



# Alta Loma School District

## District Policies and Procedures

**2021 - 2022**

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Hermosa School•Jasper School•Floyd M. Stork School•Victoria Groves School  
Alta Loma Junior High School•Vineyard Junior High School**

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## **ATTENDANCE**

Pupils who are absent must bring a written notice for readmission, or the parent/legal guardian must call the school the morning of the absence before 10:00 AM. The written note should state the nature of the illness or other reason for the absence, the day of the absence, and the teacher's name. The note must be written and signed by the parent/legal guardian and presented at the office upon the pupil's arrival at school after the absence.

If your child has a fever or any other symptoms of ill health, it would be better to keep him/her at home.

**Illness or accidents at school:** If a child becomes ill or has an accident at school, the parent is notified to come for him/her. No child is sent home alone during school hours when he/she is ill.

### **School Telephone Numbers**

Alta Loma School.....	484-5000	Jasper School.....	484-5050
Banyan School.....	484-5080	Floyd M. Stork School .....	484-5060
Carnelian School .....	484-5010	Victoria Groves School .....	484-5070
Deer Canyon School.....	484-5030	Alta Loma Junior High School ...	484-5100
Hermosa School .....	484-5040	Vineyard Junior High School .....	484-5120

### **SHORT TERM INDEPENDENT STUDY PROGRAM**

The Alta Loma School District offers Short Term Independent Study as an optional program for eligible students who need to fulfill curricular objectives due to health or personal circumstances. Families should recognize that independent study is not able to replicate a full day of classroom learning and that the Alta Loma School District offers Short Term Independent Study only when necessary. We also ask that families recognize that participation in this program requires a commitment on the part of the students, parents/guardians and others who may assist directly with instruction. Please note, the following criteria must be met in order to be granted acceptance into this voluntary program. The absences must include five (5) consecutive missed days, the request must be submitted to the school office no later than three (3) full school days prior to the first day of absence. The maximum days of independent study per school year shall not exceed **10 school days**. Please contact your school office for an application and for further explanation of the program.

Tardiness: Students arriving late to school must sign in at the school office prior to going to class. If the student is less than 30 minutes late, the office will provide a late pass to class. If the student is 30 minutes late or more to school, it is considered a tardy and the student must report to the office with a written note of explanation from the parent/legal guardian. If a student has 3 or more unexcused tardies to school in excess of 30 minutes during the school year, the student may be considered truant and the parents will be notified of a possible referral to a school attendance review board.

## **COMMUNICATION – HOME TO SCHOOL/DISTRICT**

### **GENERAL INFORMATION**

Please feel free to contact your child's school. Teachers, office staff, and the principal all want you to have the information you need to help your child succeed in school. Sometimes knowing who to ask is the first step.

- ✓ **Talk to the school secretary about:**
  - Registering for school
  - Immunization requirements
  - School calendar
  - After school programs
  - Lost and found
  - School lunches
  - Absences
  - Getting a copy of the School Accountability Report Card
  - Other important information
  - General questions about who to talk to and how to contact them
- ✓ **Talk to your child's teacher about:**
  - Your child's special needs, progress, and classroom behavior
  - Promotion requirements
  - Peer issues in the classroom
  - What is being taught in class

- Helping in the classroom
- Individual student test results and report cards
- Best time for you to be contacted
- How you can support learning at home
- ✓ **Talk to the principal (or assistant principal) about:**
  - What is being taught and what textbooks are used
  - Enrichment Activities
  - The Gifted and Talented Program
  - Student discipline and school rules
  - How your child is assigned to a class and teacher
  - The school dress code
  - State Standards
  - State Assessments (CAASPP)
  - Local Control Accountability Plan (LCAP)
  - The State Dashboard Accountability Indicator
  - Special programs to help your child learn
  - The school's safety plan
  - Ways you can help and support the school
  - Committees or advisory groups on which you might like to serve: school site council, gifted education, Title I, ELAC, LCAP Advisory Committee
  - Anything you can't find answers for elsewhere
- ✓ **Talk to PTA or PTSA leaders about:**
  - Activities for parents and students
  - Volunteering at school
  - Meeting times
  - Legislation and political issues that affect your school
  - Parent education
  - Other ways to get involved

#### **SCHOOL OFFICE**

- ❖ Parents wishing to leave messages for their children may do so by contacting the office. Any articles to be delivered to the children should be clearly marked with student name and room number and left in the office.
- ❖ Children will be allowed to use the office telephone when appropriate. The school will use its discretion in determining appropriate use.
- ❖ Lost and Found – All articles of clothing should be marked with the child's name and address. Unclaimed articles will periodically be donated to a charity.

#### **PARENT/LEGAL GUARDIAN – TEACHER CONFERENCES**

A parent-teacher conference is a meeting of parent/legal guardian and teacher for the purpose of discussing student progress and planning for the student's educational program. At the end of each trimester, report cards are provided and conferences offered. In order to have uninterrupted discussions with teachers, parents are urged to make child care arrangements at home for preschool children and/or younger school-age children.

Parents may request a conference at any time during the school year as information is needed or concerns arise. Contact your child's teacher or the school office to schedule a conference appointment.

#### **HATE CRIME REPORTING PRACTICES AND PROCEDURES**

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying of students at District schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

Publicize the District's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them on the District's website and other prominent locations.

Provide to students, parents, and employees, a handbook that contains information that clearly described the District's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 324.1)

Annually notify all students and parents/guardians of the District's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the District's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the District will address any individual student's interests and concerns in private.

The Superintendent or designee shall ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the District's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying against a student is required to intervene if it is safe to do so. (Education Code 234.1)

At the beginning of each school year, inform each principal or designee of the District's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

### **UNIFORM COMPLAINT PROCEDURE**

The Alta Loma School District will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by ALSJ, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Consolidated Categorical Aid Programs
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements

Uniform Complaint Procedures shall also be used to address any complaint alleging the District's failure to comply with the Local Control Accountability Program (LCAP) requirements in the Education Code. The complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the LCAP requirements. If the complainant is not satisfied with the decision of the school District, the individual may appeal the decision to the State Superintendent of Public Instruction. The State Superintendent of Public Instruction is required to issue a decision on the appeal within 60 days of the State Superintendent of Public Instruction's receipt of the appeal.

## **DISCIPLINE**

### **CODE OF CONDUCT/DISCIPLINE PLAN**

Please refer to the school site handbook to review the student Code of Conduct, Schoolwide Discipline Plan, or School Rules. A listing of consequences or disciplinary actions has also been included.

#### **Due Process – Student Rights**

All students are entitled to due process. This means there are certain procedures that school officials will follow prior to taking appropriate disciplinary action. There are also procedures that students must follow if they do not agree with the school's actions.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given a more detailed description of the due process procedures. The following summary is only to acquaint students and parents that such a procedure exists.

## **SUSPENSIONS AND EXPULSIONS**

If a student has violated a school rule or offense as outlined in Education Code 48900, the school principal has the right to suspend the student for a period of up to five school days unless the suspension is extended pending expulsion Education Code 48911(g). In cases of this type, an informal hearing between the principal, student, and other appropriate persons will be conducted. The principal will attempt to notify parents prior to the suspension however, the action may be taken whether or not the parent can be reached. The student and his/her parents or legal guardian will be formally notified. Part of the notification process will include instructions regarding the due process procedure.

**Parental Notification** - In all suspensions, parent/guardian must be kept notified of the circumstances, and be allowed to participate in the resolution of the situation. The parent/guardian of a suspended student must be notified of the suspension in writing signed by the principal or their designee. (Education Code 48911) School officials may meet with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

**Appeal of Suspension** - A student or parent/guardian may appeal a suspension to the District Superintendent or designee if it is felt that proper representation or procedures were not followed by the local school administration. A meeting must be granted, on appeal, within three (3) school days. (Education Code 48914)

**Classwork During Suspension** - The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension. (Education Code 48913)

**Teacher Notification** - Teachers will be notified when their students have been suspended. (Education Code 49079)

The school principal has the right to recommend to the District Superintendent that a student should be expelled. In cases of this type, a hearing will be conducted by an administrative panel and recommendations made to the Board of Trustees. (Education Code 48917).

**Expulsions** - Education Code 48900 and 48915 specifies certain violations for which a student may be expelled. They are the same as those for which a student may be suspended.

**Expulsion Hearing** - Before expelling a student, and within a reasonable period of time, the Board of Trustees must grant a hearing to the student and their parent/guardian as per specific procedures defined in Education Code 48918. The hearing will be conducted by an impartial administrative panel. The parent/guardian must be notified in writing at least ten (10) days prior to a student's expulsion hearing. The notification must include the time and place of the hearing; the specific charges; a copy of the District rules pertaining to discipline; and the right of the student and parent/guardian to appear with or without counsel and present evidence. The hearing shall be closed to the public, unless the parent/guardian requests that it be open.



ALTA LOMA SCHOOL DISTRICT

Four Levels of Unacceptable Behavior and Consequences to Ensure a Positive Learning Environment

<p><b>LEVEL 1: UNACCEPTABLE BEHAVIOR EXAMPLES:</b></p> <p><b>Productive Personal Environment:</b> A Level 1 behavior is one that occurs in the classroom and interferes only with the learning of the student who demonstrates the behavior. Such behaviors can usually be corrected without disrupting the learning of others, and the teacher should NOT stop the learning activity to correct the behavior.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Not having appropriate equipment, supplies, and/or materials</li> <li><input type="checkbox"/> Sleeping</li> <li><input type="checkbox"/> Being off task, but not disruptive to others</li> <li><input type="checkbox"/> Failing to turn in homework/failing to complete assignments</li> <li><input type="checkbox"/> Doodling</li> <li><input type="checkbox"/> Playing with items in desk</li> <li><input type="checkbox"/> Daydreaming</li> <li><input type="checkbox"/> Gum chewing/eating</li> </ul> <p>Students who do not create a productive personal learning environment cannot take away time from the teacher or the focus away from the learning objective. May require parent notification.</p>	<p><b>LEVEL 1: CONSEQUENCE EXAMPLES:</b></p> <p><b>Productive Personal Environment:</b> For behaviors that occur in the classroom and affect only the disruptive student, the possible consequences are appropriate depending upon frequency and may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Looking in the vicinity of the misbehavior</li> <li><input type="checkbox"/> Walking toward the area of the misbehavior (proximity)</li> <li><input type="checkbox"/> Ignoring behavior</li> <li><input type="checkbox"/> Using a verbal redirection/signal</li> <li><input type="checkbox"/> Utilizing informal talk</li> <li><input type="checkbox"/> Behavior Matrix Review</li> <li><input type="checkbox"/> Time-out/work completion in another room</li> <li><input type="checkbox"/> Parent/teacher conference</li> <li><input type="checkbox"/> Behavior Contract</li> <li><input type="checkbox"/> Referral to an SST (Student Success Team Meeting)</li> </ul>
<p><b>LEVEL 2: UNACCEPTABLE BEHAVIOR EXAMPLES:</b></p> <p><b>Productive Classroom Environment:</b> This is the highest priority for the classroom teacher. A Level 2 behavior is one that occurs in the classroom and disrupts the learning of other students.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Failing to follow a reasonable request of the teacher</li> <li><input type="checkbox"/> Talking at inappropriate times</li> <li><input type="checkbox"/> Blurting out</li> <li><input type="checkbox"/> Horseplay</li> <li><input type="checkbox"/> Disturbing another student in any way</li> <li><input type="checkbox"/> Dress code violation</li> <li><input type="checkbox"/> Being out of seat during inappropriate times</li> <li><input type="checkbox"/> Improper use of equipment</li> <li><input type="checkbox"/> Not following directions disruptively</li> <li><input type="checkbox"/> Writing notes and passing them</li> <li><input type="checkbox"/> Cell phone use</li> </ul> <p>Students must refrain from Level 2 behaviors. Whenever such behavior occurs, it requires immediate attention of the teacher and calls for immediate correction. May require parents' notification and office referral.</p>	<p><b>LEVEL 2: CONSEQUENCE EXAMPLES:</b></p> <p><b>Productive Classroom Environment:</b> For behaviors that occur in the classroom and interfere with the learning of others, the possible consequences are appropriate depending upon frequency and may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Walking toward the area of the misbehavior (proximity)</li> <li><input type="checkbox"/> Verbal redirection/signal</li> <li><input type="checkbox"/> Utilizing informal talk</li> <li><input type="checkbox"/> Behavior Matrix Review</li> <li><input type="checkbox"/> Time-out/work completion in another room</li> <li><input type="checkbox"/> Behavior Contract</li> <li><input type="checkbox"/> Parent/teacher/administrator conference with student</li> <li><input type="checkbox"/> Loss of classroom privileges</li> <li><input type="checkbox"/> Referral to an SST</li> <li><input type="checkbox"/> Counseling referral</li> <li><input type="checkbox"/> In-school suspension/teacher discretion</li> <li><input type="checkbox"/> Parent to sit with student in class</li> </ul>





ALTA LOMA SCHOOL DISTRICT

Four Levels of Unacceptable Behavior and Consequences to Ensure a Positive Learning Environment

<p><b>LEVEL 3: UNACCEPTABLE BEHAVIOR EXAMPLES:</b></p> <p><b>Orderly Environment:</b> A Level 3 behavior is one that occurs in the school, is not intended to cause physical harm to another individual, is not illegal, but does disrupt order.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Disruptive behavior on the playground</li> <li><input type="checkbox"/> Intimidation/Name Calling/Teasing</li> <li><input type="checkbox"/> Unsafe/rough play</li> <li><input type="checkbox"/> Equipment misuse</li> <li><input type="checkbox"/> Disruptive behavior in the hallway</li> <li><input type="checkbox"/> Disruptive behavior in the cafeteria</li> <li><input type="checkbox"/> Disruptive behavior at a school event/activity/bus</li> <li><input type="checkbox"/> Tardiness/Truancy</li> <li><input type="checkbox"/> Inappropriate reading materials</li> <li><input type="checkbox"/> Inappropriate display of affection</li> <li><input type="checkbox"/> Defiance/disrespect toward supervising adult</li> <li><input type="checkbox"/> Inappropriate use of social media/devices</li> </ul> <p>Students cannot be safe or free from distraction when exhibiting Level 3 behaviors. The incident will be handled by the individual(s) assigned to supervise the area. If any other staff member is in the area, he or she is expected to assist when necessary. May require office referral, staff and parent notification.</p>	<p><b>LEVEL 3: CONSEQUENCE EXAMPLES:</b></p> <p><b>Orderly Environment:</b> For behaviors that occur at school that are not intended to, and do not have the potential to cause physical or mental harm to another individual and are not illegal. May include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proximity</li> <li><input type="checkbox"/> Behavior Matrix review</li> <li><input type="checkbox"/> Using a verbal redirection/signal</li> <li><input type="checkbox"/> Conference/Discussion</li> <li><input type="checkbox"/> Time-out/work completion in another room</li> <li><input type="checkbox"/> Parent/teacher/conference administrator with student</li> <li><input type="checkbox"/> Referral to principals office</li> <li><input type="checkbox"/> Referral to SST</li> <li><input type="checkbox"/> Referral to SART and/or SARB</li> <li><input type="checkbox"/> Establishing a Behavior Contract</li> <li><input type="checkbox"/> Restitution</li> <li><input type="checkbox"/> Detention</li> <li><input type="checkbox"/> Loss of privileges</li> <li><input type="checkbox"/> Removal from bus/activity</li> <li><input type="checkbox"/> Counseling referral</li> <li><input type="checkbox"/> In-school suspension</li> <li><input type="checkbox"/> SWAP</li> <li><input type="checkbox"/> Suspension for repeated offenses</li> </ul>
<p><b>LEVEL 4: UNACCEPTABLE BEHAVIOR EXAMPLES:</b></p> <p><b>Safe Environment:</b> A Level 4 behavior (highest priority) is an unacceptable behavior that is intended to or has the potential to cause another individual physical or mental harm and/or is illegal.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Possession or use of dangerous objects, weapons, and explosives</li> <li><input type="checkbox"/> Theft (taking school or personal property)</li> <li><input type="checkbox"/> Fighting-assault or battery</li> <li><input type="checkbox"/> Hitting, choking, biting, or kicking</li> <li><input type="checkbox"/> Alcohol/drugs/tobacco (possession, sale, or use)</li> <li><input type="checkbox"/> Sexual harassment of any kind</li> <li><input type="checkbox"/> Vandalism</li> <li><input type="checkbox"/> Arson</li> <li><input type="checkbox"/> Obscene acts or habitual profanity or vulgarity</li> <li><input type="checkbox"/> Oral or written harassment, threats, and/or intimidation including use of social media</li> <li><input type="checkbox"/> Defiance/disrespect and threaten adult authority</li> </ul> <p>Students cannot be expected to learn in a threatening and dangerous environment. Whenever such behavior occurs it requires immediate attention from staff, notification to parents, and possible notification of law enforcement.</p>	<p><b>LEVEL 4: CONSEQUENCE EXAMPLES:</b></p> <p><b>Safe Environment:</b> For behaviors that are intended to, have potential to, or identify persons to cause physical injury or mental harm (or are illegal), the possible consequences and severity may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Behavior Matrix Review</li> <li><input type="checkbox"/> Administrator/parent/student conference</li> <li><input type="checkbox"/> Behavior Contract</li> <li><input type="checkbox"/> Detention</li> <li><input type="checkbox"/> Counseling referral</li> <li><input type="checkbox"/> In-school suspension</li> <li><input type="checkbox"/> Out-of-school suspension</li> <li><input type="checkbox"/> In-lieu of expulsion contract</li> <li><input type="checkbox"/> Parent to accompany student on campus</li> <li><input type="checkbox"/> Expulsion referral (48915)</li> <li><input type="checkbox"/> Notification of local law enforcement</li> <li><input type="checkbox"/> Law Enforcement Citation</li> </ul>

## APPEAL OF EXPULSION

The student or the student’s parents have the right to appeal an expulsion. An appeal for a formal hearing at either the District or Board of Trustees level, whichever is appropriate, must be made after notice has been received regarding a potential expulsion.

Education Code	Suspension/Expulsion Offenses
48900	A pupil shall not be suspended from school or recommended for expulsion, unless the Superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:
48900 (a)(1)	Caused, attempted to cause, or threatened to cause physical injury to another person.
48900 (a)(2)	Willfully used force or violence upon the person of another, except in self-defense.
48900 (b)	Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
48900 (c)	Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
48900 (d)	Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
48900 (e)	Committed or attempted to commit robbery or extortion.
48900 (f)	Caused or attempted to cause damage to school property or private property.
48900 (g)	Stole or attempted to steal school property or private property.
48900 (h)	Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
48900 (i)	Committed an obscene act or engaged in habitual profanity or vulgarity.
48900 (j)	Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
48900 (k)(1)	Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
48900 (k)(2)	Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 1 to 5, inclusive shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
48900 (k)(3)	Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
48900 (l)	Knowingly received stolen school property or private property.
48900 (m)	Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

48900 (n)	Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
48900 (o)	Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
48900 (p)	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
48900 (q)	Engaged in, or attempted to engage in, hazing as defined in Education Code 48900.
48900 (r)(1)	<p>Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:</p> <p>“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:</p> <ul style="list-style-type: none"> <li>(a) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.</li> <li>(b) Causing a reasonable pupil to experience a substantially detrimental effect on their physical or mental health.</li> <li>(c) Causing a reasonable pupil to experience substantial interference with his or her academic performance.</li> <li>(d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.</li> </ul>
48900 (r)(2)(a)	<p>“Electronic act” means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:</p> <ul style="list-style-type: none"> <li>(i) A message, text, sound, or image.</li> <li>(ii) A post on a social network Internet Web site, including, but not limited to: <ul style="list-style-type: none"> <li>(I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1)</li> <li>(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.</li> <li>(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.</li> </ul> </li> <li>(iii) An act of cyber sexual bullying. <ul style="list-style-type: none"> <li>(I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (a) to (d), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.</li> <li>(II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific values or that involves athletic events or school-sanctioned activities.</li> </ul> </li> </ul>

48900 (r)(2)(b)	Notwithstanding paragraph (1) and subparagraph (a), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
48900 (r)(3)	“Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with their exceptional needs.
48900 (s)	A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: <ul style="list-style-type: none"> <li>(1) While on school grounds.</li> <li>(2) While going to or coming from school.</li> <li>(3) During the lunch period whether on or off the campus.</li> <li>(4) During, or while going to or coming from, a school sponsored activity.</li> </ul>
48900 (t)	A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
48900 (u)	As used in this section, “school property” includes, but is not limited to, electronic files and databases.
48900 (v)	For a pupil subject to discipline under this section, a Superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
48900 (w)	It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.
48900.1 (a)	The Board of Trustees of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.
48900.1 (b)	The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all pupils within the classroom. The adopted policy shall include the procedures that the district will follow to accomplish the following: <ul style="list-style-type: none"> <li>(1) Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site.</li> <li>(2) Contact parents or guardians who do not respond to the request to attend school pursuant to this section.</li> <li>(c) If a teacher imposes the procedure pursuant to subdivision (a), the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.</li> <li>(d) A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the attendance of the parent or guardian be on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the Board adopted pursuant to subdivision (a).</li> </ul>

48900.2	In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.
48900.3	In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
48900.4	In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
48900.5	Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069.7. However, a pupil, including an individual with exceptional needs, as defined in Section D56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or Superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.
48900.7	<p>(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.</p> <p>(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written, or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.</p>
48915 (a)(1)	<p>Except as provided in subdivision (c) and (e), the principal or the Superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or Superintendent determines that expulsion should not be recommended under the circumstances, or that an alternative means of correction would address the conduct:</p> <p>(A) Causing serious physical injury to another person, except in self-defense.</p> <p>(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.</p> <p>(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:</p> <p>(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.</p> <p>(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.</p> <p>(D) Robbery or extortion.</p> <p>(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.</p>

48915 (a)(2)	If the principal or the Superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.
48915 (b)	<p>Upon recommendation by the principal or the Superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the Board of Trustees may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:</p> <ol style="list-style-type: none"> <li>(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.</li> <li>(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.</li> </ol>
48915 (c)	<p>The principal or Superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:</p> <ol style="list-style-type: none"> <li>(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.</li> <li>(2) Brandishing a knife at another person.</li> <li>(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.</li> <li>(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.</li> <li>(5) Possession of an explosive.</li> </ol>
48915 (d)	<p>The Board of Trustees shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:</p> <ol style="list-style-type: none"> <li>(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.</li> <li>(2) Is not provided at a comprehensive middle, junior, or senior high school or at any elementary school.</li> <li>(3) Is not housed at the school site attended by the pupil at the time of suspension.</li> </ol>
48915 (e)	<p>Upon recommendation by the principal or the Superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the Board of Trustees may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:</p> <ol style="list-style-type: none"> <li>(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.</li> <li>(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.</li> </ol>
48915 (f)	<p>The Board of Trustees shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county Superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.</p>

48915 (g)	As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
48915 (h)	As used in this section, the term “explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code.

Alta Loma School District prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of a person’s disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a District school.

## **EMERGENCY INFORMATION**

Parents are required to update emergency contact information every year. It is very important for the safety of your child that this information be kept up-to-date. The information is used by the office in the event of emergency. **Any change of address, telephone numbers (including cell phones), parents’ work, physician, or name of person designated to pick up your ill or injured child should be reported to the school office at once.**

### **EMERGENCY BROADCAST RADIO STATIONS**

KFWB 980 AM    KNX 1070 AM    KCAL 1410 AM (Spanish)    KFRG 95.1 FM    KOLA 99.9 FM

### **WEATHER RELATED**

When there are questionable weather conditions, the District website, Emergency Broadcast Radio and Television stations, as well as email and phone messages will be the schools’ contact with the community. Please refrain from calling the schools, as schools also need to maintain open phone lines to emergency personnel. If you do not hear ALTA LOMA SCHOOL DISTRICT expressly mentioned, the information DOES NOT apply to this District. Please bear in mind that there is no Rancho Cucamonga School District.

#### **Radio**

KFI 640 AM  
KGGI 99.1 FM  
KLOS 95.5 FM  
KFRG 95.1 FM

#### **Television**

KCBS (Channel 2)  
KNBC (Channel 4)  
KABC (Channel 7)  
KTLA (Channel 5)

If, while school is in session, a weather related or other emergency arises, the following procedures will be in effect:

1. Parents/legal guardian(s) may pick up their children at any time without calling the school first. However, parents/legal guardian(s) must stop at the school office, show photo ID, and inform school personnel which students are being picked up and sign them out.
2. In the event of severe inclement weather, the following measures will be taken. All regular bus riders will ride their regular buses home. However, the following additions will be made to the bus routes for walking students in case of heavy rain runoff.

ALTA LOMA ELEMENTARY SCHOOL	No walking student will be allowed to cross Hellman Avenue. Students living west of Hellman Avenue will be bused across Hellman Avenue.
BANYAN SCHOOL	Regular bus schedules will be observed.
CARNELIAN SCHOOL	Regular bus schedules will be observed.
DEER CANYON SCHOOL	If street conditions are unsafe, students will be bused across Hermosa Avenue.
HERMOSA SCHOOL	Regular bus schedules will be observed.
JASPER SCHOOL	Regular bus schedules will be observed.

STORK SCHOOL	If extreme weather conditions exist, students will be bused across Sapphire and Carnelian Streets.
VICTORIA GROVES SCHOOL	Regular bus schedules will be observed.
ALTA LOMA JUNIOR HIGH SCHOOL	Students who must cross either Carnelian or Beryl Streets will be bused across these streets if unsafe conditions exist.
VINEYARD JUNIOR HIGH SCHOOL	Regular bus schedules will be observed.

If a situation should exist where it is impossible for buses to operate or students to walk home, they will be kept at school until they may safely be taken home. This is especially true in an earthquake emergency. Under these emergency procedures, it may be necessary to change bus schedules so that our most critical routes are covered first.

### **LOST STUDENTS**

When a child is reported lost:

1. By parent to the school office: After receiving the parent's call, it is the responsibility of the school office to report the lost child to the school principal, the District Support Center, and the Transportation Department (if the child is a bus rider).
2. By a bus driver: It is the bus driver's responsibility to contact the Transportation Department. The Transportation Department will notify the school office and the District Support Center. The school office will notify the parent.
3. By someone other than the parent to the school office: It is the school's responsibility to notify the parent, the District Support Center, and the Transportation Department (if the child is a bus rider).

Whoever has first knowledge of a lost child should obtain name, address, and phone number of the following, as well as a physical description of the child (weight, height, clothing being worn, etc.):

- a. child
- b. child's closest friend
- c. relative
- d. neighbor
- e. babysitter

If parent leaves the home during the time the child is lost, they should arrange for someone to be at the home in case the child arrives at home.

The principal or the principal's designee will remain at the school site until the child is found.

The transportation supervisor or designee will remain in the Transportation Department office until the child is found (if the child is a bus rider).

The parent and/or principal or designee will determine at which point an outside agency will assist. The outside agency to contact in most cases will be the Sheriff's Department, telephone number is (909) 477-2800.

## **INSTRUCTION**

### **HOMEWORK**

Homework is an opportunity for students to demonstrate their capabilities and further educational growth. Parents and teachers working as partners can provide assignments, direction, encouragement, and good study conditions, but it is the student who must complete the assignment and do the learning. Planning for a consistent homework study time allows students to practice, apply, extend, and enrich classroom learning. The teaching partnership of home and school will give students the clear message that educational excellence is a high priority goal, not only during school, but at home as well.

***Student Responsibilities*** - To do a thorough job with homework students should:

- Plan their time wisely
- Take responsibility for their own learning
- Follow all homework directions and explanations
- Ask questions
- Begin assignments promptly, and turn them in when they are due
- Always do their best



- Take the initiative in making up missed work
- Persevere to assure that difficult tasks get accomplished
- Show effort

**Teacher Responsibilities** - In assigning homework, teachers can help students and parents by:

- Making sure materials and objectives have been fully explained when giving assignments during class
- Establishing timely and effective home/school communications concerning homework assignments when appropriate
- Being certain that students have the skills needed to complete a task before it is assigned
- Estimating the length of the assignment so that the task does not exceed the maximum time allotted for homework
- Assigning homework on a regular basis and relating it to what is being taught in the classroom
- Avoiding homework as punishment or disciplinary action
- Providing feedback to students in a timely manner on work that is turned in

**Parent Responsibilities** - The best way for parents to help a child learn is by example, guidance, and support. It is important that parents listen and express their interest in class work activities when children talk about school. In establishing an effective and pleasant homework time, parents can help by:

- Setting aside a regular time each school day during which your child will be involved in some kind of homework activity
- Establishing timely and effective home/school communication concerning homework assignments when appropriate
- Providing a favorable study environment free from distractions and equipped with necessary materials
- Encouraging your child and providing help when appropriate, but insisting your child does his or her own work
- Providing a reading/writing time even if no written homework has been assigned  
Twenty minutes of nightly reading is recommended

**Junior High School Responsibilities** - Junior high expectations call for more student responsibility as they work with six different teachers daily who assign a variety of assignments and projects with a variety of timelines. Both junior high schools offer a teacher conference period daily to be available to any parent wishing to meet regarding homework or class work. Call the school office to schedule conference appointments. Three notifications, which come in the form of progress reports, deficiency notices, or report cards, are sent home every nine to twelve weeks. The two schools also offer an after-school program on site to assist with class work, enrichment and/or assistance. "Minder Binders" are supplied and consistently maintained to enhance organizational skills for students.

**Suggested Times for Homework** – These may vary according to student needs, classroom subject/assignments, special education considerations, and individual teacher requirements.

- Kindergarten: 10 minutes a day
- Grades 1 & 2: 20 minutes a day
- Grade 3: 30 minutes a day
- Grade 4: 40 minutes a day
- Grade 5: 50 minutes a day
- Grade 6: 15 minutes per academic class
- Grades 7 & 8: 20 minutes per academic class

## **STATE AND DISTRICT ASSESSMENTS**

Inherent in all the basic academic areas are on-going student evaluation programs. Each student's progress is carefully monitored and District assessments are given at all grade levels in reading, language arts, and math. Assessment data is analyzed to determine and develop instructional goals, plans, and strategies. Teachers and school administrators also use assessment data to determine whether or not an individual intervention plan may need to be developed for a student who is at-risk academically. The plan will focus on meeting the needs of the student with additional time, support, and services. The California Assessment of Student Performance and Progress (CAASPP) includes tests in English Language Arts, Math and Science in graded 3-8, as well as alternative assessments for eligible students. Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

## **SEXUAL HEALTH EDUCATION**

According to the guidelines established in Ed Code Sections 51930-51939, students in grade seven shall receive instruction to encourage a healthy attitude in regards to adolescent growth and development, body image, dating, marriage, and family. Students are provided the knowledge and skills necessary to protect his/her sexual and reproductive health from unintended pregnancy and Sexually Transmitted Diseases (STD's), including HIV/AIDS prevention.

Instruction and materials must be accessible, factual, age appropriate, and do not reflect or promote bias against any person on the basis of sex, ethnic group, race, national origin, religion, color, mental or physical disability, ancestry, gender, or sexual orientation. Instruction and materials teach respect for marriage and committed relationships and that abstinence is the only certain way to prevent unintended pregnancy and STD's. Students are encouraged to communicate with parents or guardians about human sexuality.

Prior to instruction, parents will be notified and will have the opportunity to attend an information night to view the instructional materials. Instruction occurs during the third trimester of grade 7. Students will participate in instruction unless a parent provides in writing their intent to opt their student out of Sexual Health Education.

## **PHYSICAL EDUCATION**

*Education Code* Section 51223 requires all elementary students to receive a minimum of 200 minutes of physical education instruction every ten school days. All students in grades 7-12 must receive a minimum of 400 minutes of physical education instruction every 10 school days *Education Code* Section 51222. Exemption from physical education requires a medical excuse. Participation in after school sports is dependent on whether or not the students are actively participating in physical education during the school day. If a student is not actively participating in physical education during the school day, he/she may not participate in after school sports programs.

## **PROMOTION, ACCELERATION, AND RETENTION**

The Board of Trustees of the Alta Loma School District desires to see students' progress with their peers through the school system's grade levels. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for providing extra attention or assistance when needed.

It is the intent of this policy to implement the provisions of Education Code sections 48070 – 48070.6 relating to student promotion and retention.

**Promotion** - Students shall progress through the school system's grade levels by demonstrating growth in learning and meeting grade level standards of expected student achievement. Promotion to the next grade level shall be based upon reasonable, considerate, and fair criteria of student achievement.

**Acceleration** - Acceleration is possible when exceptional academic achievement is evident. The student's social and emotional growth shall be taken into consideration before placing him/her in a higher grade. Most such adjustment in student placement should be accomplished in the kindergarten, first, second, or third grades. Grade placement at all levels shall be in response to the student's needs, and the recommendations of the classroom teacher. A school site Student Study Team (SST) will convene to make final recommendations once all data has been considered.

**Retention** - Retention shall be considered based on the student's inability to meet grade level standards of expected academic performance as defined in the Assessment and Accountability Plan adopted by the Board of Trustees. This policy shall govern promotion and retention of students between the following grades:

- 1) Between second grade and third grade
- 2) Between third grade and fourth grade
- 3) Between fourth grade and fifth grade
- 4) Between the end of the intermediate grades and the beginning of the middle school grades
- 5) Between the end of the middle school grades and the beginning of the high school grades

According to the Assessment and Accountability Plan, students shall be identified as being at risk of retention on the basis of multiple measures of student achievement, which may include but not be limited to the following assessments:

- Grade Level Running Records
- Grades, Teacher Assessments, and Teacher Observations
- District, School, and Publisher Reading, Language Arts and Mathematics Assessments
- District Interim Assessments/Benchmarks

- Smarter Balanced Interim and Practice Assessments
- State Assessments (CAASPP)
- Criteria for retention will include the students social, emotional, and developmental needs

A student who is performing below the minimum standards for promotion shall be retained in his/her current grade level if the student's regular classroom teacher determines in writing, that retention is an appropriate intervention for the student's academic deficiencies. The teacher's written determination shall specify the reasons that retention is appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student to obtain acceptable levels of academic achievement. If the student does not have a single regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for the decision to promote or retain the student.

The teacher who is responsible for making the decision whether to promote or retain a student shall provide the parent/legal guardian notification when a student is identified as being at-risk of retention at the time each report card is issued. Teachers may notify parents sooner than the end of the grading period by sending home a District At-Risk of Notification form. The notice shall be provided as early in the school year as possible. The notice shall provide a student's parent with the opportunity to consult with the teacher or teachers responsible for the decision to promote or retain the student and the teacher shall attempt to meet with the parent/legal guardian as soon as possible.

**Remedial Instruction** - When a student is recommended for retention or is identified as being at risk for retention, opportunities for remedial instruction shall be provided as early in the school year and as early in the student's school career as possible. The school will provide the parent information regarding the Individual Intervention Plan prepared for the student.

**Parental Appeal Process** - Parents may appeal the decision of the teacher to retain or promote a student to the principal of the school. The burden of proof shall be upon the appealing party to show why the decision of the teacher should be overruled. A principal's decision may be appealed to the District Superintendent or designee. The decision of the Superintendent is final.

## **ELECTRONIC INFORMATION RESOURCES**

The Alta Loma School District Board of Trustees believes in the educational value associated with utilizing electronic resources to support curriculum, instruction, and enhance student learning. Students, staff, and other authorized users of the Alta Loma School District's network have access to the following types of internet and computer based electronic resources:

- Electronic mail
- Digital libraries
- Educational information and world news
- Internet
- Software
- World-wide web (www) access
- Google Workspace

Alta Loma School District will make every effort to protect all authorized users from misuse or abuse. Students, parents, and staff will be informed regarding both the acceptable and unacceptable use of electronic resources as well as consequences of misuse that may result in a violation of Board Policy, local, state, and federal laws.

**Personal Responsibility** - Use of electronic information resources must support the educational goals and objectives of the Alta Loma School District. In addition, all users must comply with:

- Alta Loma School District Board Policies
- Rules stated in the Parent/Student Handbook and Teacher Handbook
- Appropriate rules established by other networks or computing resources
- Children's Online Privacy Protection Act (COPPA)
- Family Educational Rights and Privacy Act (FERPA)
- Child Internet Protection Act (CIPA)
- Protection of Pupil Rights Amendment (PPRA)

**Unacceptable Use** - Transmission or reception of any material in violation of Board Policy, local, state, and federal laws is prohibited. This includes, but is not limited to:

- Placement of copyrighted material on the Internet, e-mail, or other systems without the author's permission, and reception of copyrighted material for other than personal use, without the author's permission.
- Transmission or reception of material that plagiarizes another's work (defined as copying another's work without citing or crediting the author).
- Transmission or reception of material that is threatening, obscene, disruptive, sexually explicit, protected as a trade secret, classified by an agency of the federal government, or that harasses or disparages others based on race, national origin, sex, sexual orientation, age, disability, or religion, or materials promoting the use of drugs, alcohol, tobacco or weapons. Cyber bullying will not be tolerated.
- Transmission or reception of material that violates an individual's right to privacy, including but not limited to disclosure of address, telephone number, and private or personal facts about an individual.
- Participation in discussions or planning leading to the solicitation of others to engage in illegal activities.
- Use of the District electronic resources for commercial activities (buying, selling and marketing of products and services) by users or unauthorized individuals, firms, corporations or associations.
- Deliberate unauthorized attempts to delete, change, or destroy data or files of another user or of other agencies, networks, or computers connected to the District electronic system.
- Unlawful activities.
- Inappropriate search and use of electronic applications, websites, email, and other educational resources.

Student free speech rights are limited to the appropriateness of the classroom.

**Privileges/Termination** - Use of electronic information resources is a privilege; unacceptable use may result in termination of this privilege. Students, staff, and other authorized users of ALSD's network will receive training in proper use of the network.

- The Superintendent or designee will make the final decision in determining acceptable use.
- The District reserves the right to limit, suspend or terminate access to electronic information resources by any user in the event of reasonable belief that the individual has violated the District's use policy.
- Each individual accepts responsibility for reporting any misuse of electronic information resources. Students shall report such misuse to their teacher or site administrator. District staff and other authorized users shall report misuse to their immediate supervisor or Superintendent/designee.
- As part of the agreement with Google, ALSD reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

**Disclaimers** - The Alta Loma School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered while on the network, including loss of data or service interruptions caused by the system or by the user's errors. Use of information obtained via electronic information resource is at the user's own risk. The District disclaims any responsibility for accuracy of information obtained through electronic information resources. The District is not responsible for access or lack of access to the World Wide Web or other remote sites or computers.

The District reserves the right to change the terms and conditions of the electronic information resource use policy. Any changes will be posted on the District network. Continued access by any individual shall constitute the individual's acceptance of any changes or revisions to the policy.

The District reserves the right to delete, without notice, from public or private e-mail messages, school, class or student web pages, any material which it deems inappropriate as defined by this policy. The District shall not be responsible for monitoring the content of any message or web page. Failure to detect or delete such materials shall not create any liability on the part of the District.

The District reserves the right to disclose information about individual usage and demographics in a form that does not reveal personal identities.

**Security** - Security on any computer network is a high priority. Individual users should never:

- Demonstrate misuse of the District network
- Use another individual's account.
- Reveal personal passwords to any other individual.
- Any security violation is considered unacceptable use of the network and must be reported immediately to the appropriate authorities.

- Students may not post personal contact information about themselves or other people. That includes last names, addresses, phone numbers, or other online personas.

**Vandalism** - Vandalism is defined as any deliberate, unauthorized attempt to delete, change or destroy data or files of another user, agency, network or computer connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in loss of computer access, disciplinary action, and possible legal referral.

**Network Etiquette and Privacy (Digital Citizenship)** - All users are expected to abide by generally accepted rules of network etiquette, including the following:

- BE POLITE. Never send, or encourage others to send, abusive messages.
- USE APPROPRIATE LANGUAGE. Each user represents Alta Loma School District. Never swear, use profanities, vulgarities or other inappropriate language. Google does have a content filter; however, the District cannot ensure that users will not be exposed to unsolicited information.
- MAINTAIN CONFIDENTIALITY. Do not reveal any personal information such as home address or phone number belonging to the user or to anyone else.
- KEEP MESSAGES AND SIGNATURES BRIEF. Make sure each message is clear and easy to understand.
- CITE REFERENCES FOR FACTS. Copyrighted material that is not cited will be deemed as plagiarism and disciplined accordingly. Student users are strictly prohibited from accessing other student documents unless documents have been shared with them.
- STUDENTS HAVE FIRST AMENDMENT RIGHTS TO FREE SPEECH. User rights can be limited in school. If you post something online, in email, or utilizing any function of Google Workspace or Blackboard that disturbs the learning environment in your school, your right of speech may be limited. School websites, emails, and groups are for educational use and are not considered public forums.

## REGISTRATION

### GENERAL INFORMATION

All students new to Alta Loma School District are required to provide the following when registering:

- 1) Name and address of former school.
- 2) All parents MUST present a written immunization record for their child upon registering them with the Alta Loma School District. The immunization record could be either a personal record with entries made by a physician or clinic (i.e. the yellow card) or a former school's immunization record (i.e. the blue California School Immunization Record-PM 286). The immunization record must include the month and year that each dose was administered. All vaccinations given before the first birthday need to include the month, day and year. Any records received with check marks, "up-to-date," "all requirements," or "series complete" are inadequate and will not be accepted. In addition, parents cannot fill out the California School Immunization Record from memory. It is imperative that parent's present a written record upon registration. Finally, the record must show that all due or past due vaccinations have been received. A Guide to Immunizations requirements for School Entry can be found at the California Department of Public Health website at <http://eziz.org/assets/docs/IMM-231.pdf>.

Effective January 1, 2016, Senate Bill 277 requires ALL children entering child care or public/private schools in California be immunized with age appropriate immunizations, and are no longer allowed to submit a Personal Beliefs Exemption. **ALL IMMUNIZATIONS MUST BE COMPLETE UPON ENTRANCE INTO THE DESIGNATED GRADE SPAN, TYPICALLY IN KINDERGARTEN (OR TRANSITIONAL KINDERGARTEN) OR 7<sup>TH</sup> GRADE. Students entering 7<sup>th</sup> grade will not receive their class schedules until proof of Tdap booster is received.**

- 3) Dental screening for kindergarten entry. Dental Health Assessment AB1433.
- 4) Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, Bible record, or affidavit from the parent/guardian.
- 5) Prior to admission in District schools, students shall provide proof of residency. Reasonable evidence of residency may be established by documentation including, but not limited to, any of the following:
  - a) Escrow papers or official rent/lease agreement
  - b) Property tax payment receipts

- c) Southern California Gas Co.
- d) Southern California Edison Co.
- e) Telephone Co.
- f) Water bill
- g) Disposal bill
- h) Cable bill
- i) Car insurance declaration page
- j) Homeowners/renters insurance policy
- k) Current pay stubs
- l) W-2 Form (from most current tax year)
- m) Voter Registration
- n) Correspondence from a government agency

All students entering first grade are required to have a physical examination. Free health screenings are available at the San Bernardino County Health Department, through the Child Health and Disability Prevention Program.

### Required Immunizations

Vaccine	Required Doses
Polio	<b>4 doses of Polio are required.</b> *3 doses meet the requirement if one dose was given on or after the 4th birthday.
Diphtheria, Tetanus, and Pertussis	<b>5 doses of DTaP are required.</b> *4 doses meet the requirement if one was given on or after the 4th birthday. *3 doses meet the requirement if at least one dose was Tdap, DTaP, or DTP vaccination was given on or after the 7th birthday (also meets 7th-grade entry requirement).
Measles, Mumps, and Rubella	<b>2 doses of MMR required.</b> *Only doses given after the first birthday meet the requirement.
Hepatitis B	<b>3 doses of Hepatitis B are required.</b>
Varicella	<b>2 doses of Varicella are required.</b>
Tdap Booster	<b>1 dose of Tdap is required for 7th-grade entry.</b> *Only doses given on or after the 7th birthday meet the requirement.

Children lacking one or more required vaccine doses but not currently due for a dose may be admitted on condition that they receive the remaining doses when due, according to the schedule below. If the maximum time interval has passed, the child must be excluded until the next immunization is obtained.

## Immunization Catch Up Schedule

Dose	Earliest dose may be given	<b>EXCLUDED</b> if not given by
Polio #2	4 weeks after 1st dose	8 weeks after 1st dose
Polio #3	4 weeks after 2nd dose	12 months after 2 dose
Polio #4	6 months after 3rd dose	12 months after 3rd dose
DTap #2	4 weeks after 1st dose	8 weeks after 1st dose
DTap #3	4 weeks after 2nd dose	8 weeks after 2nd dose
DTap #4	6 months after 3rd dose	12 months after 3rd dose
DTap #5	6 months after 4th dose	12 months after 4th dose
Hep B #2	4 weeks after 1st dose	8 weeks after 1st dose
Hep B #3	8 weeks after 2nd dose and at least 4 months after 1st dose	12 months after 2nd dose
MMR #2	4 weeks after 1st dose	4 months after 1st dose
Varicella #2	*Age less than 13 years- 3 months after 1st dose	4 months after 1st dose
	*Age 13 years or older- 4 weeks after 1 dose	8 weeks after 1st dose

### **TRANSITIONAL KINDERGARTEN (PREPPY K)**

Transitional Kindergarten (Preppy K) is the first year of a two-year Kindergarten program for children who have their fifth birthday on or between September 2 and December 2. Transitional Kindergarten meets every day (same hours as Kindergarten) and is taught by a fully credentialed teacher. Transitional Kindergarten is an optional educational program, but highly recommended. Transportation is not offered to and from school.

Although Preppy K is not offered at all elementary schools, parents should request registration information at their school of residence. Students will be placed nearest their home school.

The following items will be required to complete your child's PK registration:

- ✓ A certified birth certificate
- ✓ Immunization record (**must be up-to-date**)
- ✓ Proof of residency (2 forms-originals only)

### **KINDERGARTEN**

Children must be five years of age on or before September 1 for the 2021-2022 school year and each school year thereafter. (Education Code Section 48000(a)). The following is required for registration:

- 1) Proof of date of birth. Acceptable forms of proof are birth certificate, hospital certificate, or passport.
- 2) Complete doctor's immunization record. (See IMMUNIZATION REQUIREMENTS above.)
  - Dental screening for kindergarten entry. Dental Health Assessment AB1433.
  - All students entering kindergarten must show proof that a Dental Health Assessment was completed by a dentist. This requirement also applies to a pupil enrolled in first grade who did not previously attend a public school. (Form is placed in all kindergarten packets)

### **REGISTERING FOR GRADE 7 COURSEWORK**

In the spring, parents of 6<sup>th</sup> grade students are notified in advance of a Parent Orientation meeting, at which time 7<sup>th</sup> grade courses are discussed and questions answered.

# **SAFETY**

## **GENERAL INFORMATION**

Any instrument or substance harmful to children will be removed from their possession. Defiance of authority, vandalism, fighting, stealing, smoking, gambling, and leaving campus without permission will not be tolerated.

- Laser pointers – The passage of AB 221 and AB 293 in 1999 made it illegal to aim a laser pointer at another person, to sell a laser pointer to a minor, or for students to be in possession of laser pointers on school campuses. Use of the pointer in a threatening manner against another person is a misdemeanor punishable by up to 30 days in jail. The other listed offenses are designated as “infractions” and may result in fines and community service.
- The care of school property, including textbooks, is the responsibility of the parent and the student.
- The parent and student will be held financially responsible for damages to textbooks or school property.

The Board of Trustees of Alta Loma School District has adopted the policy that motor vehicles, horses, bicycles, skates, skateboards, weapons, alcohol, tobacco, and narcotics are not allowed on the school grounds. Building areas and parking lots are forbidden for play or loitering. Hardball is forbidden except when played by Little League or other adult-supervised organizations. Personal items, such as play equipment or electronic games/equipment are not allowed at school.

➤ **Animals** - other than those brought specifically for class purposes or medical needs (service animals), are prohibited on the school campus during class sessions. Children must have their teacher’s permission before bringing a pet to school. Animals, reptiles, or insects must be properly housed and transported by parents and/or guardians. Animals are not permitted on school buses. Any animal found on the school campus during school sessions is subject to impoundment.

➤ **Substance Abuse** – No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during, or after school hours at school or in any other school district location as defined below.

“School district location” means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Compliance with the standards of conduct of this policy is mandatory. A student who violates the terms of this policy may be suspended or expelled from school. At the discretion of the Board, the case may also be referred to appropriate authorities for criminal prosecution pursuant to Education Code 48900 and 48915. Sanctions against students shall be in accordance with prescribed school District administrative regulations and procedures.

➤ **Tobacco-Free District** – Pursuant to the California Health and Safety Code Section 24167(q)(1) and (2) effective July 1, 1994, the Alta Loma School District prohibits the use of tobacco products by anyone, anywhere and anytime on District property and in District vehicles.

Safety is an important part of the educational program. Students are constantly reminded of safety precautions for working together in the classroom, playing together on the playground, using school equipment, and going to and from school.

**Safety reminders** - that you give your children are helpful and necessary regarding:

1. Walking on sidewalks or a safe distance from the street where there are no sidewalks.
2. The dangers of running into streets.
3. Looking both ways when crossing the street.
4. Determining safe walking routes to and from school.
5. Going directly home immediately after dismissal from school.

**Strangers** - Please discuss with your children what they should do if approached by a stranger.

The following are some safety rules:

1. Always go straight home.



2. Never walk or play in lonely places.
3. Never get into a car without parents' permission.
4. Always let your parents know where you are.
5. Do not take gifts from anyone without parents' permission.

### **VISITORS OR VOLUNTEERS ON CAMPUS**

It is our belief that the educational program in the Alta Loma School District is comprehensive and innovative, and provides each individual child the opportunity for growth as a unique person. Classroom visits are welcomed, but we ask that visitors make previous arrangements (24 hour notice) with the teacher and sign in at the school office. This is for your child's protection, as well as ours, since we do not allow unauthorized persons on the school grounds at any time. Visits are limited to twenty or thirty minutes. Pupil visitors are not allowed. **All school visitors must report to the office before coming on campus.**

While visiting or volunteering on campus, visitors are reminded that due to student privacy, pictures or videos may not be taken of students in the classroom, on the playground, anywhere on campus, or during field trips. **Special exceptions** are only made with prior consent from the teacher and/or principal. If photo permission is granted, parents/guardians **may only take pictures or videos of their own child and are prohibited from taking pictures or videos of any child other than their own.**

Children not involved in school activities may accompany a parent only at student assemblies and special events. The presence of non-enrolled children in the regular classroom environment can be disruptive to the instructional program as well as affect the potential safety and health for all children.

### **INDEPENDENT EDUCATIONAL EVALUATORS**

Independent Educational Evaluation (IEE) observations must be approved by the Director of Special Education. After the approval, the principal will be provided with the name of the Evaluator/Agency and the purpose for the observation. IEE observations are limited to **60 minutes**. An independent evaluator will be accompanied by a site administrator during the observation.

### **RELEASE OF STUDENTS FROM SCHOOL**

If a parent plans to pick up their child during the school day, the parent should report to the office and indicate the name, room, and reason for taking his/her child from school. If someone other than the parent initiates a student pick-up, he/she must provide a signed and dated written consent from the parent complete with the above information each time the student is to be released. Once parent consent and identification is confirmed, the student will be released.

### **CUSTODY**

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining or current divorce orders specifically stating visitation limitations are on file in the school office. When a student's welfare is in question regarding student pick up or early release, a decision will be made by the site administrator or designee according to current legal documentation. Should any such situation become a disruption to the school, law enforcement will be contacted. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

### **REPORTING OF UNUSUAL OCCURRENCES**

The Board of Trustees believes that parents should be advised in the event of unusual occurrences that take place during the course of the school day. Unusual occurrences are defined as any situation that may be considered by the site administrator as a potential threat to the health and/or safety of children and could have an impact on the psychological and/or physical well being of a student.

The standard procedure for notifying parents will be by means of written notification. The final determination of whether to notify parents and by which means will be left to the discretion of the District Administration based upon time and/or other factors that might make a written communication impractical or impossible.

The Alta Loma School District would like to suggest that if you are informed of an unusual occurrence that you take the opportunity to discuss with your child potential steps or measures to take in the future should an event such as described happens again. This discussion with your child could be of great help in protecting him/her in similar situations.

## **ELECTRONIC DEVICES**

It is the intent of the Board of Trustees to protect the classroom instructional environment and ensure that unwanted interruptions by electronic devices do not occur.

The parent or guardian of a student in Kindergarten through 8<sup>th</sup> grade who is required to be in possession of and use an electronic device, such as cellular phones and signaling devices, for purposes essential to the health of the student during the school day, must submit an Electronic Device Authorization form signed by a licensed physician or surgeon indicating what type of device is essential to the student's health and stating when the student should use the device while on a school campus, at school-sponsored activities, and at any such time while the student is under the supervision and/or control of District employees.

Students in grades K – 8 are permitted to possess electronic signaling devices such as cellular phones during the instructional day and at school-sponsored activities, and at any such time while students are under the supervision and/or control of District employees. However, the use of such electronic signaling devices, on school campuses, will be limited to the classroom under the explicit direction of the teacher. Otherwise, such electronic signaling devices must be turned off so as not to interfere with the instructional activities of the school. Any electronic signaling device used during the school day will be confiscated and returned to the parent/guardian of the student.

## **CLOTHING AND APPEARANCE**

Children are encouraged to wear appropriate school clothing. A student may not remain in the classroom dressed in a manner which:

1. Creates a safety hazard for said student or for other students;
2. Constitutes an unnecessary distraction to the learning process;
3. Tends to disrupt the campus order; or
4. Is in conflict with the District's goals and philosophy of the prevention of substance abuse and gang activity.

Parents have the primary responsibility to see that students are properly attired for school. School personnel have the responsibility for maintaining proper and appropriate conditions conducive to learning.

The following are guidelines for clothing selection:

1. Hats, caps, or warm weather gear are allowed for warmth and sun protection, but must be removed when entering buildings. All head coverings should be worn facing forward.
2. Attire that advocates or advertises any type of alcohol, drugs, racial slurs, hate language, profanity, sexual content, nudity violence, or acts which are illegal, obscene, or hazardous to one's health is not allowed.
3. Gang affiliated attire that is worn or altered in such a way as to identify students with gangs is not allowed.
4. Low or high-cut garments, strapless or off the shoulder tops, bare midriffs, see-through clothing, tops with thin straps (less than 2" wide), shorts, pants, skirts, or oversized clothing exposing posterior or that does not cover undergarments are not allowed.
5. Proper footwear must be worn at all times for safety reasons. Sandals may be worn, but they must have a back strap. No flip-flop styles, slides or slippers are allowed. Sandals may not be worn during physical education.
6. Make-up, hair styles, and dress cannot be disruptive to the learning process.
7. Attire, including clothing, jewelry, and other accessories, which is deemed a safety hazard to the wearer or others is not allowed. Jewelry worn in the face and/or other body piercings must be removed for activities such as P.E. or other situations.
8. Glasses, other than prescription, shall not be worn inside school buildings.

All students are expected to comply with the District dress code. School personnel are responsible for enforcing the dress code when students are on campus or at a school function. A student who violates the dress code will be asked to correct the violation. This may include:

- Removing the accessory
- Turn the clothing inside out, or wear school provided attire
- Have other clothing brought from home
- Disruptive hair/make-up correction

# **SEXUAL HARASSMENT**

The Alta Loma School District is committed to providing quality instructional services in a manner that affirms the dignity and self-worth of all students, regardless of their gender.

**Definition** - Conduct that constitutes sexual harassment of students impairs the ability of students to make full and effective use of the school District's instructional programs. Sexual harassment can cause embarrassment, feelings of powerlessness, reduced ability to perform schoolwork and increased absenteeism and tardiness.

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:

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

For the purposes 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.

This policy shall apply to students in grades 4 through 8 and shall not apply to pupils enrolled in kindergarten and grades 1 through 3, inclusive. Conduct that 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 District.

Any student of the school District who believes that he/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.

Reports should ordinarily be sent to administrators of the school (principal or assistant principal).

The school District recognizes that, due to the nature of sexual harassment conduct, individual students may instead choose to make such a report to another trusted adult such as a counselor, nurse, or teacher. Employees who receive such reports shall take appropriate action to ensure that students are not subjected to sexual harassment. The employee shall request assistance from school site staff and/or District office staff. All incidents of sexual harassment shall be reported to the principal by the employee.

Ordinarily, sexual harassment of a student by another student may be investigated and resolved at the school site by school site staff, with assistance upon request, from District Support Center staff.

**Prohibition of Sexual Harassment: Employee to Student** - A complaint of sexual harassment of a student by a District employee must also include a report of such allegations to the Superintendent/designee for appropriate investigation and action. 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 Superintendent/designee.

Employees are reminded that employee conduct which constitutes sexual harassment will not only subject the employee to disciplinary action up to and including dismissal from District employment, the filing of criminal charges with the proper authorities, and liability through civil litigation as well, but may also subject the employee to civil and criminal liability. The employee may be personally responsible for the costs of defending such actions and for personally paying any judgments rendered.

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

This policy shall be displayed in a prominent location in the main administrative building of each school site. This policy shall be provided as part of any orientation program for new students at the beginning of a school term. This policy shall be provided for each faculty member, administrative staff member, and support staff member at the beginning of the first term of the school year, or upon initial employment. This policy shall appear in any publication of the District or school setting forth comprehensive rules or standards of conduct. (References: California Education Code Sections 212.5, 48900.2, 48915 and 48980).

## **SUPPORT SERVICES AND SPECIAL PROGRAMS**

### **HEALTH - MEDICATION**

Alta Loma School District provides credentialed school nurses who are responsible for the school health program. While parents have the basic responsibility for the health of their children, the school health program exists to assist parents in carrying out their responsibilities, assist students in taking age-appropriate responsibility for their own health, and ensure that children are safe and well at school.

Basic responsibilities of the school health program include:

- Identification and exclusion from school those students and staff with communicable diseases and follow-up to ensure their prompt readmission.
- Prevention of communicable diseases through enforcement of laws and policies regarding immunizations.
- Limitation of disability through early identification of potentially chronic problems. This is done through screening for vision, hearing, dental. If a potential problem is identified, parents will be notified to allow opportunity for appropriate follow-up.
- Assistance of students with chronic health conditions to allow them to participate in the regular education program to the extent of their ability.
- Development and supervision of a program to provide first aid and emergency care for students and staff who become injured or ill at school.
- Communicate with students, families and health care providers to address potential health concerns and promote healthy habits.
- Collaboration with other school personnel in presenting the health education curriculum.

### **Alta Loma School District provides health services that offer the following:**

1. Vision tests (grades TK, K, 2, 5, 8, Special Ed students, parent or teacher requests)
  - Color vision (2<sup>nd</sup> grade boys)
2. Hearing tests (grades TK, K, 2, 5, 8, Special Ed students, parent or teacher requests)
3. Scoliosis screenings are available in 7<sup>th</sup> and 8<sup>th</sup> grade per parent request
4. Maintenance of health records
5. Establishment of basic health educational programs

It is advisable to have your child examined by a healthcare professional if he/she has not had a physical examination recently. Your child will have fulfilled the State law requiring that such a physical be obtained before entering first grade if this examination includes a health and developmental history, TB risk assessment and appropriate lab tests, and a certificate signed by the doctor or health practitioner.

Your child's school **does not** provide medical, dental, or accident insurance coverage for students. This means that you are responsible for your child's medical bills if he/she gets hurt during school activities. The school is totally self-insured and carries no liability insurance.

**Medication** - If your child needs to take medication at school, it is important that you record this information into the health portion of our computer system, Infinite Campus. Once all appropriate forms and information are provided to the health office, we can safely assist your child with the administration of their medication. Our District nurses serve several sites. If they are unavailable, a trained staff member will assist your child in the administration of their appropriate medication.

A student needing to take medication at school (even over-the-counter medication) must have a completed *Authorization for any Medication Taken during the School Hours* form (which includes the physician's order and parent's authorization for administration) on file in the school's health office. The authorization form is valid for the current school year in which it was obtained, will not carry over to the next school year, and should be updated whenever the prescription changes.

Prescribed medication must be provided to the health office in its original container with the pharmacy label. Over-the-counter medication must be provided to the health office in the original packaging, clearly labeled

with the student's first and last name. Medication will be stored in the health office and a log of the medication administration will be kept. Students may not transport medication to and from school or carry the medication with them at school. If the physician feels that a student's health is in jeopardy without immediate access to their medication, a student may be allowed to carry the medication on their persons. A *Permission to Carry Medication* form will need to be signed by the parent, student and physician, and returned to the health office.

**TITLE IX NOTIFICATION (*Education Code section 221.61*)** - For information regarding Title IX, please visit our website at [www.alsd.k12.ca.us](http://www.alsd.k12.ca.us).

***Summary of Student Rights (Education Code section 221.8)*** - You have the right to fair and equitable treatment and to be free from discrimination based on your sex and equitable opportunity to participate in all academic extracurricular activities, including athletics. You have the right to equitable treatment and the right to contact the Title IX Coordinator, the California Department of Education (CDE) and the California Interscholastic Federation (CIF) for information on gender equity laws. You have the right to file a confidential discrimination complaint or pursue civil remedies if you believe you have been discriminated and are protected from retaliation if you file a discrimination complaint.

**For more information regarding student rights under Title IX, please visit:** The California Office of Equal Opportunity: <https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>. The United States Department of Education Office for Civil Rights: <https://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html>.

***The School's Responsibilities*** - Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in programs and activities of federally funded institutions. Schools must prohibit retaliation against any person for opposing an unlawful practice or policy, or filing, testifying about, or participating in any complaint under Title IX.

**For more information about schools' responsibilities under Title IX, please visit:** The California Office of Equal Opportunity: <https://www.cde.ca.gov/re/di/eo/titleixnotification.asp>. The United States Department of Education Office of Civil Rights: [https://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html).

***How to File a Title IX Complaint*** - Alta Loma School District's Title IX Coordinator-Assistant Superintendent of Human Resources, (909) 484-5151, extension 102033.

Individuals who believe they have been discriminated against in violation of Title IX may file a complaint with the District or the Office for Civil Rights (OCR). If a crime is involved, such as sexual assault, individuals may also file a report with the Rancho Cucamonga Police Department at (909) 477-2800.

***District Complaint*** - Title IX complaints may be filed using the District's uniform complaint procedure, Board Policy 1312.3, which must be filed within six months of the discrimination occurring or your awareness of the discrimination (5 CCR 4630(b)). The District's procedure for investigating a Title IX complaint can be found at Board Policy 1312.3.

**If you have any questions, please contact the Title IX Coordinator at (909) 484-5151.**

***OCR Complaint*** - For information regarding filing a complaint with OCR, the OCR online complaint filing system (which must be filed within 180 calendar days of the discrimination), or OCR's investigation process, please see <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>. OCR can also be contacted through the California regional office at: (415) 486-5555 or via email at [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov).

***Asbestos*** - In accordance with Federal asbestos regulations, our District maintains files with the results of asbestos surveys in various building materials at our schools and District facilities. This file is available for review with prior appointment.

## **SUN SAFETY**

- Billy's Bill for Sun Safety (California Education Code, Section 35183.5) requires schools to allow students to wear sun protective clothing, including hats, while students are outdoors during the school day. Schools retain authority to prohibit specific clothing or hats determined to be gang related or inappropriate.

- Schools must also allow students to use sunscreen without a physician's prescription during the school day.

### **MEALS AT SCHOOL**

Students who bring lunches to school should have them clearly marked with their name and room number. Students may go home for lunch only with prior arrangements made through the school office. Milk can be purchased at lunchtime in the cafeteria.

### **NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL BREAKFAST PROGRAM**

Alta Loma School District participates in the National School Lunch Program and School Breakfast Program at all sites. Meals are available daily and serving times are posted. Students are required to choose three items from the five food groups offered, including at least one fruit or vegetable serving, before they may leave the lunch line. This is a federal school meal requirement.

### **MEAL PAYMENTS**

The District's Child Nutrition Department accepts and encourages prepayment of student meals by the week or month. Pre-payments can be made online through [family.titank12.com](http://family.titank12.com) or at the meal payment drop box at each school. Charging of meals is discouraged; however, no child will be allowed to go without a meal. If it becomes necessary to "charge" a meal, it will be in accordance with Department Policy. Unpaid student lunch accounts must be paid in full by the last day of school or the account may be subject to further collections.

### **APPLICATIONS FOR FREE OR REDUCED PRICE MEALS**

Free and reduced price meal applications are available year-round, online at [family.titank12.com](http://family.titank12.com), and are also available at the school office. The application approval process can take up to ten business days. Please provide a lunch for your child (from home or full pay from the cafeteria) until you receive approval in the form of a parent letter.

### **RESOURCES**

Menus, meal prices, and online applications are available through the Child Nutrition web page at [www.alsd.k12.ca.us](http://www.alsd.k12.ca.us), and clicking, "Departments/Services," and then clicking, "Child Nutrition." Please contact the Director of Child Nutrition at 484-5151 ext. 102072 with any questions.

### **PSYCHOLOGICAL TESTING**

The District provides qualified personnel who may administer diagnosis and testing. Psychological testing is done only with parental permission. All tests are kept in a confidential file and released only upon written request from the parent.

### **SPEECH AND LANGUAGE**

If you feel your child has a speech or language problem, you may obtain a form for referral from the speech pathologist. Also, a child may be referred if the teacher observes a speech problem.

### **INSTRUMENTAL MUSIC**

An instrumental music program is offered to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students in the District. All 5<sup>th</sup> grade students participate in a seven week program that is an introduction to music.

### **VOCAL MUSIC**

Students in grades 1-5 will participate in a vocal music program under the direction of a music teacher. Students in grades 7 and 8 are offered vocal music as an elective.

### **SCHOOL-SPONSORED TRIPS**

Participation in educational field trips or school-sponsored trips is voluntary. Students participating in an educational field trip will need to meet the academic, behavior, and/or health requirements as determined by the school staff. Alternative educational assignments will be provided for students who remain at school on the day of the field trip. A parent/legal guardian permission, statutory liability waiver, and medical treatment authorization form must be completed and signed for each student attending the voluntary school-sponsored trip.

## **LIBRARY**

There is a library program at each school. Library books are to be returned by the due date to the library, not the teacher. Students may return books whenever the library is open, but they may only check out books during the scheduled class visit. Books are due two weeks from the day they are checked out. If the student loses or damages a book, the parent/guardian will be sent an invoice for the cost of repair or replacement.

## **PATRIOTIC OBSERVANCES**

In every public school, each day during the school year, at the beginning of the regularly scheduled class or activity at which the majority of the pupils of the school normally begin the day, there shall be conducted appropriate patriotic exercises.

# **TRANSFERS**

## **INTRADISTRICT STUDENT TRANSFERS (Transfer Between Schools Within the District)**

Students shall attend school in the attendance area in which they live, or as otherwise designated by the Board of Trustees. In those cases where the parent(s)/legal guardian(s) of a student who desires their child to attend another school within the District, an application form must be submitted to the Pupil Services Department located at the Alta Loma School District Support Center. Application forms are available at the District Support Center and each school site. The District will not assume responsibility for transportation of students who have received an intradistrict transfer.

Parent(s)/legal guardian(s) of each school age child who is a District resident may request the school the child shall attend, regardless of the location of his or her residence within the District, except that the District retains the authority to maintain appropriate racial and ethnic balances between schools at the District's discretion, or to comply with any applicable desegregation plans, and provided any existing criteria for admission to specialized programs or schools is uniformly applied.

Between February 1 and March 19, 2021, students shall be permitted to request enrollment in any District school of choice. All approvals for transfers are based on program space availability.

## **INTERDISTRICT STUDENT TRANSFERS (Transfer Between School Districts)**

Students shall be expected to attend school in the District in which they live. In those cases where the parent(s)/legal guardian(s) of a student desire their child to attend a school in another school district, an application must be initiated at the school office of residence. Applications for interdistrict transfers will be approved based on program space availability and the student meeting the Alta Loma School District criteria for grades, behavior and attendance. Approval must be obtained from both the District in which the student lives and the desired district of attendance. Students on an interdistrict transfer are subject to revocation of the permit at any time, if they violate criteria for interdistrict transfers.

Students moving out of the District during the school year may be permitted to complete the school year, once the parent secures an interdistrict transfer. The District will not assume any responsibility for transportation of students who have received an interdistrict transfer.

Parent(s)/legal guardian(s) may appeal a request for an interdistrict student transfer that is denied within 30 calendar days of denial date. If the District denies the appeal, parents have the right to appeal to the County Board of Education having jurisdiction over the district of residence of the parent or legal guardian(s). The County Board of Education shall, within 30 calendar days after the appeal is filed, determine whether the student should be permitted to attend the district of choice. If the interdistrict request involves school districts located in different counties, the County Board of Education having jurisdiction over the district denying the transfer request shall have jurisdiction for purposes of an appeal.

Students who are under consideration for expulsion or who have been expelled pursuant to Sections 48915 and 48918, may not appeal interdistrict attendance denials or recisions while expulsion proceedings are pending, or during the term of the expulsion.

# **TRANSPORTATION**

## **GENERAL INFORMATION**

The telephone number of the Transportation Department is **(909) 484-5190**.

**Bicycles** - Only fourth, fifth, sixth, seventh, and eighth graders may bring bicycles to school. A signed permission slip must be on file in the office. **Bicycles are to be walked from the street to the rack and**

**kept locked.** No one should be in the bicycle area unless they have a bicycle or are accompanied by a school staff member. Children should not disturb other equipment in the area. The school can assume no responsibility for lost or stolen bicycles. **Students who abuse bicycle safety rules will lose bicycle privileges. Helmets are required by law for all children riding bicycles to school.**

**Safety of Bus Riders** - Children will line up according to bus routes and will be escorted to the bus loading zone by staff. Parents are asked to park either in the parking lot or on the street when picking up children. **PLEASE, DO NOT PARK IN THE BUS LOADING ZONE.**

On RAINY DAYS, parents are encouraged to pick up their children at the bus stop rather than at school. Hazardous safety conditions exist when buses are unable to enter the parking lot due to an abundance of cars already there. We are concerned for the safety of your children. Your cooperation is appreciated.

Bus drivers have the responsibility of maintaining order on their buses in accordance with District policies for providing school authorities with discipline reports for any student violating District rules. Seats may be assigned upon driver's discretion.

State Board on Regulations governing Pupil Transportation states:

Authority of the Driver-5 CCR 14103+: Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and 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. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations.

Each bus driver has been given copies of this regulation and has participated in training for the proper method to be used in implementing policies. Students will be treated courteously by each driver. Bus drivers will issue citations for misconduct, and violations of District and school bus rules. The Alta Loma School District and the bus driver are not responsible for personal articles left on the school bus.

Parents are expected to have their children ready, on time, and to inform them that they are to maintain good behavior at the bus stop as well as on the bus.

**Bus Regulations for Hazardous Material** - No passenger will be allowed on District-operated bus while in the possession of articles which the bus driver determines may be hazardous or might spill or break in the event of a sudden stop, or articles which the bus driver thinks might be a distraction to the other passengers. Pets are never allowed on buses except for service animals.

Projects, such as items for classroom sharing, must be small enough to fit within a standard market shopping bag. When several items are involved, they will be placed in a single cloth or paper bag. Special activity clothing is to be folded and placed in a cloth or paper bag.

If the bus driver deems an item to be hazardous, and there is a legitimate reason for transporting the item, as is the case with umbrellas, the bus driver shall stow the article in a safe place. Otherwise, the bus driver has the responsibility for not allowing the objects on the bus.

The following are general guidelines for items which may be considered hazardous:

1. Heavy items that may block aisles or be propelled in the event of a sudden stop.
2. Items which are sharp or pointed and might cause injury.
3. Items that could break and cause injury.

If parents have any doubt about safety, they are urged not to send the article to school on the bus.

## **BUS CONDUCT RULES**

The following regulations are necessary to ensure that students are transported in a manner that is safe and conducive to the well being of everyone riding the bus.

General rules governing student conduct while riding the bus shall include, but shall not be limited to, those already adopted by the Board of Trustees with respect to student behavior.

Specific rules and regulations governing student conduct while at the bus stop and on the bus shall include:

1. Before the bus is in sight at the bus stop:  
Each student shall:
  - 1) be at the bus stop, back 12 feet from the curb, ten minutes before the bus arrives;
  - 2) enter and exit from the bus in a safe and orderly manner;



- 3) exhibit acceptable conduct while waiting for, entering, or exiting from the bus;
- 4) use the bus stop assigned to each student;
- 5) use only authorized entrances and exits.

Each student is expected to avoid:

- 1) fighting while waiting for, entering, or exiting from the bus;
- 2) aggressive personal contact (slapping, hitting, pushing or shoving, pulling hair, etc.);
- 3) profane language or inappropriate gestures;
- 4) throwing of any objects at persons, cars, or property;
- 5) playing in streets or on neighboring property;
- 6) trespassing or damaging property at bus stops;
- 7) any other unauthorized or unsafe actions.

2. On the bus:

a. All students shall conduct themselves in a safe and orderly manner and obey the bus driver at all times.

b. Each student shall avoid:

- 1) standing or changing seats while bus is in motion;
- 2) aggressive personal contact (slapping, hitting, poking, shoving, kicking, etc.);
- 3) fighting;
- 4) profane language or inappropriate gestures;
- 5) entering or exiting from the bus while it's in motion;
- 6) putting any part of body out of bus window at any time;
- 7) riding any bus after receiving no-ride penalty;
- 8) allowing legs, feet, and/or objects to obstruct aisle, or facing to the rear in seats;
- 9) creating excessive noise;
- 10) unauthorized opening, closing, or tampering of any kind with bus doors, windows, or emergency exits;
- 11) any type of damaging or defacing the bus;
- 12) lighting matches, cigarettes, or smoking on the bus;
- 13) littering of any kind;
- 14) transporting live animals, or insects on a school bus;
- 15) eating, gum chewing, or drinking on the bus;
- 16) disrespect to the bus driver;
- 17) giving false identification when requested by driver;
- 18) transporting any glass objects;
- 19) transporting balloons

3. Serious infractions:

Following is a list of infractions that are very serious in nature. Any student committing such infractions will be subject to severe disciplinary action. Such infractions include, but are not limited to:

- 1) throwing any object in, out of, or at the bus, which can cause injury to persons or damage to property;
- 2) endangering life or limb of other people by overt actions;
- 3) threatening bodily injury;
- 4) purposely, or by overt actions, causing actual bodily injury;
- 5) carrying or using guns or knives;
- 6) carrying or using any other object which may be commonly considered to be a dangerous weapon or that might be used as a dangerous weapon.

**Consequences for violations of District rules and regulations by student bus riders** - It is the responsibility of each student to obey all rules and regulations listed herein, and any school rules of behavior not specifically covered.

It is the responsibility of Alta Loma School District to ensure that any behavior that would in any way endanger fellow students or the student himself not be permitted to occur. The District has the right and the responsibility to determine and enforce such rules as it deems necessary to establish a safe climate for students and property at each bus stop and on the bus. The driver has the authority to assign seats to students to maintain order.

The Board of Trustees has approved a schedule of consequences for use by school authorities when students are given a discipline report for infractions of these rules and regulations.

Driver has given verbal warning, assigned seat or talked with the student before the following action was taken:

1 <sup>st</sup> violation	Warning Discipline Report - school notified.
2 <sup>nd</sup> violation	Transportation suspended pending conference between parents, student, and transportation officials. Parents need to call (909) 484-5190 to set up conference.
3 <sup>rd</sup> violation	Transportation suspended minimum of 5 school days, and a conference as above.
4 <sup>th</sup> violation	Severe Clause - Removal of student from the bus. Student loses transportation privileges for the remainder of the trimester.

After receiving a discipline report, the student must return the white copy, signed by a parent/legal guardian, in order to be admitted on the bus the next day.

If the infraction is severe, an appropriate consequence may be imposed at any time without necessarily following the above steps.

Discipline reports by bus drivers or other personnel for items in 3. (1-4) of Bus Conduct Rules shall be grounds for suspension from school plus long-term suspension from bus riding.

Discipline reports for serious infractions 3. (5 and 6) of Bus Conduct Rules may result in expulsion from the District.

**Appeal Process** - Students and/or parents may appeal an action, first, to the principal, next to the Director of Transportation, then to Associate Superintendent, Administrative Services.

**APPENDIX A: Education Code – Parent Notification Requirement**  
**PARENTAL/LEGAL GUARDIAN(S) NOTIFICATION REQUIREMENTS**

Education Code Section 48980 requires that each parent/legal guardian be notified of certain Education Code Sections which have been paraphrased for your convenience. Explanations regarding any section may be requested of any school administrator. Reading of complete sections is recommended.

Section 17612, “**PESTICIDE USE NOTIFICATION.**” Parents are notified in September of the pesticides expected to be used during the school year. Parents have the right to request written notification of any pesticide application in advance.

Section 221.5, “**POLICY OF STATE; PROHIBITED DISCRIMINATION.**” It is the policy of the state that elementary and secondary school classes and courses, including nonacademic and elective classes and courses, be conducted, without regard to the sex of the pupil enrolled in these classes and courses.

Section 231.5, “**PROHIBITION AGAINST SEXUAL HARASSMENT.**” It is the policy of the State of California, pursuant to Section 200, that all persons, regardless of their sex, should enjoy freedom from discrimination of any kind in the educational institutions of the state. Sexual harassment shall be prohibited as a form of sexual discrimination. Notification of available remedies is available from any school administrator.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical contact of a sexual nature, which is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile or offensive educational environment.

Section 32255, “**PUPIL’S RIGHT TO REFRAIN FROM THE HARMFUL OR DESTRUCTIVE USE OF ANIMALS.**” A teacher may develop alternative lessons for a student who exercises the right to refrain from the harmful or destructive use of animals. **A note from a parent or guardian must substantiate that objection.**

Section 32255.1, “**PUPIL’S RIGHT TO REFRAIN FROM THE HARMFUL OR DESTRUCTIVE USE OF ANIMALS.**” Requires teacher to notify pupils of right to refrain from harmful or destructive use of animals. Once notified, pupil must inform teacher of objection, which must be confirmed by note from parent. Permits teacher to work with pupil to develop and agree upon an alternative.

Section 33308.1, “**CHILD ABUSE COMPLAINTS.**” Guidelines prepared by the State Department of Education for parents or guardians of pupils who wish to file a complaint of child abuse with the school or child protective services agency against a school employee or other person committing an act of child abuse against a pupil at a school site are available from the Superintendent’s office or Principal’s office upon request.

Section 35160.5(b), “**INTRADISTRICT CHOICE.**” Requires school districts to adopt rules & regulations and establish a policy of open enrollment within a district for residents of the district. See Page 31 of this handbook.

Section 35178.4, “**SCHOOL ACCREDITATION.**” Requires a school board to give official notice, at a regularly scheduled meeting, if a school that has elected to be accredited by the Western Association of Schools and Colleges or other accrediting agency, loses its accreditation status. Further requires written notification to parent(s) (guardian) of pupils in the school of the lost accreditation status and potential consequences.

Section 35183, “**DRESS CODE/GANG APPAREL.**” Authorizes school districts to adopt a dress code that would prohibit the wearing of “gang-related clothing.” Authorizes school districts to adopt a dress code policy that would require pupils to wear a school-wide uniform. Many educators believe that school dress significantly influences pupil behavior. The Board of Trustees of any school district may adopt or rescind a reasonable dress code policy that requires pupils to wear a schoolwide uniform or prohibits pupils from wearing “gang-related apparel” if the Board of Trustees of the school district approves a plan that may be initiated by an individual school’s principal, staff, and parents and determines that the policy is necessary for the health and safety of the school environment. Individual schools may include the reasonable dress code policy as part of its school safety plan, pursuant to Section 35294.1.

Section 35183.5, “**USE OF SUNSCREEN BY PUPILS.**” Provides for the use of sun-protective clothing by students. It further provides for the use of sunscreen by students, during the school day, without a physician’s note or prescription.

Section 35256, “**SCHOOL ACCOUNTABILITY REPORT CARD.**” The Board of Trustees of each school district shall annually issue a School Accountability Report Card for each school in the school district, publicize such reports, and notify parents or guardians of students that a copy will be provided upon request.

Section 35291, “**RULES.**” At the time of registration, parents will be given a copy of rules and regulations governing the school.

Section 35294.1, “**NOTICE OF OCCURRENCE OF A VIOLENT CRIME.**” Provides that the principal or designee may send a written notice of the occurrence and general nature of a crime to each pupil’s parent or legal guardian, following verification with law enforcement or the occurrence of a violent crime on an elementary or secondary school site.

Section 35294.6, **“COMPREHENSIVE SCHOOL SAFETY PLAN: ANNUAL NOTICE.”**

- (a) Each school shall adopt its comprehensive school safety plan by March 1, and shall review and update its plan by March 1, every year thereafter.
- (b) Each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Sections 33126 and 35256. The Comprehensive School Plan is approved by the Board of Trustees by October of each year.

Section 35294.8, **“SCHOOL SAFETY PLANS: NOTICE TO SPECIFIED PERSONS AND ENTITIES.”** Each schoolsite council or school safety planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. Each schoolsite council or school safety planning committee shall notify, in writing, specified persons and entities including: the local mayor; a representative of the local school employee organization; representative s of parent organizations including the parent teacher association and parent teacher clubs; a representative of each teacher organization at the schoolsite; a representative of the student body government; and all other persons that have indicated they want to be notified.

Section 39831.5, **“SCHOOL BUSES: PASSENGER SAFETY.”**

- (a) All pupils in pre-kindergarten, kindergarten and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county Superintendent of schools, Superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:
  - (1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in pre-kindergarten, kindergarten and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:
    - (A) A list of school bus stops near each pupil's home.
    - (B) General rules of conduct at school bus loading zones.
    - (C) Red light crossing instructions.
    - (D) School bus danger zone.
    - (E) Walking to and from school bus stops.
  - (2) At least once in each school year, all pupils in pre-kindergarten, kindergarten and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

Section 44807, **“DUTY CONCERNING CONDUCT OF PUPIL.”** 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.

Section 46010.1, **“CONFIDENTIAL MEDICAL SERVICE.”** Although Education Code allows school authorities to excuse pupils in grades 7-12 to obtain confidential medical services without consent of parent, the Alta Loma School District Board Policy states that “students are not permitted to leave school grounds while school is in session except upon written or personal request of the parent/legal guardian and the approval of the principal.”

Section 46014, **“RELIGIOUS INSTRUCTION.”** With parental consent, a student may be excused from regular classes in order to participate in religious exercises or to receive religious instruction.

Section 46600, **“INTERDISTRICT ATTENDANCE AGREEMENT BY BOARD OF TRUSTEES.”** The Board of Trustees of two or more school districts may enter into an agreement, for a term not to exceed five school years, for the interdistrict attendance of pupils who are residents of the districts. The agreement may provide for the admission to a district other than the district of residence of a pupil who requests a permit to attend a school district that is a party to the agreement and that maintains schools and classes in kindergarten or any of grades 1 to 12, inclusive, to which the pupil requests admission.

Section 48204, **“RESIDENCY BASED ON PARENT/LEGAL GUARDIAN EMPLOYMENT.”** A student may satisfy the residency requirements of a district in which the student’s parent/legal guardian is employed.

Section 48205, **“EXCUSED ABSENCES.”**

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
  - (1) Due to his or her illness.
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  - (5) For the purpose of jury duty in the manner provided for by law.
  - (6) Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
  - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion,

attendance at religious retreats, **or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a non-profit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the Board of Trustees.**

- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Section 48206.3, "**INDIVIDUAL INSTRUCTION FOR STUDENTS WITH TEMPORARY DISABILITIES.**" A student with a temporary disability shall receive individual instruction in the student's home, in a hospital, or other residential health facility, as prescribed by State Department of Education regulations.

Section 48207, "**RESIDENCY REQUIREMENTS, TEMPORARILY DISABLED STUDENTS.**" A student with a temporary disability who is in a hospital or other residential health facility shall satisfy the residency requirements of the district in which the hospital is located.

Section 48208, "**PARENT OR GUARDIAN TO NOTIFY SCHOOL DISTRICT.**" It shall be the responsibility of the parent or guardian to notify the school district in which the hospital is located of a student's presence for the purpose of obtaining instruction.

Section 48850 & 42USC Section 11432. "**FOSTER / HOMELESS YOUTH.**" The District ensures that students in foster care receive stable school placements, which are in the best interests of the child. Parents of homeless students are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children.

Section 48900.1, "**ATTENDANCE OF SUSPENDED STUDENT'S PARENT/LEGAL GUARDIAN FOR PORTION OF SCHOOL DAY.**" The parent/legal guardian of a student suspended by a teacher may be required to attend a portion of a school day in the student's classroom.

Section 48906, "**STUDENT ARREST/PARENT NOTIFICATION.**" School officials shall take immediate steps to notify parents when a child is taken into custody by a peace officer, except when the child is taken into custody as a victim of suspected child abuse. In such cases, law enforcement would assume all notification responsibilities.

Section 48911, "**SUSPENSION.**" Whenever a student is suspended from school, the parent/legal guardian shall be notified in writing. The parent shall be asked to attend a meeting with school officials concerning the suspension. In cases where a student's expulsion is being processed, the suspension may be extended until the Board of Trustees has rendered a decision. The extension request must be in writing after the Superintendent/designee has invited the student's parent or legal guardian to participate in a meeting to determine whether the presence of the student at the school or in an alternative school placement causes a danger to persons or property or a threat of disrupting the educational process.

Section 48918, "**EXPULSION HEARING.**" Written notice of an expulsion hearing shall be forwarded at least ten (10) calendar days prior to the date of the hearing. The notice shall include the date and place of the hearing, a statement of the specific facts and charges upon which the proposed expulsion is based, a copy of the District's disciplinary rules, a notice of the parent/legal guardian or student's obligation to, upon enrollment, inform the receiving school district of expulsion from the previous school district, and notice of the opportunity for the student or the student's parent/legal guardian to appear in person or employ and be represented by counsel or "non-attorney advisor," to inspect and obtain copies of all documents to be used at the hearing, to confront and question all witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the student's behalf, including witnesses. Additionally, the notice of decision to expel shall include a notice of the educational alternative placement to be provided to the pupil during the time of expulsion.

Section 49001, "**CORPORAL PUNISHMENT.**" No person employed by the District shall willfully inflict or willfully cause the infliction of physical pain on a student.

Section 49011. "**STUDENT FEES.**" (a) A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

- (b) All of the following requirements apply to the prohibition identified in subdivision (a):
- (1) All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.
  - (2) A fee waiver policy shall not make a pupil fee permissible.
  - (3) School districts and schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.
  - (4) A school district or school shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.
- (c) This article shall not be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, schools, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
- (d) This article applies to all public schools, including, but not limited to, charter schools and alternative schools.
- (e) This article is declarative of existing law and shall not be interpreted to prohibit the imposition of a fee, deposit, or other charge otherwise allowed by law.

Section 49063, **"STUDENT RECORDS."** The District maintains student records as deemed necessary to provide programs to meet his/her needs and interests. Sections 49069-49071 of the California Education Code and federal law give parents and former students age 18 and over ("eligible students") the right to inspect and review those records and to question the accuracy and substantiation of any and all such records, files, and data. Procedures are available for parents to request the amendment of inaccurate or misleading information or information which may violate privacy rights. When a student transfers to another school district or to a private school, a copy of the student's mandatory permanent record will be transferred upon request from the other district or private school. Written consent of parents for transfer of records will not be necessary and records will be forwarded without unnecessary delay.

The principal of the school is responsible for student records. All records will be made available for parental review at a mutually convenient time during school hours. A reasonable fee will be charged for reproducing copies of records. This fee will not exceed the actual cost of reproducing the records. Parents have the right to file a complaint with the U.S. Department of Education for non-compliance with laws regarding school records. Parents may review and copy District policies and rules regarding records at the school site where the student attends.

Section 49067, **"ACADEMIC FAILURE."** There must be a conference with the parent or a written report to the parent whenever it becomes evident to a teacher that a student is failing a class and/or course.

Section 49073, **"DIRECTORY INFORMATION."** The persons and agencies that have access to student records are restricted by law. Information from the student record known as "Directory Information" may be provided as explained below. The legal definition of "directory information" includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attendance.

Parents (and eligible students) may prevent disclosure of directory information, except in cases where disclosure is required by law, regardless of consent. **Parents may annually file a written request designating the directory information that they do not wish to be released without prior parental consent. The written request must be filed with the principal within ten (10) days of initial enrollment and annually thereafter within ten (10) days following the first day of school.** Unless a parent/legal guardian written request to withhold information has been filed, the District may, in its discretion, provide directory information, with the exception of address and telephone numbers (restricted directory information), to public/private schools, news media, potential employers, government agencies and employers. Unless a parent/legal guardian written request to withhold information has been filed, the District may, in its discretion, provide directory information, including the student's address and telephone numbers, to the PTA/PFSA/PTSA/Community Council. All other access to restricted directory information is prohibited unless it is properly requested by legal subpoena, or otherwise required by law.

Section 49076, **"RELEASE OF INFORMATION PURSUANT TO COURT ORDER OR LAWFULLY ISSUED SUBPOENA."** Information concerning a student shall be furnished in compliance with a court order or a lawfully issued subpoena. The school District shall make a reasonable effort to notify the parent or legal guardian and the student in advance of compliance with a lawfully issued subpoena and, in the case of compliance with a court order, if lawfully possible within the requirements of the order.

Section 49077, **"RELEASE OF INFORMATION PURSUANT TO COURT ORDER."** Information concerning a student shall be furnished in compliance with a court order. The District will make a reasonable effort to notify parents and students in advance of such compliance if lawfully possible within the requirements of the judicial order.

Section 49403, **"COMMUNICABLE DISEASES."** The District may, with parental consent, immunize students to prevent or control communicable diseases. Parents/legal guardian(s) will provide evidence of required immunizations at the time of registration. Students failing to meet immunization requirements will be excluded from school.

Section 49423, "**ADMINISTRATION OF MEDICATION.**" A student required to take medication prescribed by a physician during the school day may be assisted by the school nurse or other designated school personnel, provided the school has received (1) a written statement from the student's physician detailing the method, amount and time schedule by which the medication is to be taken, and (2) a written request from the parent that the school District assist in administering the medication.

Section 49451, "**PHYSICAL EXAMINATION.**" 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 a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Section 49472, "**ACCIDENT INSURANCE.**" The District may make available for purchase accident insurance for injuries to students occurring during the regular school day at school, at a school sponsored activity or while in transit.

Section 49480, "**SPECIAL STUDENT MEDICATION.**" The parent/legal guardian of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent/legal guardian, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. Please inform the nurse's office of any significant health problems.

Section 49510, "**NUTRITION.**" Students in receipt of public assistance may be eligible to receive nutritious meals at nominal or no cost.

Section 51201.5, "**INSTRUCTION ON AIDS AND PREVENTION.**" Parents are to be notified in writing prior to any instruction or class on AIDS and AIDS Prevention. The student shall be excused from such instruction upon written parental request.

Section 51240, "**SEXUAL HEALTH EDUCATION: CONFLICT WITH RELIGIOUS BELIEFS.**" Whenever any part of the instruction in health, family life, or sex education conflicts with religious training and beliefs or personal moral convictions of the parent or guardian, the student shall be excused from that part of the instruction upon written parental request. The Education Code requires all public schools that teach sex education courses that discuss sexual intercourse to include the provisions of Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code.

Section 51550, "**INSTRUCTION ON AIDS PREVENTION.**" Parents are notified in writing prior to any instruction or class in which human reproductive organs and their function or processes are described, illustrated, or discussed. Materials to be used may be reviewed prior to instruction.

Section 51554, "**INSTRUCTION: SEXUALLY TRANSMITTED DISEASES; AIDS.**" Parents to be properly notified of proposed instruction on AIDS, sexually transmitted diseases, human sexuality or family life. No instruction without notification.

Section 51938, "**SEXUAL HEALTH EDUCATION AND HIV/AIDS PREVENTION.**" Districts must, at the beginning of the school year or at a new enrollment, notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks.

Section 56031, "**SPECIAL PROGRAMS FOR HANDICAPPED STUDENTS.**" State and federal laws require that school districts make special programs available to certain handicapped students and that a free and appropriate education in the least restrictive environment be offered to all handicapped students. Further, the benefits of educational programs shall not be denied handicapped students for whom reasonable accommodations can be made.

The District provides a variety of special education classes designed to help pupils progress academically and socially. Handicapped pupils and their parents/legal guardians have the right to obtain a pupil evaluation to determine whether the pupil requires special education and related services in order to receive a free and appropriate education. No student may be evaluated for or assigned to a special education program without parental consent.

Special education provides a full continuum of program options, including instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings; and instruction in physical education, to meet the educational and service needs of individuals with exceptional needs in the least restrictive environment.

Parents/legal guardians have the right to appeal the District's recommendation as to whether the student is eligible for a special education program. If you have questions concerning student/parent rights under this policy, please contact the District's Special Education/Pupil Services Department.

Section 56301, "**CHILD FIND.**" All individuals with disabilities residing within the Alta Loma School District regardless of school of enrollment and severity of their disabilities and who are in need of special education and related services shall be identified, located, and assessed as required by Section 1412 of Title 20 of the US Code.

{5 CCR 3080}, “**COMPLAINTS.**” State regulations require the District to establish procedures to deal with complaints regarding special education. If you believe that the District is in violation of federal or state law governing the identification or placement of special education pupils, or similar issues, you may file a written complaint with the District. State regulations require the District forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your building principal.

Section 58501, “**NOTICE OF ALTERNATIVE SCHOOL.**” California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

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

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

**Title V. “DUTIES OF PUPILS.”** Requires pupils to conform to school regulations; obey all directions; be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane or vulgar language.

**Title VI. and Title IX.** It is the policy of the Alta Loma School District not to discriminate on the basis of race, color, national origin, sex or handicap in its educational programs, activities or employment policies.

Welfare and Institutions Code Section 18976.5 “**CHILD ABUSE PREVENTION TRAINING.**” Parents/legal guardians have the right to refuse to allow their children to participate in a child abuse primary prevention program. The parent or legal guardian of a pupil has the right to file a verbal or written complaint of suspected child abuse by school District employees or other persons against a pupil at a school site. The complaint must be filed with the local child protection agency, school District or county office of education. The local child protection agency is required to investigate the complaint and report every known or suspected instance of child abuse to the law enforcement agency having jurisdiction over the case and to the district attorney. If the complaint is substantiated, a copy of the investigation report shall be forwarded to the Board of Trustees of the school district or county office of education.

As defined in the Child Abuse and Neglect Reporting Act of 1987, a child protection agency is a police or sheriff’s department, a county probation department or a county welfare department/child protection agency. These agencies are listed in local telephone directories under city or county government listings.

ALSD Board Policy on controversial issues, Board Policy 914.02, provides guidelines to teachers for teaching about controversial issues. If you have a concern about this policy, you should contact the student’s school.

Health and Safety Code Sections 124100 and 124105 “**CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM.**” Requires notice to parents of kindergarten and first grade children of the requirement for physical examination for first grade enrollment and availability of free health screening through their local health department. Requires up to five days’ exclusion from school for failure to comply or sign a waiver.

Penal Code Section 290.4 “**‘MEGAN’S LAW’ SEX OFFENDER NOTIFICATION’** ” Encourages each district to include in its annual notification to parents, information about the availability of a CD-ROM or other electronic medium containing information about registered sex offenders as required by “Megan’s Law,” as specified. This information is provided by the Department of Justice to local law enforcement agencies in each county.

Penal Code Section 417.27 “**LASER POINTERS: PROHIBITIONS ON SALES, POSSESSION AND USE**” Prohibits possession of a laser pointer by any student on any elementary or secondary school premise, unless possession is for valid instruction. Further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

President Obama signs the “**EVERY STUDENT SUCCEEDS ACT**” into law on December 10, 2015.

ESSA includes provisions that will help to ensure success for students and schools. Below are just a few. The law:

- Advances equity by upholding critical protections for America’s disadvantaged and high-need students.
- Requires—for the first time—that all students in America be taught to high academic standards that will prepare them to succeed in college and careers.
- Ensures that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students’ progress toward those high standards.
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.



## **ALTA LOMA SCHOOL DISTRICT**

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

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

The Alta Loma School District (ALSD) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees. Complainants shall not be retaliated or otherwise discriminated against as a result of filing a complaint.

The Alta Loma School District will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by ALS D that is funded directly by, or that receives or benefits from any state financial assistance. The Alta Loma School District shall also post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families, including the complaint process identified herein.

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments are addressed under the District's Administrative Regulation 1312.4.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education, Career Technical, Technical Training (Federal and State)
- Child Care and Development
- Compensatory Education

Course Periods without Educational Content  
Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court  
Pupils now enrolled in a school district and Children of Military Families  
Every Student Succeeds Act  
Local Control and Accountability Plans  
Migrant Education  
Physical Education Instructional Minutes  
Pupil Fees  
Reasonable Accommodations to a Lactating Pupil  
Regional Occupational Centers and Programs  
School Plans For Student Achievement  
School Safety Plans  
School site Councils  
State Preschool  
State Preschool Health and Safety Issues In LEAs Exempt From Licensing

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Assistant Superintendent of Human Resources  
Alta Loma School District  
9390 Base Line Road  
Alta Loma, CA 91701  
(909) 484-5151

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying must be filed within 6 months from the date the alleged discrimination, harassment, intimidation, or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Superintendent or his or her designee. The time for filing may only be extended up to 90 days for good cause following receipt of a written request by the complainant.

Uniform Complaint Procedures shall also be used to address any complaint alleging the District's failure to comply with the Local Control and Accountability Program (LCAP) requirements in the Education Code. The complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the LCAP requirements. If the complainant is not satisfied with the decision of the school district, the individual may appeal the decision to the State Superintendent of Public Instruction. The State Superintendent of Public Instruction is

required to issue a decision on the appeal within 60 days of the State Superintendent of Public Instruction's receipt of the appeal.

If the school district finds merit in the complaint or the State Superintendent of Public Instruction finds merit in the appeal, the school district will provide a remedy to all affected pupils, parents and guardians.

Uniform complaints other than complaints related to LCAP requirements will be investigated and a written Decision or report will be sent to the complainant within 60 days from the receipt of the complaint. This 60-day time period may be extended by written agreement of the complainant. The Alta Loma School District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with Title 5 of the California Code of Regulations, sections 4680-4687 and in accordance with local procedures adopted under section 4621.

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

The Alta Loma School District recognizes the Alternate Dispute Resolution (ADR) procedure, depending on the nature of the allegations, often suggests a compromise that is agreeable to all parties. The Superintendent or designee will ensure that the use of Alternate Dispute Resolution is consistent with state and federal laws and regulations. Complainants may also seek civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws

A copy of the Alta Loma School District's UCP policy and complaint procedures is available free of charge.