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Parent-Student Handbook



**CORONA
NORCO**

UNIFIED SCHOOL DISTRICT

Where your future takes flight.

Parent-Student Handbook

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U CAN STOP

United Corona and Norco Stamps Tobacco Out Program
(Programa de Corona y Norco Unidos Erradica el Tabaco)



CORONA-NORCO UNIFIED SCHOOL DISTRICT IS A TOBACCO-FREE SCHOOL DISTRICT

EL DISTRITO ESCOLAR UNIFICADO DE CORONA Y NORCO ES UN DISTRITO ESCOLAR LIBRE DE TABACO

Student Name/El nombre dealumno: _____

Student Number/Numero estudiantil: _____

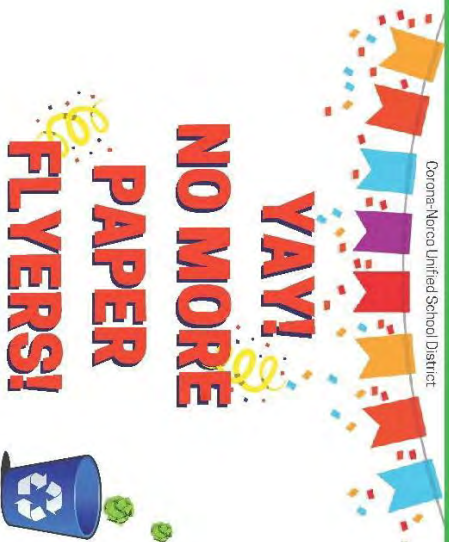
School of Attendance/ Escue la a la que asiste el alumno: _____

Grade/Track/Ano que cursa y Ciclo: _____

I/We have received a copy of the 2021-2022 Parent Student Handbook.

Yo (Nostoros) he (hemos) recibido una copia del Manual Para Padres d Familia y Alumnos de 2021-22

Parent/Guardian Signature/ Firma de padreso tutor: _____ Date/Fecha: _____

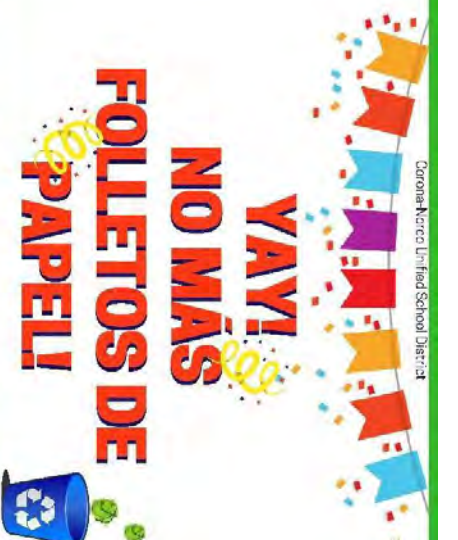


BENEFITS OF RECEIVING PEACHJAR EMAILS

-  Flyers are delivered directly to your inbox, eliminating the need to hope they'll come home in a backpack!
-  Access flyers while on the go. Save time and avoid the frustration of waiting for a flyer to be printed!
-  Programs start through our child-friendly interface, allowing skills like keyboarding and self-esteem!
-  Easy share flyers via social media.

HELPFUL TIPS:

- You can scroll through all flyers from your school and community organizations within your email.
- Be sure to check your school's Peachjar page for any flyers you may have missed via email.
- Click on the Learn More or the Register buttons for more information about the program or event.



BENEFICIOS DE RECIBIR LOS CORREOS ELECTRÓNICOS DE PEACHJAR

-  Los folletos se envían directamente a su bandeja de entrada, eliminando la necesidad de esperar a que lleguen a casa en la mochila de sus hijos.
-  ¡Tenga acceso a los folletos en cualquier momento y lugar para acceder a los programas educativos que mejoran las habilidades de los niños como el keyboarding y el autoestima!
-  Los programas educativos son fáciles de usar y accesibles para todos los niveles de habilidad y conocimiento, como el keyboarding y el autoestima.
-  Comparte fácilmente los folletos de programas educativos con familiares y amigos.

CONSEJOS ÚTILES:

- Usted puede ver todos los folletos de su escuela y organizaciones de la comunidad dentro de su correo electrónico.
- Asegúrese de revisar la página de Peachjar en su escuela para cualquier folletos que pueda haber visto por correo electrónico.
- Haga clic en los botones de "Aprender Más" o "Registrarse" para más información acerca del programa o evento.

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Welcome

The State of California requires that all school districts provide parents and guardians with certain notices from the California Code of Regulations, the California Education Code and other laws and regulations relative to the operation of our local public school system. Throughout the year you will receive additional important information from your child's school.

Questions concerning the content of the Parent-Student Handbook should be directed to the principal of the student's school of attendance or contact the Department of Student Services at (951) 736- 5111. We encourage you to visit your child's school and to communicate frequently with the teachers and other staff members.

Student Registration

Registration for new students will take place at your child's home school according to your home address. The Corona-Norco Unified School District has a lookup feature on the district website to verify the school your child should attend. Go to the [CNUSD Enrollment webpage](#).

Free and Reduced Priced Meals

Education Code 49520 informs parents of needy children of provisions for nutritionally adequate free, or reduced priced meals. Applications are available at each school, on-line at [Free/Reduced Meal Application](#), or may be obtained through the Corona-Norco Unified School District, Child Nutrition Services.

Lost or Stolen Articles

The Corona-Norco Unified School District is not responsible for lost, stolen, or damaged articles such as cell phones or other electronic devices.

Release of Directory Information

The district makes directory information available in accordance with State and Federal laws. The California Education Code further requires that parents and guardians be notified of changes in rights and privileges. The release of directory information means that the student's name, birth date, address, ethnicity, participation in school activities, dates of attendance

and awards will be available, upon request, to specified agencies. In addition, height and weight of athletes will be made available. Directory information does not include students' social security numbers or student IDs, citizenship status, birthplace, or any other information indicating national origin. You must notify your student's principal, in writing, no later than October 1st of each academic year if you do not want your child's information designated as directory information.

Federal law, 10 U.S.C. 503, requires that high schools release student names, addresses and home telephone numbers to military recruiters. If you do not want directory information to any agency outside of education, you must complete a Request for Confidentiality, available at each high school. You must notify your student's principal, in writing, no later than October 1st of each academic year if you do not want your child's information designated as directory information. The release of directory information of a pupil identified as a homeless child or youth, as defined, is prohibited unless a parent or eligible pupil has given consent that such information may be released.

Code of Conduct for Meetings

Corona-Norco Unified School District strives for the highest quality of instructional and co-curricular opportunities for all students. A top priority of the school district is safe and secure schools for all students, staff, and its community. In order to ensure that school meetings are efficient and safe, the following policy has been developed.

A good school-community relationship, based on mutual respect and trust, is the cornerstone of student success.

We encourage:

- active participation
- active listening
- solution-focused behavior

We understand that it can be stressful to attend meetings regarding your children, but we expect all guests to exhibit appropriate and polite behavior to all staff. Verbal harassment will not be tolerated or accepted under any circumstance. You may be asked to leave the

meeting, or the meeting will be ended, if this behavior occurs. Expectations include refraining from:

- Swearing/Profanity
- Offensive Gestures
- Invasion of Personal Space
- Discriminatory Language
- Bullying and Intimidation (Talking over others, raising voice, repeating points multiple times)
- Stalking-Threatening Behavior towards Staff and/or their Families outside of the Workplace
- Shouting and Intrusive Behavior
- Abusive Remarks

If you are considered to have breached this policy, one or more of the following may occur, depending on the circumstances:

- Warning
- Team Member Excusal
- Break from the Meeting
- End the Meeting
- Stay Away Order
- Call Law Enforcement

Parent Involvement Policy

The Corona-Norco Unified School District Board of Education believes that every child's education is the joint responsibility of the community, school, the family, and the student.

The Corona-Norco Unified School District Board of Education has adopted a school parental involvement policy (BP6800, AR 6800) describing how the school district:

- Involves parents in the joint development of the Local Education Agency Parental Involvement Policy,
- Supports effective parent involvement at schools to improve student achievement and performance,
- Builds parent capacity for strong parental involvement by encouraging

school sites to actively engage parents and community members as volunteers,

- Conducts, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy.

At each CNUSD school site, parental involvement means the participation of parents in a regular, two-way, and meaningful communication involving student academic learning which ensures:

Parents/guardians play an integral role in assisting their child's learning,

- Parents/guardians are encouraged to be actively involved in their child's education at school,
- Parents/guardians are full partners in their child's education,
- Parents/guardians are involved in decision making and advisory committees.

Each CNUSD school site has a parental involvement component contained in its *Single Plan For Student Achievement*. This policy will be distributed to all parents of students enrolled at the school site at the beginning of the school year. Following the initial distribution of the policy, new enrollees at a school site will receive the policy as part of their site registration material.

Nondiscrimination Statement/Policy

The Corona Norco Unified School District is committed to equal opportunity for all individuals in education and in employment and does not discriminate on the basis of actual or perceived ancestry, age, color, physical or mental disability, medical condition, gender, gender identity, gender expression, nationality, national origin, immigration status, race or ethnicity, ethnic group identification, religion, sex, sexual orientation, marital or parental status, pregnancy, or genetic identification, or association with a person or group with one or more of these actual or perceived characteristics. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment (including sexual harassment), intimidation, and bullying of any student based on the protected

characteristics named above.

BP 1312.3	Uniform Complaint Procedure
BP/AR 4190	Employee Harassment/Discrimination
BP/AR 4301	Employee Sexual Harassment
BP/AR 5145.3	Student Nondiscrimination/Harassment
BP/AR 5145.7	Student Sexual Harassment
BP 5146	Married/Pregnant/Parenting Students
BP/AR 5131.2	Bullying

For any concerns or questions regarding discrimination, equity, Title II, CCR Title 5 or Title IX, please contact:

Dr. RoseMarie Hickman, Coordinator, Human Resources
Corona-Norco Unified School District
2820 Clark Avenue Norco, CA 92860
(951) 736-5000 rosemarie.hickman@cnusd.k12.ca.us

For any allegations under Section 504 of the Rehabilitation Act of 1973, please contact:

Dr. Milisav Ilic, Administrative Director, Student Services
Corona-Norco Unified School District
2820 Clark Avenue Norco, CA 92860
(951) 736-5111 Milisav.Ilic@cnusd.k12.ca.us

Pupils have the right to a free public education, regardless of immigration status or religious beliefs. More information about these rights is available from the California Attorney General, review the [School Guidance Model](#).

Residency

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located. A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment or placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school

district; a pupil who lives in the home of a care giving adult that is located within the boundaries of the school district; a pupil residing in a state hospital located within the boundaries of the school district; the child of a parent or guardian who is transferred or pending transfer to a military installation within the state; or a resident of California whose parent or guardian departed the state against his/her will under lawful order from a court or government agency pursuant to the federal Immigration and Nationality Act. (EC48204.3, EC48204.4)

A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if (1) the pupil's parent or legal guardian resides outside of the boundaries of the District but is employed and lives with the pupil at the place of his or her employment within the boundaries of the District for a minimum of three days during the school week; or (2) one or both the parents or legal guardians of the pupil are physically employed within the boundaries of the District for a minimum of 10 hours during the school week. (EC48200, EC48204)

Education for Homeless Youth

42 US 11432, EC 48853, 49069, 51225.1, 51225.2 (BP5580)

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless youth is defined as a child who lacks a fixed, regular, and adequate nighttime residence and includes children and youth who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; may be living in motels, hotels, trailer parkers, or shelters; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces abandoned buildings, substandard housing, bus or train stations, or similar settings; or are migratory children who qualify as homeless because of similar living circumstances. The District's liaison for homeless youth is Cassandra Willis at cwillis@cnusd.k12.ca.us or (951) 273-3132. The role of the District liaison is to: 1) ensure that homeless students are identified so that they

have access to and receive educational services for which they are eligible; 2) assist homeless students when transferring from one school or school district to another school or school district in ensuring proper transfer of records and grades; 3) ensure that homeless families and students receive referrals for services, such as health care, dental, mental health, and housing; 4) assist, facilitate, or represent a homeless student who is undergoing disciplinary proceeding that could result in expulsion; 5) participate in an individualized education program or Section 504 team meeting to make a manifestation determination regarding the behavior of a student with disability; and 6) address any disputes over school selection or enrollment. The following is a brief summary of a homeless youth's rights: 1. Right to attend either the "school of origin" or the current school of residence, and not be required to attend a separate school for homeless children or youth. The school of origin can be the school attended when the student had permanent housing, the school most recently attended, or any school the homeless youth attended in the last 15 months. Transportation may be provided. 2. Right to immediate enrollment even if the homeless youth is unable to produce records normally required for enrollment (e.g., proof of residency, birth certificate, transcript, immunization), does not have clothing normally required by the school (e.g., school uniforms), or has outstanding fees, fines, textbooks, or other monies due to the school last attended. 3. Right to automatically qualify for child nutrition programs. 4. Right to not be stigmatized by school personnel. 5. Right to file a complaint through the Uniform Complaint Procedures if there is allegation that the District has not complied with requirements regarding the education of homeless youth. Unaccompanied youth who meet the definition of homeless youth are also eligible for rights and services under the McKinney-Vento Act. An unaccompanied youth is defined as a minor who is not in the physical custody of a parent.

News Media Access & District Publications

Representatives of the news media, from time to time, arrive at school campuses to cover stories of breaking news, human-interest stories, or to follow-up on previous stories. When visiting our campuses, news media are required to check in at the front office and always be accompanied by a District staff member on campus to avoid any possible interruption of your child's education. Parents should be aware, however, that because of First Amendment rights, District

staff cannot prohibit children from making statements to the news media, allowing their pictures to be taken, or even giving their name for potential publication. We would encourage every parent to discuss this with their child(ren) and, based upon your family decisions, instruct them whether or not to have contact with news media. In addition, there are many activities and accomplishments that take place in our schools which the Corona-Norco Unified School District (CNUSD) feels are positive, newsworthy and of interest to the community. District representatives will, from time to time, use still photography or videography for the purpose of highlighting student achievements or chronicling classroom/school activities. Those images may be used in informational newsletters, school brochures and other printed material published by CNUSD. It is possible that those images might be used on school and/or District Websites and posted to school and/or District social media accounts. They may also be submitted to the news media for possible publication. Please sign and return the attached form if you do not want your child's image to be used in any print or on-line publication produced by the school and/or CNUSD, or by the news media for the purpose of positive publicity about school activities or students.

School Breakfast and Lunch Charging Policy

With everything going on in life there are times when you might forget to put money on your child's meal account and need a friendly reminder. At CNUSD we understand that life happens and have taken steps to ensure your child gets the important nutrition that is needed to learn and grow. All students, K-12 will be served a reimbursable meal of their choice through the school year regardless of the level of debt incurred by their household. As your child's meal account gets low, and if it goes into the negative, we will send low balance and negative balance notifications through text message, phone call, and email to the parent or guardian on file.

Allowing students to charge gives you time to bring money in or put money on your student's account in person, or using the easy online payment system, K12paymentcenter.com. If you opt to use K12paymentcenter.com, you can elect to receive notifications when

your student's account is low, check your student's balance, set automatic payments, and even see what days he or she has dined with us. For more information on k12paymentcenter.com please visit our [Child Nutrition Services website](#).

Good nutrition and education go hand and hand. For that reason, CNUSD will still feed your child if they have unpaid meal charges, a reimbursable meal of their choice.

Having difficulty making payments? Free meals are available to qualifying students. Fill out a free meal application in person or online at [Free/Reduced Meal Application](#).

If you have any other questions concerning our meal program, please feel free to contact Child Nutrition Services at (951) 736-3256 or visit our [Child Nutrition Services website](#).

Substitute Teachers

Substitute teachers, both day-to-day and long-term, meet all of the credentialing requirements of the California Commission for Teacher Credentialing and the California State Department of Education.

Substitute teachers who may be assigned to teach your child's class, though fully authorized to teach in California classrooms, have not necessarily met the Federal guidelines for effective teachers. All substitute teachers are required to pass the Educational California Basic Skills Test (CBEST), receive an induction in-service, and comply with required fingerprinting regulations prior to being assigned to the classroom. Questions about teacher qualifications may be directed to the Human Resources Division at (951) 736-5060

Parents' Right to Know: Teacher and Paraprofessional Qualifications

At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher:
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications

Questions about teacher qualifications may be directed to the Human Resources at (951) 736-5060

ATTENDANCE

Allowed Absences

A pupil shall be excused from school when the absence is:

- Due to his or her illness.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- 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 California.
- For the purpose of jury duty in the manner provided by law.
- Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

- For justifiable, personal reasons, including, but not limited to, an appearance in court, attendance at a funeral services, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, 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.
- For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- 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.
- For the purpose of attending the pupil's naturalization ceremony to become a U.S. citizen.

School authorities may excuse any students in grades 7—12 from school to obtain confidential medical services without the consent of the student's parent/ guardian. (EC 46010.1, EC49091.12)

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore, the teacher of any class from which a pupil is absent shall determine 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. (EC48200, EC48205)

Chronic Absence

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular school days in the district, exclusive Saturdays and Sundays.

When a student has had 14 absences in the school year for illness, quarantine, or medical treatment, any further absences for such reasons shall be verified by a physician.

Truant means a student who is absent from school without a valid excuse three full days, or class periods equaling 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.

REMINDER: Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.

Truancy

Education Code 48260 definition: Any pupil 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 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 attendance supervisor.

BULLYING

Social Media Expectations

Please Think Twice Before Posting

If You See Something, Say Something

Fake Threats

All reported threats to our schools are taken seriously and investigated thoroughly. Verbal threats or threats posted on social media can carry **SERIOUS LEGAL CONSEQUENCES AND SCHOOL DISCIPLINE**. If an investigation uncovers a substantiated threat has been made, an arrest may occur. **FAKE THREATS ARE NOT A JOKE**. Please **DO NOT** post or share verbal/online threats. **DO** report any threat to a school administrator immediately.

Cyberbullying/Bullying

CNUSD has zero tolerance for bullying at school, online, or on social media. Bullying of any type **WILL NOT** be tolerated at CNUSD schools. To fill out a Notification of Harassment/Bullying form, please visit the [Bullying Prevention/Statewide Resources webpage](#).

HATE CRIMES

CNUSD has zero tolerance for any harassment, bullying, threats, or crimes against any protected group at school, online, or on social media. Any hate related harassment, threat, bullying or crime will be subject to disciplinary action and reported to law enforcement.

Treat others the way you would like to be treated. If you see something, say something. Be part of the #CNUSDisKind campaign! Learn more at [Bullying Prevention/Statewide Resources webpage](#).

PARENTS

Parents, please monitor your student's social media activity. Please visit [Bullying Prevention/Statewide Resources webpage](#) for social media resources.

WHAT IF I SEE MY SCHOOL SITE REFERENCED ON SOCIAL MEDIA?

Please be aware you will see postings on social media referencing your school site.

- DO NOT believe everything you see on social media.

- Please contact your school site front office for factual information.
- Any official messaging regarding a situation at your school will come from CNUSD or your school site.
- Please DO NOT share false information on social media.

Anti-Bullying

The Corona-Norco Unified School District Board of Education is committed to providing all students with a safe and healthy school environment. To that end, the District, its schools, and the community have an obligation to promote mutual respect, tolerance and acceptance, and not tolerate behavior that infringes on the safety of any student, including bullying. Students and staff shall immediately report any suspected or observed bullying to site administration for investigation and appropriate action. Bullying is defined as the harassment of students, intimidation, a hazing or initiation activity, ridicule, extortion, or any other verbal, written, electronic communication, or physical conduct, repeated over time, that causes or threatens to cause bodily harm or emotional suffering, creates a hostile learning environment, or disrupts the normal operation of a school, classroom, or school related activity. Bullying includes cyber bullying, which involves the use of electronic communications to post harassing messages, threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies.

Students who engage in bullying (including cyber bullying) on campus, traveling to or from school, at school activities, or in a manner otherwise related to school attendance, shall be subject to school district disciplinary procedures. A student shall be subject to school district disciplinary action for off-campus expressions (including via electronic means), when such expressions are obscene, libelous, or slanderous, or when such expression poses a threat to the safety of other students, staff or school property, or disrupts the educational program.

Education Code 32261(f)(g), 48900, 48900.2, 48900.3, 48900.4, 48910, 48911, 48915, 48915.5, 48918, 48918.5

DRESS CODE

Dress and grooming should fit in the school situation. “A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself (herself) for the schoolroom before entering.” (5 California Code of Regulations 302) The following minimum standards shall be enforced in the Corona-Norco Unified School District in order to meet the requirements of the California Administrative Code regarding grooming, dress, and appearance and the Education Code regarding free expression: Any clothing, makeup, hairstyle or wig that has been demonstrated to contribute to the substantial disruption

of the orderly operation of the school is inappropriate and unacceptable for school attire.

Dress should be suitable and comfortable for normal school activities. Clothing should correspond with the demands and purpose of the activity in which students participate. Clothing should be clean and in good repair.

Skirts and shorts shall be worn at an appropriate/acceptable length for sitting as well as standing so that undergarments shall not show. Skirts and dresses may be of any style if all slits, openings and length are no higher than half the distance between the knees and waist and do not expose one’s underclothing. Shorts may be worn but must be in good taste. No undergarments or posteriors shall show. Pants must fit at the hip so they will stay on without a belt. Under garments shall not show. Footwear must be worn at all times and have hard soles. (Tennis shoes are appropriate/acceptable.) Apparel with emblems, printing, etc., that are obscene, libelous, or slanderous, or that incite students as to create a clear and present danger are not permitted on campus and may not be worn. [Skin art, which is obscene or libelous or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, must be covered.] The following items of clothing are considered inappropriate/unacceptable for school attire:

- A. Strapless, halter tops, or tube tops

- B. Bare midriffs (no skin showing)
- C. Undergarments showing
- D. Chains or weapons (chains such as those attached to belts or wallets present a safety hazard.)
- E. No Shirts
- F. Lack of undergarments
- G. Shirts, tops or sweaters unbuttoned below the sternum
- H. Bathing suits (except in the swimming pool areas and lockerrooms)
- I. Hats**, visors of any kind, or sunglasses inside classrooms or office areas
- J. Other items or manner of wearing clothing may be inappropriate/unacceptable according to A-I above.

**Each school site will develop policies regarding the type of clothing to be allowed for outdoor use of sun-protective clothing.

EDUCATIONAL SERVICES

Career Counseling

It is the policy of the State that elementary and secondary school classes and courses, including non-academic and elective classes be conducted without regard to the sex of the students enrolled in such classes. Any school personnel acting in a career counseling or course selection capacity to any pupil shall explore with the pupil the possibility of careers, or courses leading to careers that are non-traditional for the pupil's sex. Parents have a right to participate in counseling sessions and decisions regarding course selections. Participation in a particular physical education activity or sport, if required of students of one sex, shall be available to students of each sex. Career counseling is designed to guide students through a successful transition from school to a viable postsecondary option and to develop the career self-management skills necessary for life-long career success. If you have any further questions please contact your student's school counselor.

Grade Reduction

No pupil shall have a grade reduced or lose credit for any absences excused pursuant to EC 48205 for missed assignments and tests that can reasonably be provided and completed.

Advanced Placement Exams

Economically disadvantaged students may apply for grant funds to cover the cost of advanced placement examination fees. Please check with your local high school counselors for more information.

Career Technical Education

School districts receiving Federal (Carl Perkins) funds for career technical education notify students and parents prior to ninth grade of the career technical education available and the eligibility requirements for enrollment in such vocational programs.

On July 31, 2018, the President signed the *Strengthening Career and Technical Education for the 21st Century Act* into law. This bill reauthorizes the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins) and will be referred to as Perkins V.

Purpose: Perkins is dedicated to increasing learner access to high-quality Career Technical Education (CTE) programs of study. With a focus on systems alignment and program improvement, Perkins is critical to ensuring that programs are prepared to meet the ever-changing needs of learners and employers. Perkins reflects the 100-year federal commitment to CTE by providing federal support for CTE programs and focuses on improving the academic and technical achievement of CTE students, strengthening the connections between secondary and postsecondary education and improving accountability. Perkins affords states and local communities the opportunity to implement a vision for CTE that uniquely supports the range of educational needs of students — exploration through career preparation — and balances those student needs with the current and emerging needs of the economy.

COURSES THAT MEET UC A-G ENTRANCE REQUIREMENT CREDIT

The following courses meet the University of California A-G requirements:

- Advanced Studies Games & Simulation - *G
- Aerospace Engineering Honors (PLTW) - *D
- Agricultural Biology - *D
- Agricultural Economics - *G
- Agricultural Mechanics - *G
- Agricultural Natural Science - *G
- Agriculture Food Science and Technology - *G
- Agriculture Government - *A
- Architectural Design - *F
- Aviation 1 & 2 - *G
- Business Law - *G
- Business Management and Leadership - *G
- Chemistry & Agriscience - *G
- Computer-Aided Drafting 2 (CAD) - *G
- Computer Integrated Manufacturing Honors (PLTW) - *G
- Computer Science A (AP) - *G
- Computer Science Principles (AP) - *G
- Culinary Arts 1 & 2 - *G
- Cybersecurity 1, 2, & 3 - *G
- Digital Imaging - *F
- Digital Photography - *F
- Emergency Medical Responders - *G
- Engineering Design Development Honors (PLTW) - *D
- Engineering Essentials - *D
- Exploring Computer Science - *G
- Furniture Design, History, and Construction - *F
- Game Design Principles - *G
- Graphic Design 1 & 2 - *F
- Internship 1 & 2 - *G
- Introduction to Business - *G
- Introduction to Business Finance - *G
- Introduction to Culinary Arts - *G
- Introduction to Engineering and Architectural Design - *G
- Introduction to Engineering Design Honors (PLWT) - *G
- Manufacturing and Prototyping - *G
- Mechatronics 1 & 2 - *G
- Medical Anatomy and Physiology - *D
- Medical Biology - *D
- Medical Chemistry - *D
- Principles of Business Finance - *G
- Principles of Engineering (PLTW) - *G
- Principles of Information Technology & Engineering - *G
- RCOE Advanced Concepts for Medical Profession - *G
- RCOE Automotive Service Technology 1 - *G
- RCOE Construction Technology 1 & 2 - *G
- RCOE Digital Film Production - *F
- RCOE Forensics & Crime Scene Investigation - *G
- RCOE Intro to Medical Professions - *G
- RCOE Law Enforcement & Principle Practices - *G
- RCOE Mechanical Engineering & Robotics Technology - *G
- RCOE Public Safety - *G
- RCOE Sports Medicine - *G
- RCOE Welding 1 & 2 - *G
- Retail Merchandising/Principles of Marketing - *G
- Retail Sales & Marketing - *G
- Sports Medicine 1 & 2 - *G
- Technology Applications - *G
- The Art and History of Floral Design - *F
- TV/Video Digital Media Production - *F
- Video Production - *F

*A-G Requirement Met

PLTW: Project Lead The Way



College Admission Requirements and Higher Education Information

In addition to ample private college opportunities, the State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school. To attend a community college you need only be a high school graduate or 18 years of age. To attend CSU you have to take specific high school courses, have the appropriate grades, and have graduated from high school. To attend a UC you must meet requirements for coursework and GPA or rank in the top 9 percent at a participating high school, or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. (EC51229) For more information on college admission requirements, please refer to the following Webpages:

[Official website of the California Community College](#) system. It offers links to all of the California Community Colleges.

[ASSIST website](#). This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

[The California State University website](#). — This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

[University of California website](#). — This massive website offers information regarding admissions, online application, and links to all UC campuses.

Teachers' Professional Qualifications

All parents have the right to request information regarding their child's classroom teachers. Information available at the [Commission on Teacher Credentialing website](#).

California Assessment of Student Performance and Progress (CAASPP)

California’s academic standards—the things we want students to know and be able to do—are designed so students graduate ready for college and a career. One way we measure their progress is through computer-based assessments, which students in grades

3–8 and 11 take each spring. These tests were created specifically to gauge each student’s performance in Mathematics and English language arts/literacy as they develop —grade by grade—the skills called for by the standards, including the ability to write clearly, think critically and solve problems.

The CAASPP program consists of three types of tests:

- Smarter Balanced Assessments (SBAC) in English Language Arts/Literacy and Mathematics for students enrolled in grades 3 through 8 and 11.
- California Science Tests (CAST) in grades 5, 8 and one grade in high school.
- California Alternate Assessments (CAA) in English Language Arts/Literacy and Mathematics for students in grades 3–8 and 11 who are severely cognitively challenged.

More information about the CAASPP assessment program is available at the [California Department of Education website](#).

How can parents and guardians help their child(ren) prepare for testing?

1. Have your child get plenty of rest the nights before testing. Research shows that being well rested helps students do better.
2. Keep your routine as normal as possible. Upsetting natural routines may make children feel insecure.
3. Make sure your child eats a good breakfast, but not a heavy one, on the days of testing. Research shows that students do better if they have breakfast before they take tests.
4. Be positive about the test. Acknowledge that tests can be hard and that they are designed so that no one will know all the answers. Explain that doing your best is what counts. The important thing is

to make your child comfortable and confident about the test.

5. After the test, talk to your child about his or her feelings about the test. Discuss what was easy and what was hard, but most importantly, what he or she learned from the test.

CAASPP Assessment—E.C. 60604

Each year the district is required to notify parents or guardians of their pupil's participation in the CAASPP assessment system in accordance with Education Code section 60604. Each year students in grade 3–8 and 11 in the Corona-Norco Unified School District will participate in the California Assessment of Student Progress and Performance (CAASPP) system in accordance with Education Code section 60604. The CAASPP system plays an integral role in helping teachers get students ready for college and careers. The notification to parents or guardians shall include a notice of the provisions outlined in Education Code section 60615. A parent or guardian may annually submit to the school a written request to excuse his or her child from any or all parts of any test provided pursuant to Education Code section 60640 for the school year. If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent or guardian and included in the pupil's records. The district and its employees may discuss the CAASPP assessment system with parents and may inform parents of the availability of exemptions under Education Code section 60615. The District and its employees shall not solicit or encourage any written exemption request on behalf of any child or group of children. Education Code 60604, 60605, 60607, 60612, 60615, 60640 and 60641

English Language Proficiency Assessments for California (ELPAC)

Identifying students who need help learning English is important so these students can get the support they need to do well in English Language arts/literacy, mathematics, science, and other subject areas in school. The English Language Proficiency Assessments for California, or “ELPAC”, are the tests used to measure how well students understand English when it is not the language they speak at home. Information from the ELPAC

tells your child's teacher about the areas in which your child needs extra support.

Newly enrolled students who have a language other than English indicated on their Home Language Survey will be administered the Initial ELPAC within 30 days of enrolling to determine if they will be classified as an English Learner. This information will help teachers best support your students to be able to access the content in their classes.

Every spring, students in transitional kindergarten through grade twelve, who are classified as English learners, will take the ELPAC Summative Assessment every year until they are reclassified as proficient in English. Students are tested on their skills in listening, speaking, reading, and writing.

To learn more about the ELPAC, please read the [*Parent Guide to Understanding the ELPAC*](#).

The ELPAC practice tests are another good resource. They are available on the [ELPAC website](#), where parents and students can see the kinds of questions that will be on the test.

Pupil Survey

No test, questionnaire, survey, or examination containing any questions about the student's, parents' or guardians' personal beliefs or practice in sex, family life, morality, and religion shall be administered to any student without the written consent and permission of the parents or guardians for the student to take such test, questionnaire, survey, or examination, after written notice by the District.

No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;

4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. (EC51513, 20 USC 1232h(b))

Summer School

Board Policy 6522 provides information about high school graduation requirements and alternative credits toward graduation.

Students may not attend another public summer school, such as Options for Youth, Access, Mirus, etc. unless the student is officially withdrawn from the school in CNUSD. If the student withdraws from CNUSD to attend another public summer school, the parent/guardian must enroll the student in CNUSD in order to return to school for the following school year.

Students may attend a non-public summer school and remain enrolled in CNUSD; however, there must be prior approval from the designated school site administrator.

Charter School Credit Recovery

If a student wants to enroll in a credit recovery class at a charter school, the parent or guardian must withdraw the student from school in CNUSD and enroll the student in the charter school. When the student wants to return to the district, the parent or guardian must withdraw the student from the charter school and enroll the student in CNUSD.

Courses Without Educational Content

A course without educational content is one course period during which any of the following occurs:

1. The pupil is sent home or released from campus before the conclusion of the designated school day.
2. The pupil is assigned to a service, instructional work experience, or to an other- wise named course in which the pupil is assigned to assist a certificated employee, but not expected to complete curricular assignments, in a course the certificated employee is teaching during that period and where the ratio of certificated employees to pupils assigned to the course for curricular purposes is less than one to one.
3. The pupil is not assigned to any course for the relevant course period. (EC51228.1)

In CNUSD the courses that meet the description of without educational content include:

Early Dismissal, Late Arrival, Teacher Assistant, Office Aide

To pursue enrolling a student in a course without educational content, the parent/guardian must agree with enrolling the student in a course without educational content, complete a 'Courses Without Educational Content' form, sign the form, and turn it in to the school counselor for the school to potentially enroll the student in a non-academic course.

Courses Previously Completed With Satisfactory Grades (Repeat Courses)

To permit a student to repeat a course that he/she previously completed with a satisfactory grade (repeat course), a parent/guardian must acknowledge their awareness that their student has previously completed the course and has received a grade determined by the Corona-Norco Unified School District to be sufficient to satisfy the requirements and prerequisites for admission to the California public institutions of postsecondary education and the minimum requirements for receiving a diploma of graduation. Further the parent/guardian must complete a 'Courses Previously Completed With Satisfactory Grades' form which delineates that the student has already completed the course with a satisfactory grade, as described above, and that the parent/guardian further understands that although the course has not been designed to be taken more than once, their signature on the form

consents to allow their student to enroll in the course for the purpose of:

- Grade
- Improvement
- Elective Credit

The parent/guardian then selects from the two options according to what is permitted by our district policy, signs the form, and turns it in to the school counselor to potentially enroll the student in a repeat course.

Administrative Regulation 6630 Update – Weighted Grades

Through a strong partnership with Norco College, opportunities are available for students interested in advancing their education in particular CTE pathways or academic pathways beyond our high school courses. Dual enrollment is the offering of Norco College courses for high school students on a CNUSD Campus. Concurrent enrollment is the opportunity for an individual CNUSD high school student to take a course of interest on a college campus. To enhance these opportunities for students, since the Fall of 2015 CNUSD has provided honors weighting on a 5.0 GPA scale for CSU or UC transferrable college courses taken by students in high school. Students should contact their counselor or administrator for information regarding eligibility to take dual or concurrent enrollment classes and, for concurrent enrollment, must receive prior authorization from their principal regarding specific courses they desire to take and have transcribed on their high school transcript.

In CNUSD high school courses, beginning in the 2015-2016 school year, extra grade weighting (5.0 GPA Scale) shall be assigned to a 10th, 11th, or 12th grade course eligible for honors weighting according to the University of California if the Superintendent or designee has submitted the course curriculum to the University of California Office of the President and the course required for approval has received approval with honors distinction. Honors weighted courses submitted for UC approval in the spring prior to the course being offered will be based a 5.0 GPA scale for purposes of credits awarded by the District. In the event that any honors weighted course submitted for UC approval in the spring is not approved by the UC, students will continue to earn credits on a 5.0 scale for District purposes in the school year immediately following submissions, but such courses will not appear as honors courses or be weighted in the UC GPA calculation in a student's UC or CSU application. CSU or UC transferrable college courses will

also receive credit on a 5.0 GPA scale:

A= 5 grade pts; B = 4 grade pts; C = 3 grade pts; D = 1 grade pt; F = 0 grade pt

To view our updated board policy, please read [Board Policy 6630 Grades and Evaluation of Students](#). Scroll to section “F”.

For information on dual enrollment, please contact your student’s counselor or administrator.

For concurrent enrollment at Norco College, please visit the [Norco College High School Partnerships webpage](#). This site is updated throughout the academic year with deadlines, forms, and other important information. CNUSD is proud to offer a variety of pathways for our students to prepare for college and careers.

9th Grade Math Placement

The Governing Board believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or a fulfilling career. To the extent possible, district students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems. To this end, CNUSD has adopted placement protocols for all students entering ninth grade. [Board policy 6645](#) and the district’s mathematics placement protocols are available at www.cnusd.k12.ca.us (Education Code 51224.7)

After School Sports Programs

Student participation in after school activities is voluntary and as such is not required by the District for course credit or for completion of graduation requirements. Parents should be aware that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate in such activities. As participation in these activities are voluntary, parents and students are assuming all liability and responsibility for any and all potential risks that may be associated with their participation. Parents acknowledge that the District shall not be liable for any injury/illness suffered by students’ participation in these activities.

California College Guidance Initiative (CCGI)

The Corona-Norco Unified School District has entered into a contract with the California College Guidance Initiative. CCGI has developed the CaliforniaColleges.edu website. Within this website CNUSD secondary students benefit from the development of a portfolio which includes career choices as well as a plan of study encompassing their four years of high school. The partnership includes the sharing of student data through our Student Information System (SIS). Since CCGI is not considered a third party provider of services, we are permitted to share student level data without violating Education Code 49073.1. As an example, CaliforniaColleges.edu receives validated student grades to streamline student college applications to the Cal State University system.

If you do not want information about your student to be shared with CCGI (CaliforniaCollege.edu), please request the non-consent form from your student's school site. You must complete the non-consent form and return the completed form to your student's school site school counseling office.

Continued Education Options for Juvenile Court School Students

A juvenile court school student, or the person holding the right to make educational decisions for the student, may voluntarily defer or decline issuance of their diploma until after the student is released from the juvenile detention facility, thereby allowing the student to take additional coursework at a local education agency. The county office of education will notify the student, the person holding to right to make educational decisions for the student, and the student's social worker or probation officer of all of the following:

- a. The student's right to a diploma;
- b. How taking coursework and meeting other educational requirements will affect the student's ability to gain admission to a post-secondary educational institution;
- c. Information about transfer opportunities available through

- the California Community Colleges; and
- d. The option to defer or decline the diploma and take additional coursework. (EC48645.3(a), EC48645.7)

SARC – School Accountability Report Card

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC. EC 35256, 35258; (BP 0605)

A copy of the school’s SARC will be furnished upon request and is available at the [Funding & Program Accountability webpage](#) on the District’s website. Parents may contact the principal of the school or the Research, Evaluation, and School Improvement (RESI) Department at (951) 736-5143 for a copy of the most recently completed accountability report card.

HEALTH

Tobacco Free School District

The district tobacco-free policy prohibits the use of tobacco products and vapor- emitting electronic devices (whether or not the device contains tobacco or nicotine) any time in district owned or leased buildings, on district property, and in district vehicles. This includes athletic events after school and on weekends.

Site administrators shall ensure that all students, parents and employees have a tobacco-free environment. Students and employees

using tobacco on district property or at school events are subject to disciplinary action.

Information about tobacco cessation support programs will be made available, and participation is encouraged at all district sites.

Concussion and Head Injury

Required, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. These provisions would not apply to an athlete engaged in an athletic activity during the regular school day or as part of a physical education course. (EC49475)

Immunizations

All students are required, upon enrollment and at other specified times, to present proof of adequate immunization. Students not meeting requirements will be excluded from attending school until requirements are met. In addition, all students entering grades 7 through 12 will be required to provide proof of Whooping Cough (Tdap) Booster. (H&S Code 120335)

Child Health and Disabilities Prevention Program

Health and Safety Code Sections 124100 and 124105 require a notice to parents of kindergarten and first grade children of the requirement for a physical examination for first grade enrollment. Free health screening is available under the Child Health and Disability Prevention Program

Parent Refusal to Consent

Education Code 49451 allows a parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which he is enrolled a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of his child. Thereupon the child shall be exempt from any physical examination, but whenever there is

good reason to believe that the child is suffering from a recognized contagious or infectious disease, the student will be sent home and will not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Asbestos Management Plan

Code of Federal Regulations, Title 40 states that each school site in the district has an AHERA Report (Asbestos Hazard Emergency Response Act) which identifies where asbestos is located at the school and the conditions of those areas. This report is updated every three months. A copy of the report is available at the school.

Student Insurance

The Corona-Norco Unified School District does not provide or cover your child with medical insurance for accidents or illness. A student accident and health insurance plan is available for purchase at your school.

Confidential Medical Services

The governing board, each academic year, notifies pupils in grades 7-12, inclusive, and the parents or guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without consent of the pupil's parent or guardian. (EC46010.1)

Presence of Pupils with Temporary Disabilities

It is the primary responsibility of the parent/guardian of the pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to Section 48207 of the pupil's presence in a qualifying hospital. (EC48208)

Pupils with Temporary Disabilities

Education Code 48206.3 states that pupils with a temporary

disability which makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil resides.

Medications at School

All medications taken at school, whether prescription or over-the-counter require an “Authorization for Medication Administration” completed by the parent and physician. All medications must be brought by the parent to the health office in the original container, appropriately labeled. Students are not allowed to carry medication on campus unless it is for emergency use, as specified by physician.

Comprehensive Sexual Health Education

Education Code 51934 requires that all pupils in grades 7-12, inclusive receive comprehensive sexual health education and HIV prevention education from instructors trained in the appropriate courses. Each pupil shall receive this instruction at least once in middle school and at least once in high school.

“Comprehensive sexual health education” means education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections (*EC 51931*).

“HIV prevention education” means instruction on the nature of human immunodeficiency virus (HIV) and AIDS, methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS (*EC 51931*).

Abstinence from sexual activity and injection drug use shall be taught within the context of comprehensive sexual health and HIV prevention education (*EC 51934[3]*), however, abstinence-only education is not permitted in California public schools.

Excuse from Comprehensive Sexual Health Education

Education Code 51938 states that a parent or guardian of a pupil has the right to excuse their child from all or part of the comprehensive sexual

health education, HIV prevention education, and assessments related to that education. Any written and audiovisual educational materials used in sex education are available for inspection by the parent or guardian. Parents or guardians will be advised as to whether the comprehensive sexual health education will be taught by school district personnel, by outside consultants or in an assembly by guest speakers. Parents or guardians have the right to request a copy of Education Codes related to comprehensive sexual health.

Parents or guardians may request in writing that his or her child not receive comprehensive sexual health education. Our District requires that parents or guardians must respond in writing that they do not want their child to participate in comprehensive sexual health education prior to receiving instruction. A pupil may not attend any class in comprehensive sexual education if the school has received a written request from the pupil's parent or guardian excusing the pupil from participation. (EC51939)

This notice does not apply to descriptions or illustrations of human reproductive organs that may appear in a textbook, adopted pursuant to law, on physiology, biology, zoology, general science, personal hygiene, or health. This notice does not apply to instruction, materials, presentations, or programming that discuss gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and do not discuss human reproductive organs and their functions. (EC51932)

Oral Health Assessment

Education Code 49452.8 requires that your child have an oral health assessment (dental check-up) by May 31 in either kindergarten or first grade, whichever it is his or her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional.

INFORMATION TECHNOLOGY

Find all of our [current policies](#) on the district website:

We encourage parents to read all of our policies and accept our Student Content Filtering Policy and Student Bring Your Own Device Policy is available on [Parent Connect](#).

PARENT RIGHTS

POLICY ON UNIFORM COMPLAINT PROCEDURE

The Governing Board of the Corona-Norco Unified School District recognizes that the district has primary responsibility for compliance with state and federal laws and regulations governing educational programs. The district shall follow these uniform complaint procedures pursuant to state regulations when addressing complaints alleging failure to comply with:

1. Adult Basic Education (Education Code §§ 8500-8538 and 52500-52617);
2. Consolidated Categorical Aid Programs (Education Code §§ 64000-64001);
3. Migrant Education (Education Code §§ 54440-54445);
4. Career Technical and Technical Education and Training Programs (Education Code §§ 52300-52490);
5. Child Care and Development Programs (Education Code §§ 8200-8498);
6. Federal school safety planning requirements;
7. Laws regarding unlawful discrimination, harassment (including sexual harassment), intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived ancestry, age, color, physical or mental disability, medical condition, gender, gender identity, gender expression, nationality, national origin, immigration status, race or ethnicity, ethnic group identification, religion, sex, sexual orientation, marital or parental status, pregnancy, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. identified in Education Code section 200 or

220, Government Code section 11135, or Penal Code section 422.55 The prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (Education Code § 49013);

8. Requirements for Local Control and Accountability Plans (LCAP) (Education Code § 52075). This type of complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements for an LCAP. If an LCAP complainant is not satisfied with the decision of the district, the complainant may appeal to the State Superintendent of Public Instruction and will receive a written appeal decision within 60 days of the State Superintendent's receipt of the appeal;

9. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code § 222);

10. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfers, or the grant of an exemption from district graduation requirements (Education Code §§ 48853, 48853.5, 49069.5, 51225.1, 51225.2);

11. Any complaint, by or on behalf of a homeless student as defined in 42 U.S.C. 11434a, a former juvenile court school student, or a child of a military family as defined in Education Code 49701 who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board imposed graduation requirements (Education Code §§ 51225.1, 51225.2);

12. Any complaint alleging district noncompliance with the requirements of Education Code sections 51228.1 and 51228.2, prohibiting the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code § 51228.3);

13. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in grades 1

through 8 (Education Code §§ 51210, 51223); and

14. Any complaint alleging retaliation against a complainant or other participant in the complaint process described in the policy or anyone who has acted to uncover or report a violation subject to this policy.

Matters listed below under “Referring Complaint to Appropriate Agencies” are not covered by these procedures. However, the district may elect to investigate complaints about such matters in accordance with these procedures. The District has elected to use the Uniform Complaint procedures to investigate other District complaints, as outlined in individual Board Policies.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board prohibits any form of retaliation against any complainant or participant in the complaint process. Participation in this process shall not affect the status, grades, or work assignments of the complainant or participating witnesses.

The confidentiality of the parties involved and the integrity of the process shall be protected to the extent required by law in connection with the investigation of complaints.

The Superintendent or designee shall provide training to designated district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy.

I. Compliance Officer

The Board designates RoseMarie Hickman, Ed.D, Coordinator, Human Resources Division, 2820 Clark Avenue, Norco, CA 92860, telephone (951) 736-5069, RoseMarie.Hickman@cnusd.k12.ca.us as the District’s compliance officer to receive and direct investigation of complaints, maintain records of complaints and subsequent related actions, and ensures District compliance with the law.

II. Notifications

The District shall annually notify in writing, as applicable, its students, employees, parents and guardians, school advisory committees, District advisory committees, appropriate private school officials and representatives, and other interested parties of these procedures and the person responsible for processing complaints. Complainants are hereby notified that they may have alternative local civil law remedies via

governmental agencies such as OCR, DFEH, EEOC, local bar associations, law schools, the Superintendent of Public Instruction or mediation services. The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant that civil law remedies may be available to him/her under state or federal discrimination harassment, intimidation, or bullying laws, if applicable.
3. Advise the complainant of the appeal process pursuant to Education Code section 262.3, including the complainant's right to take a complaint directly to the California Department of Education or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
 - i. The district is primarily responsible for compliance with applicable state and federal laws and regulations governing educational programs.
 - ii. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - iii. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - iv. A student enrolled in public school shall not be required to pay a fee for his or her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
 - v. The Board is required to adopt and annually update a Local Control and Accountability Plan (LCAP), in a manner that includes meaningful engagement of parents or guardians, students, and other stakeholders in the development and review of LCAP.
 - vi. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the

student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

vii. A foster youth, homeless student, former juvenile court school student, or child of a military family who transfers into a district high school or between district schools shall be notified of the district's responsibility to:

(a) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic nonsectarian school or agency, and to issue full or partial credit for the coursework completed;

(b) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency; and

(c) If the student has completed his/her second year of high school before the transfer, provide the student information about district adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code § 51225.1.

viii. The complainant has a right to appeal the district's decision to the California Department of Education by filing a written appeal within 15 days of receiving the district's determination.

ix. The appeal to the California Department of Education must include a copy of the original complaint filed with the district and a copy of the district's decision.

x. Copies of the district's uniform complaint procedures are available free of charge.

In addition, the district's uniform complaint procedures shall be posted in all district schools and the administrative office, including staff lounges and student government meeting rooms (Education Code § 234.1). If school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the policy, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code § 48985)

III. Filing of Complaint

A written complaint of alleged non-compliance with a Federal or State law or regulation governing education programs listed above must be filed with the compliance officer. When the subject matter of a complaint is not covered by this policy, the complainant shall be so advised.

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay fees, deposits, and charges or any requirement regarding the LCAP may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. Pupil fee complaints may be filed with the principal of the school. Pupil fee complaints shall be filed not later than one year from the date the alleged violation occurred.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or disability, district staff shall assist in filing the complaint.

IV. Investigation of Complaint

The complaint shall be presented to the compliance officer, who shall maintain a log of complaints received.

The compliance officer may designate an outside investigator, as appropriate, to investigate a complaint. The investigator shall be knowledgeable about the laws and programs he or she is assigned to investigate.

The Superintendent or designee shall ensure that employees designated to investigate or direct investigation of complaints are knowledgeable about the laws and programs for which they are assigned to investigate. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

In the discretion of the compliance officer/designee, and with the consent of the parties, the compliance officer/designee may undertake a resolution of the dispute via mediation. This step is optional.

The compliance officer/designee shall hold investigative meetings promptly upon receipt of the complaint or following an unsuccessful mediation. The investigation shall include an opportunity for the complainant, or the complainant's representative, or both, to present the complaint and evidence or

information leading to evidence to support the allegations of non-compliance with state and federal laws and/or regulations.

To ensure that all pertinent facts are discovered, the compliance officer/designee may conduct interviews with other individuals or request others to provide additional information and evidence.

Complainants are advised that while the district will make an effort to protect their privacy and confidentiality, investigation of their complaints may require disclosure of certain information to others. By filing a complaint, complainant authorizes the district to investigate and make disclosures as may be reasonably necessary to the investigation and resolution of the complaint.

As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that doing so does not obstruct the investigation of the complaint.

Complainants, witnesses, and all other participants are protected by law from retaliation for their participation in the complaint investigation process.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegations in the complaint and shall not obstruct the investigation. Failure or refusal by the district to provide the investigator with access to records and other information related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

The compliance officer/designee shall apply a “preponderance of the evidence” standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

V. Written Decision

The District will issue a decision based on the evidence. The decision will be in writing and sent to the complainant within 60 days from receipt of the complaint, unless the complainant agrees in writing to an extension of time.

In consultation with District legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

The decision should contain:

1. The findings of fact based on the evidence gathered;
2. Conclusions of law;
3. Disposition of the complaint;
4. The rationale for such disposition;
5. Corrective actions, if any are warranted;
6. Notice of the complainant's right to appeal the decision to the California Department of Education; and
7. Procedures to be followed for initiating an appeal to the California Department of Education.

If an investigation of a complaint results in discipline to a student or an employee, the decision shall state only that effective action was taken and the student or employee was informed of District expectations. The decision shall not give any further information as to the nature of disciplinary action.

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems. The report of the District's decision shall be written in English and in the language of the complainant when required by law.

VI. Referring Complaint Issues to Appropriate Agencies

In accordance with 5 California Code of Regulations section 4611, the following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to these complaint procedures

1. Allegations of child abuse: Riverside County Department of Public Social Services, 10281 Kidd Street, Riverside, California 92503.
2. Health and safety complaints regarding a child development program: Riverside County Department of Public Social Services, 10281 Kidd Street, Riverside, California 92503.
3. Discrimination issues involving child nutrition programs: Administrator, U. S. Department of Agriculture, Food and Nutrition Service, 3101 Park Center Drive, Alexandria, Virginia 22302; or Secretary of Agriculture, Washington D.C. 20250; or U. S. Department of Agriculture, Food and Consumer Service, Western Regional Office, 550 Kearney Street, #400, San Francisco, California 94108.
4. Title IX of the Educational Amendments of 1972: United States Office for Civil Rights (OCR), U. S. Department of Education, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, California 94102-4987.
5. Employment discrimination complaints: State Department of Fair Employment and Housing (DFEH), 1845 S. Business Center Drive, Suite 127, San Bernardino, California 92408.
6. Allegations of fraud shall be referred to the responsible State or Federal Department Division Director and its legal office; California Department of Education, P. O. Box 944272, Sacramento, California 94244-2720.
7. Depending on the nature of the complaint, the complainant may also have available civil law remedies, and may consult his/her attorney. Civil law remedies include, but are not limited to, injunctions, restraining orders, or other remedies or orders. Notwithstanding any other provision of law, a person who alleges, based on state law, that he or she is a victim of discrimination, harassment, intimidation, or bullying may not seek civil remedies, other than injunctive relief or complaints based on federal law, until at least 60 days have elapsed from the filing of an appeal to the California Department of Education. Page 9 of 9 1321
8. Appeal and review procedures are available. See “Appeals to the California Department of Education” below; P. O. Box 944272, Sacramento, California 94244-2720.

VII. Appeals to the California Department of Education

If a complainant is dissatisfied with the decision, he/she may appeal in writing to the California Department of Education within thirty days of receiving the district's decision. In appealing, the complainant must specify and explain the basis for the appeal, including at least one of the following: (1) The District failed to follow its complaint procedures, and/or (2) Relative to the allegations of the complaint, the District's Investigation Findings lacks material findings of fact necessary to reach a conclusion of law, and/or (3) The material findings of fact in the District's Investigation Findings are not supported by substantial evidence, and/or (4) The legal conclusion in the District's Investigation Findings is inconsistent with the law, and/or (5) In a case in which the District found noncompliance, the corrective actions fail to provide a proper remedy

The complainant must include copies of the complaint and the district's decision in submitting an appeal.

The California Department of Education may directly intervene in a complaint without waiting for action by the district when one of the conditions listed in 5 California Code of Regulations section 4650 exists; including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

Legal Reference: 5 C.C.R. section 4600 et seq.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The District shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred (Education Code 35186; 5 C.C.R. 4681, 4682):

Textbooks and Instructional Materials

1. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or District-adopted textbooks or other required instructional materials to use in class.
2. A student does not have access to textbooks or instructional materials

to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

3. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
4. A student was provided photocopied sheets from only a portion of a Textbook or instructional materials to address a shortage of textbooks or instructional materials.

Teacher Vacancy or Missassignments

1. A semester begins and a teacher vacancy exists.
2. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.
3. A teacher is assigned to teach a class for which the teacher lacks subject matter competency

“Teacher vacancy” means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (EC35186; 5 C.C.R. 4600)

Facilities

1. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinkler, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken

windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72.)

2. A school restroom has not been cleaned, maintained, or kept open in

accordance with Education Code section 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, and has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5.)

“Open restroom” means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5.)

Filing of Complaint

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/her authority to the Superintendent or designee in a timely manner, not to exceed 10 working days. (Education Code 35186; 5 C.C.R. 4680.)

Other Complaints

Public Complaints other than Uniform Complaint Procedure Matters

It is the intent of the Corona-Norco Unified School District’s Board of Education to provide for informal resolution of conflicts and complaints. This procedure may be used to address complaints that are not covered under Board Policy 1312.3, Uniform Complaint Procedure, or administrative Regulation 1322, Williams Uniform Complaint Procedures, Board Policy 4390, Employee Harassment/Discrimination, and Administrative Regulation 5145.71, Title IX Sexual Harassment Complaint Procedures. If your complaint pertains to any of the areas covered under Board Policy 1312.3, Administrative Regulation 1322, Board Policy 4190, Employee Harassment/Discrimination, and Administrative Regulation 5145.71, Title IX Sexual Harassment Complaint Procedures it will be investigated and resolved, as appropriate, pursuant to the procedures set forth therein.

It is desirable that complaints or conflicts not falling under the above uniform complaint procedures be initially addressed between the people involved and if not resolved, such complaint or conflicts may be processed in the following sequence. A written description of the complaint or conflict must be filed no later than six (6) months from the date of the alleged complaint or conflict, or when the complainant first obtained knowledge of the facts regarding the alleged complaint or conflict. For good cause, the Superintendent may grant an extension of up to ninety (90) days upon written request of the complainant. If the complainant is unable to put a description of the complaint or conflict in writing due to conditions such as illiteracy or disability, District staff may assist in filing the written description.

A. Level 1

If the complainant is an employee, the complainant shall discuss the complaint or conflict with the supervisor at the school or work site level.

If the complainant is a parent/guardian or member of the public, the complainant shall discuss the complaint or conflict with the school principal or designee.

The Principal or Supervisor shall conduct necessary investigation and provide a written conclusion to the complainant. The Principal or Supervisor shall endeavor to complete the Level 1 process within thirty (30) calendar days of receipt of the complaint.

B. Level 2

If the complainant is not resolved at Level 1, the complainant may request a Level 2 review within fifteen (15) business days. At the Level 2 review, complainant will file a written complaint with the District outlining:

1. The specific nature of the complaint and a brief statement of the facts related to the complaint or conflict.
2. The previous steps taken to attempt to resolve the complaint or conflict.

3. The action which the complainant wishes taken and the reason why such action will resolve the complaint or conflict.

If necessary, the District Coordinator or designee shall complete additional investigation. The District Coordinator shall provide a written summary of the resolution to the complainant. The District Coordinator or designee shall endeavor to complete the investigation and provide written resolution within thirty (30) calendar days.

C. Level 3

If the complaint is not resolved at Level 2, the complainant may request a Level 3 review within fifteen (15) business days by submitting a written appeal to the Superintendent.

The Superintendent or Designee will review any documents in the file and may determine whether additional investigation is necessary. If necessary, the Superintendent or Designee will conduct additional fact findings. The District will prepare written findings.

D. Level 4

If the matter is not resolved to the complainant's satisfaction at Level 3, the complainant may request in writing that the complainant be considered by the Board of Education, such appeal must be requested within fifteen (15) business days of the date of the Level 3 written findings.

The Board of Education, after reviewing the complaint, the District Coordinators report, information submitted by the complainant, and the Superintendent's recommendation (if any), may grant the complainant an opportunity to address the Board of Education or a committee of the Board of Education.

The complainant shall be advised, in writing, of the Board of Education's decision, which shall be final.

PUPIL DISCIPLINE

Safe Schools Notification

DANGEROUS OBJECTS (KNIVES, FIREARMS, EXPLOSIVES):

Possession, sale or furnishing of any knife, explosive or other dangerous object, including but not limited to Swiss-army style knives, X-Acto knives, box cutters, single- edged razor blades, pepper spray, aerosol cans, air soft guns, and imitation firearms:

-First Offense: The student will be suspended and may be recommended for expulsion from the Corona-Norco Unified School District.

Possession, sale or furnishing any firearm:

-First Offense: The student will be expelled from the Corona-Norco Unified School District for a minimum of 12 calendar months.

TOBACCO PRODUCTS:

The District prohibits the use and possession of products containing tobacco or nicotine, including but not limited to cigarettes, snuff, smokeless tobacco, chew packets, betel, electronic nicotine delivery systems such as electronic cigarettes, vape pens, or any other vapor emitting devices, with or without nicotine content, such as electronic hookah or hookah pens, or any other type of device that serves as a nicotine delivery system or that mimics the use of tobacco products and paraphernalia.

- First Offense: The student will be assigned to Saturday School with parent contact.
- Second Offense: Student will be assigned to Saturday School with Tobacco Education Lesson with parent contact, and Voluntary Tobacco Awareness Program.
- Third Offense: ACP / Suspension with parent contact and mandatory Tobacco Education Group.

SEXUAL HARASSMENT:

As defined by Education Code Section 212.5, “Sexual harassment” means unwelcome sexual conduct including advances, requests for

sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made under specified conditions. (See ‘SEXUAL HARASSMENT POLICY’ below)

SEXUAL BATTERY/ASSAULT:

Sexual battery, which involves unlawful and unwanted touching of another, or sexual assault, will result in a recommendation for expulsion.

5145.7

STUDENTS

SEXUAL HARASSMENT

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint, testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district’s Title IX Coordinator, or any other available school employee.

Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

The District’s Title IX Coordinator

Dr. RoseMarie Hickman Coordinator, Human Resources

2820 Clark Avenue Norco, California 92860-1903

Telephone (951) 736-5060 RoseMarie.Hickman@cnusd.k12.ca.us

Once notified, the Title IX Coordinator shall ensure the complaint is

addressed through the Title IX complaint procedures or uniform complaint procedures.

For purposes of this policy, a “report” or “complaint” is defined as any oral or written communication to a district employee which alleges behavior or misconduct that may constitute sexual harassment or sexual violence. A report or complaint may include an oral report, an email, a text message or other message conveyed to a district employee. The report or complaint does not have to be on a particular form or use specific words to identify the law which may have been violated.

All complaints and allegations of sexual harassment or sexual violence shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

The Superintendent or designee shall inform students and parents/guardians of the district’s sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district’s website, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

Allegations of sexual harassment by and against students in violation of Title IX will be investigated in accordance with the law and district procedures specified in Administrative Regulation 5145.7.

Allegations of sexual harassment under Education Code or other allegations of harassment shall be investigated and resolved in accordance with law and district procedures specified in Board Policy 1312.3, Uniform Complaint Procedure.

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual

harassment under any circumstance.

3. Encouragement to report observed instances of sexual harassment, even when the alleged victim of the harassment has not complained.

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to any harassment, prevent recurrence, and address any continuing effect on students.

6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues.

8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

Disciplinary Actions

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. Suspensions and recommendations for expulsion shall follow applicable law.

Upon investigation of a sexual harassment complaint, any employee

found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action in accordance with law and the applicable collective bargaining agreement.

Record Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment and sexual violence to enable the district to monitor, address and prevent repetitive harassing behavior in district schools.

CONTROLLED SUBSTANCES

(ILLEGAL DRUGS OR ALCOHOL):

Using or possessing a controlled substance (illegal drugs, alcohol, or unauthorized prescription medication, or being under the influence:

First Offense: The student will be suspended and recommended for assignment to Orange Grove High School (grades 9-12) or the Cubs Program (grades 7-8).

Second Offense: The student will be recommended for expulsion. Selling or furnishing a controlled substance (illegal drugs or alcohol):

First Offense: The student will be recommended for expulsion.

FIGHTING/THREATS/BULLYING/ RACIAL SLURS

Fighting, attempting to fight, repeated threats to fight, bullying, or racial slurs will result in suspension or other disciplinary actions. Disciplinary actions will apply which may include suspension and/or expulsion (grade K-8).

Second Offense for Fighting: The student will be recommended to Orange Grove High School (grades 9–12).

SERIOUS BODILY INJURY/ HATE CRIMES/ TERRORIST THREATS

For causing serious bodily injury, striking a district employee, committing a hate crime towards any protected group or making terrorist threats

First Offense: The student will be recommended for expulsion from the Corona- Norco Unified School District.

(Any offenses involving drugs, alcohol, dangerous objects, causing serious bodily injury, hate crime or making terrorist threats will be reported to the proper legal authorities.).

THESE REGULATIONS APPLY AT ANY SCHOOL RELATED ACTIVITY.

Duty Concerning Conduct of Pupil Education Code 44807 states that every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, assistant principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provisions of Section 49000.

Causes for Mandatory Recommendations for Expulsions

Education Code section 48915(c)

- Possession/selling/furnishing of a firearm.
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault or committing a sexual battery
- Possession of an explosive
- Robbery or extortion or attempted robbery or extortion

- (EC48915, EC48900(e)).
- Threatened, attacked or committed sexual assault on school personnel (Penal Code 240, 242; EC48915, EC48900(a)).
 - Committed or attempted to commit sexual assault or battery (EC48915, EC48900(n)).
 - Committed or threatened to commit a terrorist threat (EC48900.7). Possession of an explosive device (EC48900(b)).

Suspension and Expulsion

Education Code 48925 defines suspension as the removal of a pupil from ongoing instruction for adjustment purposes.

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has violated Education Code 48900:

- (a-1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a-2) willfully used force or violence upon the person of another, except in self- defense
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certified school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, and alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safe- ty Code, an alcoholic beverage, or an

intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen 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 of, possession by, a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 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.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is as 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 sexual assault as defined in Section 261, 266c, 286, 288, 281, or 289 of the Penal Code or committed sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, attempted to engage in, hazing. 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, that 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, including but not limited to, bullying committed by means of an electronic act, directed specifically toward a student or school personnel.

(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 other academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his other ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

1. A message, text, sound, or image.

2. A post on a social network Internet Web site, including, but not

limited to:

3. Posting to or creating a burn page. “Burn page” means an Internet Website created for the purpose of having one or more of the effects listed.
4. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
5. Creating a false profile for the purpose of having one or more of the effects listed. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. An electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

An act of cyber sexual bullying. Cyber sexual bullying means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D) above. A photograph or other visual recording includes the nude, semi-nude, or sexually explicit depiction of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. It does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(s) A pupil may not 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 pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off campus.

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

(t) 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.

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

(.2) Committed sexual harassment as defined in Education Code 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive, (EC48900.2).

(.3) Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233 for pupils in grades 4–12.

(.4) Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect or materially disrupting class work, creating substantial disorder, and invading the rights of the pupil or group of pupils by creating an intimidating or hostile educational environment, for pupils in grades 4 to 12. (EC48900.4).

(.7) Making terrorists threats against school officials or school property, or both (EC48900.7).

Education Code 48900.1 authorizes teachers to require parents or guardians suspended by a teacher to attend a portion of the school day in his or her child’s or ward’s classroom. The attendance shall be limited to the class from which the pupil was suspended.

Pupil Fees

No student shall be required to pay a fee, deposit, or other charge for participation in an educational activity that constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities. (EC49010, EC49011; 5 CCR 350) Books, materials, equipment, supplies, and other resources necessary for students' participation in the Districts educational program are made available to them at no cost.

As necessary, the Board may approve fees, deposits, and other charges that are specifically authorized by law. The prohibition against student fees does not restrict the District from soliciting voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities. However, the District shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student and shall not remove, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student. When District employees, volunteers, students, parents/guardians, or educational or civic organizations participate in such events or activities, the Superintendent or designee shall emphasize that participation in the event or activity is voluntary.

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP 1312.3 – Uniform Complaint Procedures. (EC49013)

PUPIL RECORDS

Pupil Records EC 49063

Board Policy 5125 states that parents or legal guardians have the right to inspect and review any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder

Types of Pupil Records: A pupil record is any item of information directly related to an identifiable pupil, other than directory information, which is maintained by the District or required to be maintained by a District employee in the performance of his/ her duties, whether recorded by handwriting, print, tapes, film, microfilm or other means. Pupil records include a pupil's health record. The District does not collect social security numbers or information regarding the citizenship or immigration status of pupils or parents.

Responsible Officials: The site Principal is responsible for the maintenance of pupil records located at your child's school. For pupil records maintained at the District office, the responsible official is the District Custodian of Records.

Location of Log/Record: The law requires that a log or record be maintained for each pupil's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests therefore. For records maintained at your child's school, the log is located in the Principal's office.

For records maintained at the District office, the log is located in the Student Services office or Special Education office.

School Officials and Employees/Legitimate Educational Interests: School officials and employees who are authorized to review pupil records are school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, certificated employee, or support staff member (including, but not limited to, para-educator, health or medical staff and school law enforcement personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, educational consultant or therapist); other public agencies providing services to pupils, as well as employees of other public schools or school systems where educational programs leading to high school graduation are provided or where a District pupil intends to or is directed to enroll.

Legitimate educational interests are described in California Education Code section 49076 and in District Board Policy 5125. The district will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

Right of Access and Review/Expungement: Parents have an absolute right to access pupil records related to their child/children that are maintained by the District. Parent means a natural parent, adopted parent or legal guardian. If the parents are divorced or legally separated, only the parent having legal custody of the pupil may challenge the content of a record or offer a written response to a record pursuant to Section B of CNUSD Board Policy, or consent to release records to others.

A pupil 16 years of age or older who has completed the 10th grade may have access to their own records. Parents of a pupil age 18 older who is a dependent have access to the pupil's records. A pupil who is 14 years of age or older may access his or her own records if the pupil is both a homeless child or youth and who is considered an unaccompanied youth. (EC49076(a)) A foster family agency, short-term residential treatment staff, or caregiver may also access a pupil's records while the pupil is in their care.

If you wish to review records located at your child's school, please contact the Principal's office, or submit a written request that identifies the records you wish to inspect. Records shall be reviewed in the presence of the site principal or his/her designee. If you wish to review records located at the District office, please contact the District Custodian of Records. The Principal or District office has five (5) business days from the day of the receipt of a request to provide access to the records.

The district will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

Challenging the Content of Records: You have the right to challenge the content of any pupil record by filing a written request with the District Superintendent to correct or remove any information recorded in the written records concerning your child which you allege to be any of the following: (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 pupil.

Within 30 days of receipt of such request, the Superintendent or his designee shall meet with the parent or guardian and the certificated employee who recorded the information in question, if such employee is presently employed by the District. The Superintendent shall then sustain or deny the allegations. If the Superintendent, sustains any or all of the allegations, he shall order the correction or removal and destruction of the information; destruction to be performed by the school employee originally responsible for the custody of the school records.

Copying Costs: You may receive copies of your child's pupil records. A reasonable charge (.25 per page) may be made for copies of records requested by the parent/ guardian. Such charge may be waived by the principal in case of hardship.

Transfer of Records: The district is required to transfer a copy of your child's permanent pupil records upon receipt of request within 5 schooldays to the school your child intends to enroll.

Complaints: You 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 (20 USC 1232g).

Destruction of Pupil Records: The Governing Board of the District is required to retain indefinitely the original or an exact copy of mandatory permanent pupil records (Class 1 - Permanent Records) which schools have been directed to compile by California regulations; maintain for stipulated periods of time mandatory interim pupil records (Class 2 - Optional Records) until the information is no longer needed to provide educational services to a child and are retained until reclassified as Class 3 – Disposable Records, and then destroyed as per California regulations (5 CCR 432). Prior to destroying pupil records of a child who has received special education services, the IDEA requires parental notification when the District decides that personally identifiable information is no longer needed to provide educational services to a child. Once parents/guardians have been notified that personally identifiable information is no longer needed, they have the option of requesting access to and/or copies of pupil records prior to destruction,

and to request that pupil records be destroyed, unless the District determines that the information could be needed to provide educational services in the future or is needed for auditing purposes (34 CFR 300.624, 5 CCR 16026). Unless classified as permanent records, all other pupil records are destroyed five years after the information is no longer needed to provide educational services (5 CCR 16027).Information Obtained from Social Media

A school district that considers a program to gather or maintain in its records any information obtained through social media of any enrolled student shall notify students and their parents or guardians about the proposed program and provide an opportunity for public comment at a regularly scheduled public meeting of the Governing board of the school district. The notification shall include, but is not limited to, an explanation of the process by which a student or a student's parent or guardian may access the student's records to examine the information gathered or maintained, and an explanation of the process by which a student or student's parent or guardian may request the removal of information or make corrections to information gathered or maintained. (EC49073.6)

SCHOOL SAFETY

Drug Detection Canines – Interquest

The district utilizes drug detection canines at all Intermediate and High School sites. These dogs visit the sites 1 or 2 times a month. Communal areas, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by District officials, are subject to inspection. The dogs will never be utilized to search a person. At the beginning of each school year, an assembly is held to demonstrate the capabilities of the canines and to reiterate the District's position on drugs and safety of our students.

Visitor Management System- RAPTOR

CNUSD utilizes a visitor management system called Raptor that scans the name, date of birth, and photo from one of the approved forms of identification and compares the information to a Megan's Law sex offender database. The information is used only to compare against individuals identified in the sex offender database. The personal information is **not** maintained by the District or by the Visitor Management System. The

District's goal in using this system is to increase the safety of our students and staff.

Security Cameras

CNUSD has installed security cameras to increase safety and security of our students, staff, and individuals visiting our sites. Security cameras are installed at all school sites and our District Office to monitor activities and to prevent crime at our district school sites and the District office. Cameras are not used in private areas. The location of specific cameras will not be disclosed.

Gaggle

In an effort to save lives, avoid unnecessary tragedies and ensure the safety and well-being of all students, CNUSD has partnered with Gaggle Safety Management.

Gaggle Safety Management will monitor secondary (Grades 7-12) school email accounts in order to target content that may be indicative of depression, suicidal thoughts, self-harm behaviors, school violence, and other safety threats.

Gaggle Safety Management will notify site and district administrators during school hours when content reveals signs of possible self-harm behaviors, potential for imminent threats, or school violence. In the event the threat occurs during non-school hours, site and district administration as well as law enforcement will receive notifications and will initiate an investigation.

SEXUAL HARASSMENT POLICY

The Corona-Norco Unified School District is committed to providing quality instructional services in a manner which affirms the dignity and self-worth of every student, regardless of their gender. Conduct which constitutes sexual harassment of students impairs the ability of students to make full and effective use of the instructional program due to embarrassment, feelings of powerlessness, reduced ability to perform schoolwork, and increased absenteeism and tardiness. District Board Policies 5145.7 and 5145.71 address sexual harassment of students.

Title IX Coordinator: The District's Title IX Coordinator is

RoseMarie Hickman, Ed.D, Coordinator, Human Resources Division,
2820 Clark Ave., Norco, CA 92860; telephone (951) 736-5069.

RoseMarie.Hickman@cnusd.k12.ca.us

California Education Code section 212.5 defines “sexual harassment” as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s academic status, or progress.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

For the purpose of this policy, and according to Education Code section 48900.2, the conduct described in section 212.5 must be considered, by a reasonable person of the same gender as the victim, to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment.

Conduct which constitutes sexual harassment is prohibited and will not be tolerated at school or in connection with any school program or activity. Individuals who commit sexual harassment are subject to disciplinary action, up to and including suspension and expulsion from the school district, dismissal from school district employment, the filing of criminal charges with the proper authorities, and liability through civil litigation. Suspension and expulsion as a disciplinary consequence for sexual harassment shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Any student of the school district who believes that he or she has been the victim of sexual harassment is urged to bring the problem to the attention of the proper school authorities so that appropriate action may be taken to

resolve the problem.

Reporting of Sexual Harassment: Reports of sexual harassment should ordinarily be made to administrators of the school (principal, assistant principal). On receipt of a report of sexual harassment, administrators will complete approved District forms. The District recognizes that, due to the nature of sexual harassment, students may instead choose to make a report to another trusted adult such as a counselor, nurse, or teacher.

Employees who receive such reports shall take appropriate action to notify the appropriate school authorities of the report. All incidents of sexual harassment shall be reported to the principal, or the principal's supervisor, by the employee. The school will take appropriate and coordinated steps to remedy instances of sexual harassment to the extent possible.

Complaint of sexual harassment of student by District employee: A complaint of sexual harassment of a student by a District employee must also include a report of such allegations to the Superintendent or designee for appropriate investigation and action. When the complaint constitutes an allegation of child abuse or the Principal/designee taking the complaint suspects that child abuse may have occurred, a report must be filed with the appropriate law enforcement/child protective agency.

Allegations of sexual harassment of a student by an employee may not be dropped or dismissed, nor shall the investigation of such allegations be concluded, without the approval of the Assistant Superintendent of Human Resources or designee.

Investigations of Sexual Harassment of Student by Another Student: Ordinarily, sexual harassment of a student by another student may be investigated and resolved at the school site by school site staff with assistance from central office staff. A complaint of sexual harassment of a student by another student must result in a report of allegations and findings to the Superintendent's designee, and include a summary of the investigation and action.

Allegations of sexual harassment of a student by a student may not be dropped, dismissed, nor concluded without the approval of the Superintendent's designee, the Administrative Director of Pupil Services.

Disciplinary Action for Students: Students who have been found to have sexually harassed other student(s) shall be subject to disciplinary consequences outlined in Board Policy 5145.7 and 5145.71, including, but not limited to:

Disciplinary conferencing with the student and/or parent, Suspension and referral for counseling, Recommendation for expulsion for repeated violations.

Confidentiality Requirement: All District staff involved in the receipt or investigation of allegations of sexual harassment shall hold such information in confidence to ensure the privacy of the individuals concerned.

Civil Law Remedies: Nothing in this Policy and Administrative Regulation precludes a complainant from pursuing available civil remedies, such as mediation centers, public/private interest attorneys, injunctions, restraining orders, etc. There are numerous free and low cost assistance agencies available locally. Please contact your school site or the District Office for a listing.

SPECIAL EDUCATION

The Special Education Department of the Corona-Norco Unified School District is dedicated to meeting the educational needs of all students eligible for special education from birth through age 21 by working collaboratively with others to ensure success for students with disabilities.

Special education services are specially designed instruction provided at no cost to parents that meet the unique needs of students with disabilities. Special education services are provided in a variety of settings that allow students with disabilities to be educated in the least restrictive environment (LRE) which means that students with disabilities receive their education, to the maximum extent appropriate, with students without disabilities and that students with disabilities are not removed from general education classes unless, even with supplemental aids and services, education in general education classes cannot be achieved satisfactorily.

Special education and related services are provided to eligible students with disabilities as described in an individualized education program (IEP) as

part of free appropriate public education (FAPE).

A student may qualify for special education services if a student meets eligibility in one of the thirteen disability categories identified in the Individuals with Disabilities Education Act (IDEA 2004) and there is a need that adversely affects the student's educational performance. The thirteen disability categories are:

- Intellectual Disabilities
- Deafness
- Speech or Language Impairment
- Hearing impairment
- Visual Impairment
- Deaf-Blindness
- Emotional Disturbance
- Multiple Disabilities
- Orthopedic Impairment
- Autism
- Other Health Impairment
- Traumatic Brain Injury
- Specific Learning Disability

Procedural Safeguards which are an overview of parent rights are distributed at least annually to parents of students with disabilities and are available at the Special Education Department.

If you would like more information regarding special education, please contact your school site administrator or the Special Education Department at (951) 736-5090.

STUDENT SERVICES

Section 504

In accordance with Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the District ensures that it does not discriminate against qualified individuals with disabilities in the operation of its programs and activities. (29 U.S.C. 794(a)). The District has in place Section 504 policies and procedures, including procedural safeguards which provide parents or guardians with written notice of all District decisions

concerning the identification, evaluation or educational placement of students under Section 504. The District's Section 504 policies and procedures also provide an opportunity for parents or guardians to examine pupil records and provide for an impartial hearing, including a review procedure, to resolve disputes which may arise under Section 504. For more information, parents or guardians may request a copy of the District's Section 504 policies and procedures and/or contact the District's Section 504 Coordinator as follows: District Section 504 Coordinator, Corona-Norco Unified School District, 2820 Clark Avenue, Norco, CA 92860, (951) 736-5093.

Student Study Team

The Student Study Team is a school site team that includes the parent and the student in a positive, problem-solving intervention process. It is a general education process. It assists students by ensuring that the school and community are most successful when there is a strong spirit of cooperation between home, school, and community. Because of this shared responsibility the SST meets at school to explore possibilities and strategies that will best meet the educational needs of the students and support teachers and parents. The purpose of the Student Study Team (SST) process is to create a learning environment that contributes to the success of individual students. It assists teachers to plan interventions that will lead to improved student achievement. It creates a positive, written plan for success for students that may be struggling in academic, behavioral or social areas.

The parent and/or student meet with a group of teachers at the school site (30 to 40 minutes). The group talks about the student's strengths, gathers pertinent history and information, and discusses present interventions. The team discusses concerns that the teacher, parent or student have, brainstorms interventions, and chooses interventions to complete a plan of action for student success.

Through the SST process, the parent provides valuable information and another view point for planning an effective program. This process helps develop a positive intervention plan for the student. For more information, please contact your child's school.

Married, Pregnant and Parenting Students BP 5146

The Governing Board recognizes that early marriage, pregnancy, or parenting and related responsibilities may impact a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential marital status, family status, or parental status that treats students differently on the basis of sex. (Education Code 230; 5 CCR 4950; 34 CFR 106.40)

The Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available to them under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)

For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code 7002)

Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.

Any alternative education program, course or activity that is offered separately to pregnant or parenting students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (Education Code 221.51; 5 CCR 4950)

If required for students with any other temporary disabling condition, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, of pregnancy, or related recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the regular education program or activity. (Education Code 221.51; 5 CCR 4950; 34 CFR 106.40)

To the extent feasible, educational and related support services shall be provided, either through the district or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities.
2. Parenting education and life skills instruction.
3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28.
4. Health care services, including prenatal care.
5. Tobacco, alcohol, and drug prevention and intervention services.
6. Academic and personal counseling.
7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation.

As appropriate, teachers, administrators, and other personnel who work with pregnant and parenting students may receive related professional development.

Absences

Pregnant or parenting students may be excused for absences for medical appointments and other purposes specified in BP/AR 5113 – Absences and Excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)

Parental Leave

A pregnant or parenting student shall be entitled to eight weeks of parental leave in order to protect the health of the student who gives or

expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Parental leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. The Superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. (Education Code 46015; 34 CFR 106.40)

The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. No student shall be required to take all or part of the parental leave. (Education Code 46015)

When a student takes parental leave, the supervisor of attendance shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)

Following the leave, a pregnant or parenting student may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)

Accommodations

When necessary, the district shall provide reasonable accommodations to pregnant and parenting students to enable them to access the educational program.

A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. (34 CFR 106.40)

District schools shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use.

Reasonable accommodations include, but are not limited to:
(Education Code 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child.
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child.

Complaints

Any complaint of discrimination on the basis of pregnancy or marital or parental status, district noncompliance with the requirements of Education Code 46015, or district noncompliance with the requirement to provide reasonable accommodations for lactating students shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4670 and Board Policy 1312.3, Uniform Complaint Procedures.

A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 222, 46015; 5 CCR 4600-4670)

Program Evaluation

The Superintendent or designee shall periodically report to the Board

regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on participation rates in district programs and services, academic achievement, school attendance, graduation rate, and student feedback on district programs and services.

TRANSFERS

Intra- and Inter-District Transfers

Both Inter and Intra District Transfer Requests for the 2020-2021 school year must be submitted during OpenEnrollment.

Inter District Transfer Requests from districts outside the boundaries of Corona- Norco Unified School District may require a release from the home district. Intra District Transfer Requests can be submitted online at cnusd.k12.ca.us. Requests submitted after the open enrollment period will be considered after June 1st. Transfer requests will be approved on space availability, and it may not be possible to approve transfers at each grade level. (EC35160.5b)

Intradistrict Open Enrollment

The District is required to advise parents and guardians of statutory attendance options and local attendance options available in the District. (EC48980(h)) These are options for attending schools other than the one assigned by the District.

Students who attend schools other than those assigned by the District are referred to as transfer students. Requests for Intradistrict Transfers are available at the district office.

These requests are for residents who live within District boundaries and want their child(ren) to attend a school other than their assigned residential school.

Due to growth, class size limits and school capacity, it may not be possible to approve all transfers. Some schools may be closed to transfers. Requests are granted based on space availability. After space availability is determined, parents will be notified of approval or denial. Transportation is the responsibility of the parent and/or guardian.

Choosing a School Within the District in Which Parent/Guardian Lives

Education Code 35160.5(b) requires the District to establish a policy that allows the parent or guardian to choose the schools their children will attend, regardless of where the parent or guardian lives in the district.

The law limits choice within a school district as follows:

- Students who live in the attendance area of a school are given priority to attend that school over students who do not live in the school's attendance area. No student who resides in the attendance area of a school will be displaced by students transferring from outside the attendance area.
- If there are more requests to attend a school than there are openings, the selection process will be a random, unbiased process that prohibits an evaluation of whether a student should be enrolled based on his or her academic or athletic performance. The District will calculate the capacity of the schools in a non-arbitrary manner using student enrollment and available space. The District may employ entrance criteria for specialized schools or programs if the criteria are uniformly applied to all applicants.
- The District decides the number of openings at each school that can be filled by transfer students. The District can deny a transfer request if it would upset an appropriate racial and ethnic balance among its schools or would leave the District out of compliance with a court-ordered or voluntary desegregation program.
- The District will provide transportation assistance to students only if required and financed by federal law and at the request of the parent/guardian.
- If a transfer is denied, a parent/guardian does not have an automatic right to appeal the decision.

Interdistrict Attendance

The parent or legal guardian of a pupil may seek release from the

home district to attend a school in any other school district. Transfers will be approved only if space is available. If approved, the district may select another school other than the requested school.

TRANSPORTATION

High School Drivers

High school student driven vehicles are subject to a search of the student's vehicle while the student is on school grounds.

Bus Passes/School Bus Transportation

Bus passes are required for all students who are bus riders. Buses are operated by First Student, a private contractor. The company provides home-to-school, Special Education, and field trip busing. They may be reached at (951) 736-3304.

Transportation costs are partially offset by School Bus Pass fees. Bus passes may be purchased on My School Bucks. All riders must show a valid bus pass. Low income families may be eligible for exemption from fees, but must submit a separate application.

Eligibility

Busing for regular students will be provided to students who reside in areas designated for transportation by the District. (AR3520)

Busing may be requested from the student's primary residence, or from a daycare address provided by the parent and verified by the provider. Students for whom joint custody has been ordered by a court may use either parent's address inside the District boundary.

Authority of School Bus Drivers

The California Code of Regulations, Title 5, Section 14103, states: Pupils transported in a school bus shall be under the authority of and

responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the Governing Board of the District.

Prohibited Items

Students must not bring food, beverages, animals, glass, aerosol products, tobacco/nicotine products, knives, firearms, flammable/controlled substances, or laser pointers on the bus. Bulky items such as class projects or musical instruments may be carried only if the item does not displace any rider, does not obstruct the aisle or emergency exit, and does not obstruct the driver's vision in any direction. The District and the school bus contractor are not responsible for loss of personal property.

Bus Stops

School bus drivers are only allowed to pick up and release students at stops approved by the District. Students not eligible for transportation may not ride District buses to friend's homes, meetings, sports practice, etc. A list of stops are available at each school and on the district website.

Bus Stop Safety

Students are expected to respect the privacy and property of homeowners near the bus stop, and conduct themselves in an orderly manner while waiting for the bus. Littering, smoking, throwing any object, vandalism, dangerous play, taunting animals or harassing of others may result in loss of the riding privilege.

School Bus Safety Rules

Follow the Driver's Instructions:

- Keep Hands
- Feet and Objects to Yourself
- Stay Out of the Danger Zone

- Be Polite and Talk Quietly
- Remain Seated Facing Forward
- No Eating, Drinking, Smoking or Gum

Students may be asked to display bus passes. Repeated failure to show passes may result in loss of riding privilege.

Consequences for Violations

School bus drivers report violations to school administrators, who may assign a range of consequences, including:

Verbal Warning	Parent Conference	Revocation of Riding Privilege
After-school Detention	Written Warning	Suspension of Riding Privilege
School Bus Riding Contract	Saturday School	

Site Administrators shall ensure that all students, parents and employees have a tobacco free environment. Students and employees using tobacco on district property, at school events or on a school bus are subject to disciplinary action.

Information about tobacco cessation support programs will be made available, and participation is encouraged at all district sites.

Video/Audio Surveillance on Buses

The bus transportation fleet contractor (First Student), utilized by the Corona-Norco Unified School District will be equipping the interior of their buses with video/audio surveillance effective July 1, 2019 as an added safety measure. Policies regarding the utilization of video/audio surveillance can be found in AR 3522 and will be the responsibility of the Director of Transportation.

Annual Notification of Anticipated Pest/Weed Management Product Applications

To meet requirements of the Healthy Schools Act of 2000, the Corona-Norco Unified School District is providing annual written notification to staff, parents and guardians regarding the intended application of pest

management and or weed management products. For the 2020-2021 school year, the District may apply the following pest/weed management products as necessary.

Product:	Active Ingredient:
Advance Granular Ant Bait Frm. 1	Abamectin B1
Avert Flowable Roach Bait	Abamectin .050%
Bandini Pro Choice Weed & Feed 26- 3-5	2,4-D/Mecoprop/Dicamba
Barricade 4FL	Prodiamine 40.7%
Barricade 65 WG	Trifluoromethyl –m- phenylenediamine
BP-100	Pyrethins/Piperonyl Butoxide
Cy-Kick C/C Residual	Cyfluthrin 1.1%
Cy-Kick CS	Cyfluthrin 0.1%
Delta Dust Insecticide	Deltamethrin
Delta Granules	Deltamethrin
Diphacinone Treated Oats	Diphacinone .005
Dragnet SFR-FT	Permethrin
Fastrac Fumatoxin	Bromathalin Aluminum Phosphide
Fusilade II	Phenoxypropanoate 24.5%
Gallery 75 Dry Flowable	Isoxaben 75%
Generation Mini Bocks	2H-1-benzothiopyran-2-noe”....0025%
Gentrol IGR Conc.	Hydroprene
Maxforce Ant Killer Gel	Fipronil .001%
Maxforce Roach Killer Bait Gel	Fipronil .01%
Niban-FG	Orthoboric Acid
PCQ Squirrel Bait	Diphacinone
Phantom	Fipronil
P.I.	Pyrethrin .5%
	Piperonyl Buxtoxide 4.0%
PT Cykick (CS and Aerosol)	Cyfluthrin
PT515 Wasp Freeze	d-trans Allethrin
PT565 XLO	Pyrethrin
Recruit II termite bait	Hexaflumuron 0.5%
Roundup Pro	Glyphosate, N-(phosphonmethyl) Glycine

Sentricon Recruit II	Hexflumaron
Suspend SC	Deltamethrin
Temp 20 (WP and WP Power Pak)	Cyfluthrin
Termidor	Fiponal
Tri-Power Selective Herbicide	Dimethylamine Salt of MCPA/MCPP-p
Pendulum 2G	Pendmethalin 2%
Phantom	Fipronil
PT Cykick (CS and Aerosol)	Cyfluthrin
PT515 Wasp Freeze	d-trans Allethrin
PT565 XLO	Pyrethrin
Recruit II termite bait	Hexaflumuron 0.5%
Ronstar G	Oxadiazon 2%
Sentricon Recruit II Cyfluthrin	Hexflumaron
Termidor	Fiponal
Ultricide	Pyriphroxyfen .10%/ Pyrethrins .05%
Vikane Gas Fumigant	Sulfuryl fluoride 99%
Wilco Gopher Getter	Strychnine Alkloid .
Zinc Phosphide Ag Bait	Zinc Phosphide 2%
Ortho Funginex	Triforine 6.5%
Wasp Freeze	d-Trans Allethrin .129% / Phenoxybernzyl .12%

For additional information on pest management products, you may access the California Department of Pesticide Regulation website at www.cdpr.ca.gov. Most products used fall under the safest “caution” category. All pesticide management products are applied when children are not present. Applicators receive annual safety training, strictly follow the U.S. EPA label instructions and only apply pesticides when necessary. If you wish to receive notification of individual pest management products applications at your child’s school please call the Maintenance Department at (951) 736-3316 and request the “Parent/Guardian Request for Notification” form. Fill out the form and return it to the Maintenance Department. You will then be notified of each scheduled herbicide/pesticide application.

Corona-Norco Unified School District
 District Office: 951-736-5000
 Transportation: 951-736-8234 or 951-736-8232

ELEMENTARY SCHOOLS

Adams Elementary	736-3313
Anthony Elementary	739-5655
Clara Barton Elementary	736-4545
Cesar Chavez Academy	736-4640
Corona Ranch Elementary	736-4626
Coronita Elementary	736-3389
Eastvale Elementary	738-2180
Eisenhower Elementary	739-5960
Foothill Elementary	736-3441
Franklin Elementary	739-5645
Garretson Elementary	736-3345
Harada Elementary	739-6820
Highland Elementary	736-3308
Home Gardens Academy	736-3219
Jefferson Elementary	736-3226
Lincoln Alternative	736-3336
McKinley Elementary	736-7190
Norco Elementary	736-3348
Orange Elementary	736-3455
Parkridge Elementary	736-3236
Parks Elementary	736-7305
Prado View Elementary	736-3474
Riverview Elementary	736-3245
Reagan Elementary	736-7737
Rondo Elementary	736-8251

Sierra Vista Elementary	736-3311
Stallings Elementary	736-3249
Todd Academy	736-7035
Temescal Valley Elementary	736-7110
VanderMolen Elementary	739-7120
Vicentia Elementary	736-3228
Washington Elementary	736-3326
Wilson Elementary	739-5820
Victress Bower	736-4646

INTERMEDIATE SCHOOLS

Auburndale Intermediate	736-3231
Cesar Chavez Academy	736-4640
Citrus Hills Intermediate	736-4600
Corona Fundamental	736-3321
El Cerrito Middle School	736-3216
Home Gardens Academy	736-3219
Norco Intermediate	736-3206
Ramirez Intermediate	736-8241
Raney Intermediate	736-3221
River Heights Intermediate	736-2155
Todd Academy	736-7035

HIGH SCHOOLS

Centennial High	739-5670
Corona High	736-3211
High School of Innovation	739-6809
Kennedy Middle College High	738-2200
Lee V. Pollard High	736-3367
Norco High	736-3241
Orange Grove High	736-3339
Roosevelt High	738-2100
Santiago High	739-5600

MEDIA & PHOTOGRAPH NON-CONSENT

Parent/Guardian,

There are many activities and accomplishments that take place in our schools which the Corona-Norco School District (CNUSD) feel are positive, newsworthy and of interest to the community. District representatives will, from time to time, use still photography or videography for the purpose of highlighting student achievements or chronicling classroom/school activities. Those images may be used in informational newsletters, school brochures and other printed material published by CNUSD. It is possible that those images might be used on school and/or District Websites. They may also be submitted to the news media for possible publication.

If, for any reason, you do not want your child's likeness to be used by the Corona-Norco School District or by the news media for the purpose of positive publicity about school activities or student achievement, please notify your school office immediately, and return this signed form. We will ensure appropriate accommodations are made.

Parents/guardians should be aware that there are times when members of the news media are on our campuses covering a variety of education-related stories. Legally, children are entitled to communicate with the media. However, any child has the right to refuse to be interviewed by news media representatives. Thus, if you feel that communication with news media representatives is not in your child's best interest, you are encouraged to instruct your child of your wishes.

If you DO consent, you do not need to return this form.

I **DO NOT** grant my permission for my child's image to be used in any print or on-line publication to be used by the Corona-Norco Unified School District or by the news media for the purpose of positive publicity about school activities or student achievement.

Student Name & ID number: _____

Parent Signature: _____

Date: _____

IMMIGRATION-ENFORCEMENT ACTIONS: KNOW YOUR RIGHTS

KNOW YOUR EDUCATIONAL RIGHTS

Your Child has the Right to a Free Public Education

- All children have a right to equal access to free public education, regardless of their or their parents'/guardians' immigration status.
- All children in California:
 - Have the right to a free public education.
 - Must be enrolled in school if they are between 6 and 18 years old.
 - Have the right to attend safe, secure, and peaceful schools.
 - Have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
 - Have equal opportunity to participate in any program or activity offered by the school without discrimination.

Information Required for School Enrollment

- Schools must accept a variety of documents from the student's parent/guardian to demonstrate proof of child's age or residency.
- Information about citizenship/immigration status is never needed for school enrollment. A Social Security number is never needed for school enrollment.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents/guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If so, the school district must provide parents/guardians with written notice of the directory information policy and provide the option to refuse release of your child's information.

Family Safety Plans if You Are Detained or Deported

- You can update your child's emergency contact information, including secondary contacts, to identify a trusted adult guardian who can care for your child if you are detained or deported.
- You can complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person to give a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he/she is discriminated against, harassed, intimidated or bullied because of his/her actual or perceived nationality, ethnicity, or immigration status.

CHECKLIST FOR IMMIGRANT STUDENTS AND FAMILIES ATTENDING PUBLIC SCHOOLS

You do not have to share the following information with school officials:

- You do not have to share information, including passports or visas, regarding the immigration status of students, parents, guardians, or other family members.
- You do not have to provide Social Security numbers (SSN) or cards.
 - When completing the "Free and Reduced-Price Meals" form, only provide the last four digits of the SSN of the adult household member who signs the application.
 - If the family meets the income eligibility requirements and no adult household member has a SSN, your child still qualifies. Check the "No SSN" box on forms where applicable, to ensure that applications are complete.
 - If any household member participates in CalFresh, CalWORKs (California Work Opportunity and Responsibility for Kids), or FDIPIR (Food Distribution Program on Indian Reservations), no adult household member needs to provide the last four digits of his or her SSN to qualify the student for free or reduced-price meals at school.
- When providing information for proof of a student's residency or age, you do not have to use documents that could reveal information related to immigration status.

Take steps to protect student information:

- Ask for the school's written privacy policies regarding student information.
- Review the school's policy for "directory information"—which allows for public release of basic student information—and consider whether to opt out of releasing of that information.

Take steps to prepare for situations where one or more parents or guardians are detained or deported:

- Develop and keep in a safe place a "Family Safety Plan" that includes the following information:
 - Name of a trusted adult to care for your child if no parent or guardian can.
 - Emergency phone numbers and instructions on where to find important documents (birth certificates, passports, Social Security cards, doctor contact information, etc.).

https://www.lirs.org/assets/2474/bna_beinformed_safetyplanningtoolkit.pdf (example plan)

- Make sure that your child's school always has current emergency contact information, including alternative contacts if no parent/guardian is available.

For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact:
Bureau of Children's Justice, California Attorney General's Office
P.O. Box 944255, Sacramento, CA 94244-2550
Phone: (800) 952-5225 • E-mail: BCJ@doj.ca.gov • <https://oag.ca.gov/bcj/complaint>