li> <li>Confiscate item (if appropriate)</li> <li>Behavior Intervention Room Appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Detention(s)</li> <li>Saturday School</li> <li>Administrative removal from one or more class periods</li> <li>Administrative removal from one or more school activities</li> <li>Remove/limit student's access to computer and/or network up to the remainder of semester</li> <li>May suspend 1-2 days</li> <li>Confiscate item (if appropriate)</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Detention(s)</li> <li>Saturday School</li> <li>Administrative removal from one or more class periods</li> <li>Administrative removal from one or more school activities</li> <li>Remove/limit student's access to computer and/or network for remainder of year</li> <li>May suspend 3-5 days</li> <li>Behavior Intervention Room appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Restorative Practice</li> <li>Modeling/Role Play</li> <li>Apology Letter/In Person</li> <li>Problem Solving Conference</li> <li>Change of Clothes (Dress Code)</li> <li>Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Behavior Support Plan</li> <li>Restorative Practice</li> <li>Modeling/Role Play</li> <li>Apology Letter/In Person</li> <li>Problem Solving Conference</li> <li>Change of Clothes (Dress Code)</li> <li>Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Behavior Support Plan</li> <li>Restorative Practice</li> <li>Modeling/Role Play</li> <li>Problem Solving Conference</li> <li>Change of Clothes (Dress Code)</li> </ul>

Suspension Form Code	CALPAD Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
			1st Intervention	2nd Intervention	3rd Intervention
<b>Knowingly received stolen school property or private property. (EC 48900 L)</b>					
L	602	<ul style="list-style-type: none"> <li>Knowingly receiving stolen school or private property</li> </ul>	<ul style="list-style-type: none"> <li>Detention(s)</li> <li>Saturday School</li> <li>May suspend 1-5 days (if egregious)</li> <li>Contact police</li> <li>Administrative removal from one or more school activities</li> <li>Refer to Risk Management regarding reimbursement for school property</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 1-5 days</li> <li>Contact police</li> <li>Administrative removal from one or more school activities</li> <li>Refer to Risk Management regarding reimbursement for school property</li> <li>Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 2-5 days</li> <li>Contact police</li> <li>Administrative removal from one or more school activities</li> <li>Refer to Risk Management regarding reimbursement for school property</li> <li>Behavior Intervention Room appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Restorative Justice Practice</li> <li>Problem Solving Conference</li> <li>SRO Intervention</li> <li>Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Behavior Support Plan</li> <li>Restorative Justice Practice</li> <li>Problem Solving Conference</li> <li>SRO Intervention</li> <li>Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Behavior Support Plan</li> <li>Problem Solving Conference</li> <li>SRO Intervention</li> </ul>
<b>Possessed an imitation firearm. "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. (EC 48900 M)</b>					
M	102	<ul style="list-style-type: none"> <li>Imitation firearm. Must resemble real firearm or the item used must have been portrayed as real</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 3-5 days</li> <li>Notify police</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days</li> <li>Notify police and CWA</li> <li>May recommend for expulsion</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion</li> <li>Notify police and CWA</li> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Restorative Justice Practice</li> <li>SRO Intervention</li> <li>Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Restorative Justice Practice</li> <li>SRO Intervention</li> <li>YAT Referral</li> <li>Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Counseling Intervention</li> <li>Behavioral Support Plan</li> <li>SRO Intervention</li> <li>YAT Referral</li> </ul>
<b>Committed or attempted to commit a sexual assault or committed a sexual battery (EC 48900 N)</b>					
N	401	<ul style="list-style-type: none"> <li>Committed or attempted to commit a sexual assault (Includes restraint against victim's will for purpose of sexual arousal)</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, contact police, contact CWA</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, contact police, contact CWA</li> </ul>	<ul style="list-style-type: none"> <li>Suspension 5 days, recommend for expulsion, contact police, contact CWA</li> </ul>
	400	<ul style="list-style-type: none"> <li>Committed or attempted to commit sexual battery</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Behavior Intervention Room <b>not</b> appropriate</li> </ul>

Suspension Form Code	CALPAD Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
			1st Intervention	2nd Intervention	3rd Intervention
<b>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. (EC 48900 O)</b>					
O	507	Harassing, threatening or intimidating a witness	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• May contact police and CWA</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• May contact police</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• May contact police</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• No Contact Contract</li> <li>• Restorative Justice Practice</li> <li>• Family mediation</li> <li>• Problem Solving Conference</li> <li>• Peer Mediation</li> <li>• Conflict Mediation</li> <li>• Modeling/Role Play</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• No Contact Contract</li> <li>• Behavior Support Plan</li> <li>• Restorative Justice Practice</li> <li>• Problem Solving Conference</li> <li>• Anger Management</li> <li>• Mentor</li> <li>• YAT Referral</li> <li>• Peer Mediation</li> <li>• Conflict Mediation</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• No Contact Contract</li> <li>• Behavior Support Plan</li> <li>• Anger Management</li> <li>• Mentor</li> <li>• YAT Referral</li> <li>• Conflict Mediation</li> </ul>
<b>Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (EC 48900 P)</b>					
P	205	<ul style="list-style-type: none"> <li>• Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days, notify police, notify CWA, refer for ATOD Counseling ("C" Letter)</li> <li>• Recommend for expulsion</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days, recommend for expulsion, notify CWA, notify police</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days, recommend for expulsion, notify CWA, notify police</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> </ul>
<b>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. (EC 48900 Q)</b>					
Q	509	<ul style="list-style-type: none"> <li>• Hazing/initiation</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 2-5 days</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> </ul>
<b>Engaged in an act of bullying. "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 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. (EC 48900 R)</b>					
R	513	<ul style="list-style-type: none"> <li>• Any act of bullying - Severe or pervasive verbal or physical conduct by a pupil or group of pupils directed at one or more individuals that causes fear of harm to individual(s) or property, has a detrimental effect on individual(s) physical or mental health, substantially interferes with individual's academic performance or ability to benefit from the services, activities, or privileges provided by a school</li> <li>• Any act of bullying by an electronic act; including, but not limited to, a message, text, sound, image, or a post on a social network or Internet web-site by means of an electronic device.</li> </ul>	<ul style="list-style-type: none"> <li>• Detention(s)</li> <li>• Saturday School</li> <li>• Administrative removal from one or more class periods</li> <li>• Suspension 1-5 days</li> <li>• May contact police</li> <li>• Administrative removal from one or more school activities</li> <li>• May recommend for expulsion</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 1-5 days, may contact police</li> <li>• Contact CWA</li> <li>• Administrative removal from one or more class periods</li> <li>• Administrative removal from one or more school activities</li> <li>• May recommend for expulsion</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 2-5 days,</li> <li>• May recommend for expulsion,</li> <li>• Contact police and CWA</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> </ul>

Suspension Form Code	CALPAD Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
			1st Intervention	2nd Intervention	3rd Intervention
R	513	Bullying, continued...	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• Restorative Justice Practices</li> <li>• Family mediation</li> <li>• Problem Solving Conference</li> <li>• Conflict Mediation</li> <li>• Mentor (peer or adult)</li> <li>• Modeling/Role Play</li> <li>• Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• No Contact Contract</li> <li>• Behavior Support Plan</li> <li>• Restorative Justice Practices</li> <li>• Problem Solving Conference</li> <li>• Conflict Mediation</li> <li>• Mentor (peer or adult)</li> <li>• YAT Referral</li> <li>• Modeling/Role Play</li> <li>• Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• No Contact Contract</li> <li>• Behavior Support Plan</li> <li>• Restorative Justice Practices</li> <li>• Family mediation</li> <li>• Mentor (peer or adult)</li> <li>• SRO Intervention</li> <li>• YAT Referral</li> </ul>
<p><b>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. (EC 48900 T)</b></p>					
T	502	<ul style="list-style-type: none"> <li>• Aiding or abetting infliction or attempted infliction, (or instigating) of physical injury (cannot expel solely for this offense) <ul style="list-style-type: none"> <li>○ <b>May include videotaping a fight</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Detention(s)</li> <li>• Saturday School</li> <li>• Suspension 1-5 days</li> <li>• Staff: Suspension, 3 - 5 days</li> <li>• May notify police</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 2-5 days</li> <li>• Staff: Suspension, 5 days</li> <li>• May notify police</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• Staff: Suspension, 5 days</li> <li>• May notify police</li> <li>• Administrative removal from one or more school activities</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> </ul>
<p><b>Sexual harassment, the conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the 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 48900.2)</b></p>					
48900.2	403	<ul style="list-style-type: none"> <li>• Physical Sexual Harassment: Intentional and/or obvious unwelcome or offensive touching or sexual advance</li> <li>• Depantsing</li> <li>• Verbal/Visual Sexual Harassment: Offensive comments, jokes or slurs, graphic verbal comments about an individual's body and graphic, visual or verbal comments of a sexual nature</li> </ul>	<ul style="list-style-type: none"> <li>• Detention(s)</li> <li>• Saturday School</li> <li>• Suspension 1-5 days</li> <li>• Administrative removal from one or more class periods</li> <li>• Administrative removal from one or more school activities</li> <li>• May Contact police and CWA</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• Administrative removal from one or more class periods</li> <li>• Administrative removal from one or more school activities</li> <li>• May Contact police and CWA</li> <li>• Behavior Intervention Room appropriate</li> <li>• May recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• Administrative removal from one or more school activities</li> <li>• Administrative removal from one or more class periods</li> <li>• Contact police and CWA</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> <li>• May recommend for expulsion</li> </ul>
			<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• No Contact Contract</li> <li>• Restorative Justice Practices</li> <li>• Problem Solving Conference</li> <li>• Conflict Mediation</li> <li>• Mentor (peer or adult)</li> <li>• Modeling/Role Play</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• No Contact Contract</li> <li>• Behavior Support Plan</li> <li>• Restorative Justice Practices</li> <li>• Refer to Outside Agency</li> <li>• Problem Solving Conference</li> <li>• Conflict Mediation</li> <li>• Mentor (peer or adult)</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• Counseling Intervention</li> <li>• No Contact Contract</li> <li>• Behavior Support Plan</li> <li>• Restorative Justice Practices</li> <li>• Refer to Outside Agency</li> <li>• Problem Solving Conference</li> <li>• Mentor (peer or adult)</li> <li>• SRO Intervention</li> </ul>

Suspension Form Code	CALPAD Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
			1st Intervention	2nd Intervention	3rd Intervention
48900.2	403, cont.	Sexual harassment, cont.	<ul style="list-style-type: none"> <li>• Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>• Reflection Activity</li> <li>• YAT Referral</li> <li>• Modeling/Role Play</li> </ul>	<ul style="list-style-type: none"> <li>• YAT Referral</li> </ul>
<b>48900.3. 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. (EC 48900.3)</b>					
48900.3	505	<ul style="list-style-type: none"> <li>• Hate violence: use of force or threat of force to intimidate or injure a person or person's property because of that person's race/ethnicity, color, ancestry, religion, national origin, disability, gender, or sexual orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Detention(s)</li> <li>• Saturday School</li> <li>• Suspension 1-5 days</li> <li>• Administrative removal from one or more school activities</li> <li>• Administrative removal from one or more class periods</li> <li>• May contact police and CWA</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• Administrative removal from one or more school activities</li> <li>• Administrative removal from one or more class periods</li> <li>• May contact police and CWA</li> <li>• May recommend for expulsion</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Contact police and CWA</li> <li>• Recommend for expulsion</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• No Contact Contract</li> <li>• Counseling Intervention</li> <li>• Restorative Justice Practices</li> <li>• Family mediation</li> <li>• Problem Solving Conference</li> <li>• Peer Mediation (if victim willing)</li> <li>• Conflict Mediation</li> <li>• Mentor (peer or adult)</li> <li>• Modeling/Role Play</li> <li>• Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• No Contact Contract</li> <li>• Counseling Intervention</li> <li>• Behavior Support Plan</li> <li>• Restorative Justice Practices</li> <li>• Family mediation</li> <li>• Problem Solving Conference</li> <li>• Conflict Mediation</li> <li>• Mentor (peer or adult)</li> <li>• YAT Referral</li> <li>• Modeling/Role Play</li> <li>• Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• No Contact Contract</li> <li>• Counseling Intervention</li> <li>• Behavior Support Plan</li> <li>• Restorative Justice Practices</li> <li>• Family mediation</li> <li>• Mentor (peer or adult)</li> <li>• SRO Intervention</li> <li>• YAT Referral</li> </ul>
<b>A pupil in grades 4 to 12, 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 48900.4)</b>					
48900.4	506	<ul style="list-style-type: none"> <li>• Intentional threats, intimidating or menacing, creating a hostile environment, etc. of student or staff</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• Staff: Suspension, 3 - 5 days</li> <li>• May contact police and CWA</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 2- 5 days,</li> <li>• Staff: Suspension, 5 days</li> <li>• Contact police and CWA</li> <li>• Behavior Intervention Room appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days, recommend for expulsion, contact police and CWA</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> </ul>
			<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• No Contact Contract</li> <li>• Counseling Intervention</li> <li>• Restorative Justice Practices</li> <li>• Family mediation</li> <li>• Problem Solving Conference</li> <li>• Peer Mediation (if victim willing)</li> <li>• Conflict Mediation</li> <li>• Mentor (peer or adult)</li> <li>• Modeling/Role Play</li> <li>• Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• No Contact Contract</li> <li>• Counseling Intervention</li> <li>• Behavior Support Plan</li> <li>• Restorative Justice Practices</li> <li>• Family mediation</li> <li>• Problem Solving Conference</li> <li>• Conflict Mediation</li> <li>• Mentor (peer or adult)</li> <li>• YAT Referral</li> <li>• Modeling/Role Play</li> <li>• Reflection Activity</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Contract</li> <li>• No Contact Contract</li> <li>• Counseling Intervention</li> <li>• Behavior Support Plan</li> <li>• Restorative Justice Practices</li> <li>• Family mediation</li> <li>• Mentor (peer or adult)</li> <li>• SRO Intervention</li> <li>• YAT Referral</li> </ul>

Suspension Form Code	CALPAD Code	Examples of Student Behavior	1st Consequence	2nd Consequence	3rd Consequence
			1st Intervention	2nd Intervention	3rd Intervention
<p>"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 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. (EC 48900.7)</p>					
48900.7	508	Terroristic threats. Any statement, written or oral, including those by electronic means, which is so unequivocal, unconditional, immediate, and specific as to convey to a person fear for their own safety directed toward the school or school personnel	<ul style="list-style-type: none"> <li>• Suspension 5 days, recommend for expulsion, contact police and CWA</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days, recommend for expulsion, contact police and CWA</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days, recommend for expulsion, contact police and CWA</li> <li>• Behavior Intervention Room <b>not</b> appropriate</li> </ul>
<p><b>EC 48200, Compulsory Education Statutes, require all children between the ages of 6 and 18 to attend school.</b></p>					
Z01	None	Tardy: Less than 30 minutes late to school or class.	<ul style="list-style-type: none"> <li>• School should develop a tardy policy.</li> <li>• Sites can utilize Site Discipline Review Committees to assist in this process.</li> <li>• Communicate to staff, students and parents.</li> </ul>		
Z02	None	Truant: 30 minutes or more, late to class without a valid excuse on three separate days.	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Detention(s)</li> <li>• Administrative Removal from one or more school activities</li> <li>• May Contact SRO</li> <li>• Behavior Intervention Room appropriate</li> <li>• <b>MAY NOT SUSPEND</b></li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Detention(s)</li> <li>• Administrative Removal from one or more school activities</li> <li>• May Contact SRO</li> <li>• Behavior Intervention Room appropriate</li> <li>• <b>MAY NOT SUSPEND</b></li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Detention(s)</li> <li>• Administrative Removal from one or more school activities</li> <li>• May Contact SRO</li> <li>• Behavior Intervention Room appropriate</li> <li>• <b>MAY NOT SUSPEND</b></li> </ul>
		Attendance, continued	<ul style="list-style-type: none"> <li>• Attendance Contract</li> <li>• Counseling intervention</li> <li>• Restorative Justice Practices</li> <li>• Problem Solving Conference</li> <li>• Mentor</li> <li>• YAT Referral</li> <li>• Reflection Activity</li> <li>• SART Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance Contract</li> <li>• Counseling intervention</li> <li>• Problem Solving Conference</li> <li>• Mentor</li> <li>• YAT Referral</li> <li>• SART Referral</li> <li>• SST Meeting</li> <li>• SARB Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance Specialist Referral</li> <li>• SARB Referral</li> <li>• Mentor</li> <li>• Problem Solving Conference</li> <li>• YAT Referral</li> </ul>

Revised 5/20/18

# INDEX

Absence for Religious Instruction.....	20	General Information.....	3	Responsibilities.....	45
Academic Information Standards.....	10	Grade Reduction/Loss of Credit.....	11	Reimbursement for Medical Procedures.....	14
Accident Insurance.....	8	Grades and Grading.....	11	Required Parental Attendance.....	19
Administration of Epilepsy Medication.....	15	Grading Practices.....	11	Rules and Regulations – Student	
Administration of Prescribed Medication.....	15	Grounds for Suspension and Expulsion..	21, 24	Responsibilities.....	19
Advertising and Promotion.....	9	Guidelines for Student Drop-off at Home.....	17	Safe & Healthy Students.....	18
AIDS/HIV Prevention Education.....	10	Habitual Truant.....	20	Safe Place to Learn Act–EC 234 and 234.1..	23
Alcohol and Other Drugs - Instruction.....	9	Hats.....	21	Safe Schools.....	5
Annual Adjustment to Liability Limit of Parent or		Head Lice.....	15	Safety.....	13
Guardian for Wilful Pupil Misconduct.....	24	Health Education/Religious Training.....	9	School Accountability Report Card.....	3
Appeal Process for Suspensions.....	23	Health Services General Information.....	14	School Attendance Options Available.....	5
Appeals to the California Department of		Health Office.....	14	School Attendance Review Board.....	20
Education.....	28	Home and Hospital Instruction.....	16	School Bus Safety.....	13
Asbestos Management Plan.....	15	Homeless Youth.....	6	School Bus Rules.....	13
Attendance - Student.....	19	Homework.....	12	School Counseling and Guidance Prog.....	18
Back-To-School Night/Open House.....	9	Immunization for Communicable Disease.....	14	School Curriculum or Prospectus.....	9
Bicycles/Bicycle Safety.....	13	Immunizations.....	14	School Site Short-Term Independent Study..	12
Bullying and/or Cyber Bullying.....	23	Inactive Procedure for Non-Attendees.....	20	School Volunteers.....	8
Change of Address and Telephone.....	4	Independent Study-Sch. Site Short Term.....	12	Search and Seizure.....	24
Child Find System: Policies and Procedures	17	Index.....	41	Secondary Sequential Discipline Standard	
Child Health and Disabilities.....	18	Instructional Materials & Resources.....	10	2018-2019.....	29
Child Welfare and Attendance.....	18	Instructional Program.....	10	Sexual Health and AIDS/HIV Prevention Ed.	10
Chromebooks.....	4	Inter-district Attendance.....	6	Sixth Grade Core.....	10
Chronic Absenteeism.....	20	Internet and E-mail Use.....	4	Seven and Eight Grade Core.....	10
Classroom Visitations/Visits to School.....	8	Intervention Programs and Activities.....	18	Soliciting Funds From and By Students.....	9
College Entrance Examinations Preliminary		Intra-district or Inter-district Transfer Options..	6	Special Education Free and Appropriate Public	
Scholastic Aptitude Test (PSAT).....	12	Leaving the School Grounds.....	5	Education.....	17
Complaint Procedures.....	27	Library Books.....	10	Standardized Testing.....	11
Compliance Officers.....	27	Loss of/Damage to School Property.....	23	Student Records and Notification of Rights....	3
Comprehensive School Safety Plan.....	5	Lunch.....	5	Student Grade Reports.....	11
Concussion and Head Injuries.....	15	Make-up Work.....	12	Student Residency Questionnaire.....	43
Confidential Medical Services.....	15	Mandated Reporters.....	16	Student Services School Counseling and	
Contagious Disease.....	15	Moreno Valley Community Learning Center..	12	Guidance Program.....	18
Content of Instructional Materials.....	10	Moreno Valley Online Academy (MVOA).....	12	Student Sexual Harassment.....	25
Continuing Medication and Administration ...	15	Nondiscrimination Notice.....	25	Student Surveys.....	7
Custody Issues.....	17	Nondiscrimination Policy.....	25	Student Technology Acceptable Use	
Cyber Bullying.....	23	Non-Title I Schools.....	3	Agreement.....	4
Daytime Curfew Ordinance.....	5	Nonpublic Schools.....	17	Students with Disabilities (SECTION 504)....	18
Directory Information.....	7	Notification of Minimum Days/Pupil Free Staff		TB Tests.....	14
Disaster Preparedness: Medications at		Development Days.....	3	Telephone Calls to/from Schools.....	4
School.....	16	Notification Requirements.....	27	Textbooks.....	10
Discipline Rules and Regulations.....	21	Nutrition.....	5	Title I Funded Schools.....	5
Disrupting the Educational Process.....	19	Objection to Dissection, Harming or Destructive		Title I Schools.....	3
District Independent Study.....	12	Use of Animals.....	11	Title I Program Improvement Schools.....	6
Dress and Grooming Rules and Regulations	20	On Campus Detention Meal Procedures.....	5	Tobacco-Free Schools.....	7
Driver Responsibility.....	17	Parent Consent/Physical Examination.....	14	Transfers for Victims of Bullying.....	20
Due Process.....	23	Parent/Guardian Pick-up Policy.....	13	Transfers for Victims of Violent Crime.....	20
Duty Concerning Conduct of Pupil.....	24	Parent Involvement-Boar Policy 6020.....	3	Transportation.....	12, 17
E-Cigarettes, Hookah, Vapor Devices.....	23	Parent/Teacher Conferences.....	9	Unauthorized Items.....	7
Electronic Devices.....	8	Personal Property.....	7	Uniform Complaint Procedures.....	26
Emergency Forms and Emergencies.....	3	Pets.....	9	Use of Pesticides.....	16
Emergency Treatment for Anaphylaxis.....	15	Physical Education Requirements.....	8	Use of Sun Protective Clothing/Sunscreen ...	21
Expulsions.....	25	Physical Limitations.....	15	Vision and Hearing Screening.....	16
Field Trips.....	8	Police On Campus.....	24	Volunteer Attendance Verifier.....	20
Filing a Complaint (WILLIAMS).....	28	Prevention Activities.....	18	Weapons and Dangerous Instruments.....	23
Fog Conditions.....	13	Procedure to Contact Teacher.....	8	Wearing of Shorts.....	21
Foster Youth Educational Placement.....	7	Receipt of Annual Notification of		Williams Uniform Complaint.....	28
Fundraising Policy.....	8	Parent/Student Handbook Including		Withholding Grades for Property Damage ....	11
Gang Apparel, Symbols, and Colors.....	21	Information about Parent Rights and		Zero Tolerance Expulsions.....	24



**MORENO VALLEY UNIFIED SCHOOL DISTRICT**  
**2018 - 2019**  
**STUDENT RESIDENCY QUESTIONNAIRE**



**Please submit one (1) questionnaire per family to the school of your oldest child.** Your answers will be treated confidentially to help determine eligibility for services under the McKinney-Vento Act.

Where are you and your family currently living? *Check boxes in Section A or B*

<b>Section A</b>				
<input type="checkbox"/> Rent/own/lease my own house or apartment. <b>If YES, sign, submit and <i>STOP</i>. If NO, complete Section B.</b>				
<b>Section B – Check all that apply</b>				
<input type="checkbox"/> Temporarily with another family due to economic hardship or financial loss				
<input type="checkbox"/> Hotel/motel or rented room				
<input type="checkbox"/> Vehicle of any kind, trailer park or campground, garage outside				
<input type="checkbox"/> Abandoned building or a place that is not designed as a regular sleeping accommodation for people				
<input type="checkbox"/> With an adult that is not a parent or legal guardian				
<input type="checkbox"/> Student lives alone without an adult				
<input type="checkbox"/> Foster care placement: _____ Resident home OR _____ Group home				
<input type="checkbox"/> In an emergency/transitional shelter				
<input type="checkbox"/> Other _____				
<b>Please list all school age students in the family:</b>				
Student Name	M/F	Birthdate	Grade	School

I acknowledge that all information on this form is accurate and true. My relationship to the student(s) listed is:

Parent/legal guardian       Adult relative \_\_\_\_\_      Other: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

Zip

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

**For Official Use Only: If Section B is marked, Send original form to Student Services, Attn: Patty Rucker**



**MORENO VALLEY UNIFIED SCHOOL DISTRICT  
DISTRITO ESCOLAR UNIFICADO DE MORENO VALLEY**

**RECEIPT OF ANNUAL NOTIFICATION OF PARENT/STUDENT HANDBOOK INCLUDING INFORMATION ABOUT PARENT RIGHTS AND RESPONSIBILITIES**

**RECIBO DE AVISO ANUAL DEL MANUAL DE PADRE/ESTUDIANTE INCLUYENDO INFORMACIÓN SOBRE LOS DE DERECHOS Y RESPONSABILIDADES DE PADRES**

**Please complete and return to your child's school.  
Por favor complete este formulario y devuélvalo a la escuela de su hijo.**

**STUDENT**

I have received the Parent/Student Handbook and the Sequential Discipline Guide. I agree to read the information in the Guide and to abide by the rules described. I understand that if I choose to break the rules, I am choosing to accept the consequences for my actions. I am aware of Board Policies 5131:7, 5131.6, and 5114(g), 5114.1 as summarized below.

**ESTUDIANTE**

*Yo he recibido el Manual de Información para Padres/Alumnos y la Guía de las Normas Consecutivas de Disciplina. Me comprometo leer la información contenida en ella y respetar los reglamentos descritos. Entiendo que, si desobedezco las reglas, decido aceptar las consecuencias por mis actos. Estoy consciente de las Políticas de la Mesa Directiva 5131:7, 5131.6, y 5114(g), 5114.1 como es resumido abajo.)*

\_\_\_\_\_  
Student's Name – Printed/Nombre del Estudiante en Letra de Molde

\_\_\_\_\_  
Student's Signature/Firma del Estudiante

\_\_\_\_\_  
School/Escuela

\_\_\_\_\_  
Grade/Grado

\_\_\_\_\_  
Date/Fecha

**PARENT**

I have received the Parent/Student Handbook and I will provide home support, both academically and behaviorally. I agree to read the handbook and will review the Sequential Discipline section with my child. I also agree to allow my student to participate in anonymous drug/alcohol/health surveys sponsored by Moreno Valley Unified School District, for the purpose of assisting in the design of prevention programs. I acknowledge with my signature the receipt of ANNUAL NOTIFICATION OF PARENT/STUDENT HANDBOOK INCLUDING INFORMATION ABOUT PARENT RIGHTS AND RESPONSIBILITIES on behalf of my son/daughter.

**PADRE**

*He recibido el Manual para Padres/Alumnos y proveeré apoyo hogareño, tanto en lo académico como en el comportamiento. Conuerdo con leerlo y revisaré la sección de las Normas de Disciplina con mi hijo. También concuerdo con que mi estudiante participe en encuestas anónimas de drogas/alcohol/salud patrocinadas por el Distrito Escolar Unificado de Moreno Valley con el fin de asistir en el diseño de programas de prevención. Con mi firma certifico que he recibido, por parte de mi hijo/hija, el MANUAL DE PADRE/ESTUDIANTE INCLUYENDO INFORMACIÓN SOBRE LOS DERECHOS Y RESPONSABILIDADES DE PADRES.*

\_\_\_\_\_  
Parent's Name – Printed/Nombre del Padre en Letra de Molde

\_\_\_\_\_  
Parent's Signature/Firma del Padre

\_\_\_\_\_  
Date/Fecha