

Martin Luther King High School

Mission Statement

Guide students to discover their purpose, fuel their ambition, strengthen their character, and enhance their knowledge in order to empower them to be college, career, and world ready.

Equity Statement

Our students deserve a learning environment where they feel safe, valued, and respected by all. We will not tolerate behavior from staff or students that demeans, belittles, intimidates, or hurts any individual or group.

2024-2025 Bell/Class Schedules

Monday and Friday - Regular Schedule

Tuesday and Thursday - Office Hours Schedule

Wednesday - Collaboration Day Schedule

Regular Day Schedule		
Period	Schedule	
0	7:27	8:24
1	8:30	9:27
2	9:33	10:35
3	10:41	11:38
Lunch A	11:38	12:13
4A	12:19	1:16
4B	11:44	12:41
Lunch B	12:41	1:16
5	1:22	2:19
6	2:25	3:22



Office Hours Schedule		
Period	Schedule	
0	7:35	8:24
1	8:30	9:19
2	9:25	10:19
Office Hour	10:25	11:07
3	11:13	12:02
Lunch A	12:02	12:37
4A	12:43	1:32
4B	12:08	12:57
Lunch B	12:57	1:32
5	1:38	2:27
6	2:33	3:22

Wednesday Collaboration Schedule		
Period	Schedule	
0	7:35	8:24
1	8:30	9:19
2	9:25	10:19
3	10:25	11:14
4	11:20	12:09
Lunch	12:09	12:44
5	12:50	1:39
6	1:45	2:34

Lunch A	Lunch B
B Building	A Building
E Building	C Building
F Building	D Building
	G Building
	H Building
C204, D101, G125, H132, H134	B100, B134, E100, F002, F004, Gym



Student and Parent Handbook

A California Gold Ribbon School, Model of Excellence School &
A 2005, 2009 and 2024 California Distinguished School

*All Glory laud and honor
We lovingly give to thee
Pledging to our Alma Mater
Our Loyalty*

*Lifting our colors skyward
The silver, scarlet and blue
We proudly stand and cheer the
Wolves of King High School*

Martin Luther King High School

9301 Wood Road
Riverside, California 92508
(951) 789-5690
www.king.riversideunified.org



Board of Education

Mr. Dale Kinnear, President
Dr. Noemi Hernandez Alexander, Clerk
Dr. Angelo Farooq, Member
Mr. Brent Lee, Member

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TEXT-TO-TIP
951-394-1911

Martin Luther King's Leadership Team

Principal - Dr. Leann Iacuone	x62201	liacuone@riversideunified.org
Assistant Principal - Amanda Chann	x62248	achann@riversideunified.org
Assistant Principal - Erin Gonzalez	x62202	egonzalez@riversideunified.org
Assistant Principal - Charles Hyde	x62206	chyde@riversideunified.org
Assistant Principal - Jesus Ugarte Magaña	x62203	jugartemagana@riversideunified.org
Assistant Principal - Vacancy	x62204	-----@riversideunified.org
Head School Counselor - Dru Ortiz	x62237	portiz@riversideunified.org
Activities Director - Tami Krueger	x62104	tlkrueger@riversideunified.org
Student Advisor - Rick Grogan	x62008	rgrogan@riversideunified.org

Principal's Message

Welcome to the 2024-2025 School Year Students and Parents,,

Each school year brings a sense of anticipation and wonder as students embark on a new journey toward their post-secondary goals. This year MLKHS is excited to begin the 2024-2025 school year with the same administrative and office staff from 2023-2024. We have a few new faculty and staff joining MLKHS. We will continue to meet with students during the first month of school during the school day and host parent meetings to discuss our behavior expectations for MLKHS classrooms, on campus and within the community.

As a school, MLKHS will continue to strive for all students to find academic success and participate in the Office Hours program which provides intervention opportunities and proactive programs for all students during school hours when students need them most. We will change office hours for this upcoming year to take place between 2nd and 3rd in order to provide interventions earlier in the day for students. In addition, Cell Phone distractions have become the biggest hindrance to the educational process in each and every classroom and is the main reason students have conflict with one another. Martin Luther King High School will be continuing our Cell Phone Policy where students will not be allowed to have their phones out during class instructional time. This policy helps enhance student focus and productivity across our campus.

We want students to show their Purpose, Ambition, Character, and Knowledge, which we refer to as PACK. We desire all of our students to thrive and have an opportunity to Leave Their Own Legacy in our school community through their academics, athletics, activities and community outreach. We encourage students to attend visual and performing art events as well as athletic events to show their support of the Wolves by cheering for our different groups and showing what amazing students we have on our campus. Parents, please encourage your student(s) to get involved with two or more clubs, activities or teams on campus and encourage them to Leave A Legacy they can be proud of as alumni.

Sincerely,
Dr. Leann Iacuone

Key Contact Information

School Telephone Number (951) 789-5690

Office Assistant/Reception	x62253	
Principal's Secretary	x62201	lsteklof@riversideunified.org
Library	x62167	krsmith@riversideunified.org
Attendance Clerks (by last name)	x62241 for A-K and x62242 for L-Z	mlkattendance@riversideunified.org
Health Office	x62226	rvaldez@riversideunified.org
Registrar	x62246	achacon@riversideunified.org
ASB Bookkeeper	x62264	bbalsells@riversideunified.org
Discipline (by grade level)	x62212 for 9 th /10 th and x62207 for 11 th /12 th	jjflores@riversideunified.org jmsalazar@riversideunified.org

School Counseling

The School Counseling team at Martin Luther King High School assists students in charting their course to become college and career ready. Our staff is committed to providing students opportunities to discover and experience different educational and career options. School counselors respond to the needs of a diverse group of students and assist students in the successful transition from school to work and/or post-secondary education. It is our goal to counsel students to prepare and implement comprehensive academic plans that identify and meet their individual needs.

Academic Planning

1. Carefully read all registration information and review the course catalog located on our school website before making course selections.
2. Review and follow the high school graduation requirements for RUSD students.
3. If post-high school plans include attending a college or university, be sure to review that school's entrance requirements as well as course prerequisites for a desired major. All students will be encouraged to maintain UC/CSU A-G eligibility, check that high school course prerequisites have been met and obtain any required teacher recommendations.
4. Seek the advice of teachers as they know your strengths in the classroom and will be able to make recommendations in terms of course levels to select.
5. Talk to others, i.e. relatives and friends, about course selections and concerns about high school.

Class Changes

Registration at Martin Luther King High School is based on a yearlong schedule. Schedule change requests will be considered at school registration held during the summer and at the beginning of both first and second semester. Ability to adjust classes will be dependent on seat availability.

Classroom Concerns and Academic Problem-Solving Procedures

1. Discuss the concern with the teacher. If you are unable to reach the teacher after leaving two messages, call your student's counselor.
2. Talk to your student's counselor. The counselor will review the situation with you and assist you in determining the best course of action for you and your

student to take.

3. Check Aeries Parent Portal daily to monitor your student's assignment progress and grades. Visit Aeries Parent Portal at https://www.riversideunified.org/parents/aeries_web_parent_portal
4. Continue to monitor your student using Aeries or periodic teacher contact even after you have seen academic growth. This strategy helps students remain on track.
5. Contact the Assistant Principal of Curriculum and Instruction if the problem persists.
6. Contact the principal if the above steps fail to resolve the concern.

Summer School

Summer school may be available for students who have failed required classes during the regular school year and may be available to students enrolled in impacted programs. Summer school typically begins the first week after the end of the regular school year.

Office Hours and Online Tutoring

Office Hours provides twice weekly in person intervention time for students to receive academic and social emotional learning support from teachers during the regular school day. 24/7 online tutoring is available through PAPER (located in student Clever accounts online at <https://www.riversideunified.org>).

Academic Recognition

Recognition for academic distinction is open to all students at Martin Luther King High School. Many prizes, scholarships, and special awards are given each year. Each student is urged to strive for these academic distinctions, as well as for recognition by academic departments and co-curricular programs. Qualifications for the Principal's Honor Roll, California Scholarship Federation, National Honor Society, and Academic Letters are described on the following pages.

Latin Recognition

The Latin Honors System is used throughout RUSD to acknowledge academic excellence in its graduates over their four year high school career (first 7 semesters). Students that earn a Latin Honors designation will be recognized in the graduation program and their honor will be included on their final transcript. Latin Honors categories are as follows:

- Summa Cum Laude (3.90+ unweighted GPA)
- Magna Cum Laude (3.70-3.89 unweighted GPA)
- Cum Laude (3.50-3.69 unweighted GPA)

Students who challenge themselves with a more rigorous course of study may graduate with Highest Honors, High Honors, Honors or Distinction. Distinction points will be totaled at the end of the first semester of a student's senior year.

National Honor Society (NHS)

"National Honor Society is the nation's premier organization established to recognize outstanding high school students." (NHS Website - www.nhs.us) The Martin Luther King High School National Honor Society is an organization which creates enthusiasm for scholarship, stimulates a desire to render service, promotes leadership, and develops character. Membership requires students to maintain at least a 3.65 GPA, active service to the school or community, leadership evidenced by participation in school or community activities, and character measured in terms of integrity, behavior, ethics, and cooperation. No member is permitted to have a suspension or to carry D's or F's on any report card. Once a student has become ineligible to maintain membership in NHS, the student cannot again be considered eligible for membership. Members will be honored at commencement for each qualifying semester. To graduate with the silver cord, a member must be an active member for four semesters, one of which must be in their senior year. A faculty committee following the guidelines set by the National Honor Society elects students to membership. For further information, see Ms. O'Rourke in room D105.

California Scholarship Federation (CSF)

The purpose of the California Scholarship Federation is to foster high standards of scholarship, service, and citizenship in California high schools. Membership in CSF is open to students who have met designated qualifications. Students must apply each semester. Membership is by application only during a specified enrollment period and shall not be automatic or compulsory. Membership is for the semester following the one in which the qualifying grades were earned. The student must apply during the application period for each semester the student is eligible. Retroactive memberships will not be granted to students who fail to take the opportunity to become members during the application period. Life membership in CSF is granted to students who earn membership for four semesters beginning in grade 10, including at least one semester of their senior year. Life Members (Gold Seal Bearers) wear a gold tassel and a gold honor stole at the graduation ceremony and are identified in the commencement program. A gold seal is attached to the student diploma and notation of this honor is made on the student's permanent transcript. For further information and specific requirements, contact Ms. Oliveira-Taylor in room B202.

Scholar Athlete Patch

Varsity athletes who earn a 3.50 or higher cumulative unweighted GPA while lettering in athletics will receive a Scholar Athlete patch for their season of sport instead of an Academic Letter. Eligible athletes must be enrolled in a minimum of five classes. The Scholar Athlete Patch and subsequent bars are awarded for each semester of varsity athletic participation in which a student maintains a 3.50 or higher cumulative unweighted GPA. Lower-level sport

Scholar Athletes qualify for certificates only.

Academic Letter

Academic letters will be awarded to sophomores, juniors, and seniors who attended Martin Luther King High School for the prior full academic year. Students must have a 3.50 or higher unweighted grade point average. Eligible students must be enrolled at MLKHS with a minimum of five classes. The letter and subsequent bars are awarded in the spring of the following school year.

Example: A freshman student who earned a 3.7 unweighted grade point average during the 2023-2024 school year, would receive recognition and their academic letter the spring of 2024-2025 school year.

Honor Roll

The Honor Roll is published at the end of each semester. To be eligible, a student must earn a 3.50 unweighted grade point average or higher in all coursework taken during the prior semester. A treat is provided by PTSA each semester for those students earning placement on the Honor Roll. Eligibility is patterned after the Latin Honors System.

Student Recognition Program

The goal of the program is to motivate and inspire high student achievement and participation at all levels. Through collaboration among educators, parents, students, businesses, and community organizations, student success is promoted, celebrated, and rewarded. During an academic awards rally, students are recognized for scholastic improvement, effort, citizenship, leadership, outstanding achievement, and good attendance. The program is designed for students to earn points for participation in school sports, school activities, as well as involvement in clubs and organizations on campus. Martin Luther King High School administrators, teachers, and staff are committed to student involvement and academic excellence.



COLLEGE ADMISSIONS

The following information helps to define a college preparatory program. Each college or university will have different high school course completion requirements. Students should check the website of the college/university to determine what those specific requirements are in order to be accepted into the college or university of their choice. Additionally, entrance examinations are common requirements for collegiate acceptance.

UC “A-G” and RUSD Required Credits

University of California admissions requires that “A-G” courses be taken for admission into any UC school. “Courses... used to satisfy the ‘A-G’ subject requirements must be approved by UC and appear on the institution’s ‘A-G’ course list. These courses are to be academically challenging, involving substantial reading, writing, problems and laboratory work (as appropriate), and show serious attention to analytical thinking, factual content and developing students’ oral and listening skills.” (University of California website - <https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements/subject-requirement-a-g.html>). It is highly recommended that students meet the UC “A-G” course requirements while in high school. The chart below compares course credits required for CSU and UC“A-G” admission and RUSD high school graduation.

Subject	RUSD High School Graduation Requirements	A-G Completion University Admission
English	40	40
Social Science	30	20
Mathematics	30	30 (40 Recommended)
Science (1 Life Sci. & 1 Physical Sci.)	20	20 (30 Recommended)
Physical Education	20	--
LOTE (Language Other Than English))	*	20 (30 Recommended)
VAPA (Visual and Performing Arts)	*	10
CTE (Career Technical Education)	*	--
*LOTE or VAPA or CTE	30	--
Ethnic Studies	5	-
Electives	45	10
Total Credits (1 Semester = 5 Credits)	220	

Entrance Exams

Admissions counselors at colleges and universities may utilize the SAT I, SAT II, and/ or ACT as one of the indicators in determining a student’s ability to succeed in the first year of college. Before registering to take college entrance exams, check the college catalog to see which exam is accepted by the college of your choice.

Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

The PSAT is administered in mid-October to students who are interested in attending college. This test measures verbal and mathematical reasoning ability. In addition to providing experience for taking the SAT, the test qualifies high-scoring juniors for the National Merit Scholarships.

Scholastic Aptitude Tests

The SAT is an examination which many colleges require for admission. It includes a general test of verbal and mathematical reasoning abilities. Most colleges and universities require only the first part, which is generally referred to as the SAT I.

ACT Test

The ACT is similar to the SAT. The ACT tests academic skills in English, mathematics, reading, and science reasoning.

Test of English as a Foreign Language (TOEFL)

The TOEFL is designed to measure the English language proficiency of foreign students seeking admission to U.S. colleges and universities. Students from other countries attending a high school in the United States less than three years may be required to show English language proficiency on the TOEFL.



Important Telephone Numbers

The following telephone numbers were accurate at the time of printing. Please remember that area codes change frequently.

1. ACT (319) 337-1270
2. College Board (SAT score verification)
phone (866) 756-7346, TTY (888) 857-2477,
fax (609) 771-7733
3. College Board (PSAT/NMSQT) phone (866) 433-7728,
TTY (609) 882-4118, fax (610) 290-8979
4. Educational Testing Service (TOEFL) (877) 863-3546
5. NCAA Clearinghouse (Eligibility Center) (877)
262-1492

Useful Websites

The following list of websites are to assist students and parents in obtaining helpful college information.

1. College Board (<http://www.collegeboard.com>) - One of the best resources for college preparation, financial aid information, and conducting college searches. Registration for the SAT is also available through this site.
2. College Net (<http://cnsearch.collegenet.com>) - College Net is a database of four-year colleges and universities, community colleges, and technical schools with information regarding tuition, enrollment, sports, and financial aid.
3. The Princeton Review (<http://www.princetonreview.com>) - This website is a complete database of the company's test-prep courses. It also provides general information on the college admission process and financial aid.
4. Common Application (<http://commonapp.org>) - This website is a way for students to complete only one application that is accepted by over 700 colleges.



LIBRARY

The Martin Luther King High School Library provides academically enriching resources for students.

Library Hours, Policies, and Procedures

1. The library is open daily from 7:30 a.m. to 4:00 p.m. for student assistance. Students must have a pass from their teacher to access the library during class time.
2. Food and drinks are not allowed in the library.
3. A valid student ID number must be presented in order to check out library materials. There is no limit to the number of books a student may check out. Materials are borrowed for four weeks at a time. No overdue fines are charged; however students with overdue materials or books may not be allowed to check out additional materials until the overdue items are cleared. Overdue materials may be renewed if another student has not reserved the item.
4. Students can be charged a replacement cost for lost library materials.
5. School related printing is available for all students.

Textbooks and Chromebook Policies

1. Textbooks and chromebooks are available for student check out before school, during lunch, and after school. Students may only have one chromebook checked out at a time and the library does not provide loaner devices. Students are expected to maintain all materials in good condition.
2. Students can be charged a replacement cost for lost textbooks and chromebooks. If a student pays for a textbook, which is recovered within one year, a refund will be issued.
3. Students may incur charges for damaged chromebooks and/or lost chromebook chargers.
4. Students using a personal device while on campus can visit the library to obtain information on downloading an RUSD security certificate.

GENERAL INFORMATION

Associated Student Body Cards

All MLK High School students are encouraged to become a part of the Associated Student Body by purchasing an ASB card. Holders of the card are entitled to enter all home league (not CIF playoff) athletic events for free, receive discounts on school activities such as: school dances, theater and performance events, and other campus activities. Get your ASB card and enjoy its many benefits!

Bicycle, Skateboard and Scooter Policy

The Board of Education expects students who ride bicycles to and from school to wear bicycle helmets in compliance with California state law. Riders should observe traffic and other safety laws and rules, and display courtesy toward drivers of motor vehicles. Students who ride bicycles shall be required to park them in an area designated by the administration and are encouraged to use bicycle locks. The District is not responsible for lost, stolen, or damaged bicycles, scooters, skates, skateboards, or safety helmets. Bicycles, skateboards and scooters may not be ridden anywhere on campus. Students shall be required to secure skateboards and scooters in the skateboard racks located in the front of the school. These items may not be carried by the student during the school day.

Closed Campus

This means students are not allowed to leave at lunch and return.

(R&R 5112.5(a) and BP 5112.5)

In the interest of student safety and supervision, all schools K-12 are "closed" to students leaving during the school day. Once students arrive on school grounds, they must remain on campus until the end of their last regularly scheduled class unless they have received permission from school authorities to leave for a specific purpose. Students needing to access the parking lot area must receive authorization from a school administrator to do so. Students who leave campus without proper authorization shall be subject to disciplinary action.



Deliveries - Packages and Food

Bouquets of flowers, balloons, or other gifts of this nature are not to be delivered to students at school nor should they be brought on campus by students. Deliveries will not be accepted at the front office. While we understand the importance of celebrating special occasions, these items are disruptive to the learning environment and will not be accepted during school time. We appreciate your understanding. Lunches and money will also not be delivered or held due to liability reasons. No outside vendors will be allowed to deliver food to students.

Final Exams

The exam schedule is available online at the beginning of the school year. Students are expected to be present to take their exams on the day each exam is administered. Students will NOT be called out of class during finals except in the case of an emergency. Students who miss a final exam will receive a zero on their final exam grade. Only excused absences ([see EC 48205](#)) will qualify for makeup final exams to be administered at an assigned time after the completion of the semester. If a final exam needs to be taken on a different date due to an excused absence for unforeseen circumstances the following steps must occur:

1. The parent MUST call the Attendance office to report the absence immediately.
2. The parent MUST contact the teacher and inform them that their student will not be able to participate in the final exam.
3. Transcripts will be updated for late exams by February 1st and September 1st.
4. If a student has an unexcused absence on the day of the exam, it is a teacher's discretion to allow them to make up the exam.

Grade Reports

Grades are mailed home at the end of each quarter and semester. Parents should immediately notify the school of an address change. Progress reports are mailed at the midpoint of each quarter. First and third quarter grades in all courses are considered progress grades as only semester grades appear on official transcripts. Semester grades are final grades and will appear on the student's official school transcript.

ID Cards

Student ID cards are issued for free to all students when they register each year. Student ID cards are a means of identifying a student as a member of the Martin Luther King High School student body. ID cards are required for purchases, student recognition program points, entrance to school functions, library use, and a means of identifying students in the event of an emergency. If a card is lost or damaged, there is a replacement fee of \$5.00. Students are required to carry their ID cards at all times. MLKHS also employs an electronic ID through 5 Star.

Lockers and Personal Properties

Martin Luther King High School does not assume responsibility for damage or loss of a student's personal property. P.E. lockers are intended only for class time storage. Students are directed not to leave items in lockers overnight or on weekends. Students will be held responsible for school property lost through improper locker storage. Under no circumstances should money or personal property of value be kept in lockers. Student lockers are considered the property of the District, and are a privilege granted by the District. Therefore, designated officials may have access to student lockers.

Lost and Found

Items found on campus are to be turned in to the Attendance Office where they will be held until the owner can identify and claim the item. Students who have lost an item may visit the Attendance Office to seek assistance in reporting and claiming missing items. Unclaimed items will be donated at the end of each semester.

Lunch Boundaries

Martin Luther King High School's number one priority is student safety. For the 2024-2025 school year, in order to effectively supervise our students and maximize student learning in classrooms during our two lunch periods, we have placed boundary lines to indicate where students are allowed during lunch. Students who are repeatedly found outside the boundary areas may be issued a consequence. In order to keep all students safe and supervised during lunchtime, students are expected to stay within the blue painted out of bounds lines in F, G, and H quads. Students should not be having lunch in the restrooms, hallways, stairways or second floor.

Messages

Please make every effort to communicate travel and other arrangements before your student arrives at school. We will call students from class for emergency messages only.

Physical Education

Physical Education (PE) is an important part of a healthy lifestyle and is required for graduation. MLKHS wants all students to be safe and successful in PE. The following procedures will be implemented for the 24-25 school year.

- Students will have 10 minutes to dress out at the beginning of class.
- There are clean and appropriate PE clothes which students can check out as a loaner in case they forget their PE clothes at home.
- It is recommended students keep a pair of appropriate shoes in their locker.
- Students who choose not to dress out will place their backpacks in the locker room.
- Students will have 7 minutes at the end of class to change clothes.
 - Students must wait behind the PE yellow line for the bell to ring to dismiss class.

School Visitations

Pending updated state and local guidelines, parents, guardians, and community members are welcome to visit the school. Please make an appointment ahead of time with any individual(s) you wish to visit. On the day of your visit, check in at the reception desk and show identification. All approved visitors will be issued a visitor's pass. Our students' educational time is most valuable, therefore, please do not visit a teacher during class hours. In order to maintain a safe and orderly learning environment, students' friends or visitors are not allowed on campus at any time during school hours. Parents are welcome to sit in on classes with 72-hour teacher notice and administrative approval.

Student Vehicles and Parking Permits

All students using the student (parking) lot must display a current Martin Luther King High School parking permit. Students are expected to use extreme caution when driving. Students are also expected to fully comply with all parking and driving regulations. Reckless use of motor vehicles on campus, or in the immediate vicinity, will result in disciplinary action and possible revocation of the privilege to bring a vehicle on campus. The school and district does not assume responsibility for loss or damage to personal property including vehicles brought to school grounds. Vehicles should be properly parked in designated student spaces only and locked at all times. Reminder: The parking lot speed limit is 5 MPH. Riverside Police Department has the right to issue citations. To obtain a parking permit students must complete an application and provide proof of a valid driver's license, vehicle registration information, and current car insurance information. Parking passes for the first vehicle are free. Passes for additional vehicles may be available for \$5.00. Students can obtain the parking permit application at bit.ly/kingstudentparking. Student cars may only be parked in the student lot located adjacent to Wood Road. All cars must be parked properly, i.e., head in and between the lines designating the space. Students may not park in the faculty lot, in visitor parking areas, or in any area not specifically designated for student parking. Students violating the parking policy may receive citations issued by the Riverside Police Department and/or consequences. No student is to be in the student parking lot during school hours without authorization of an administrator. Use of parking facilities is a privilege granted by the school district. School officials or law enforcement personnel may search a vehicle whenever there is reasonable suspicion that the vehicle is involved in any violation of a rule, regulation, or statute.

ASB

The Associated Student Body Cabinet directs and coordinates student activities throughout the school year. ASB is composed of approximately seventy elected and appointed officers. All students have an opportunity to vote during ASB elections. For further information contact Mrs. Krueger in Room G-106.

ASB Elections

Elections for the next school year are held in the 2nd semester of the current school year. Elected positions are: President, Vice President, Recording Secretary, and Treasurer (2). The appointed position is Historian.

Class Officer Elections

Elections for sophomores-seniors are held in February of the current school year. Class Officer elected positions are: President, Vice President, Secretary, and Treasurer. The appointed position is Historian. Director position interviews are held during the month of March. Freshman ASB Class interviews are held in March.

School Board Student Representative

The Riverside Unified School District Board of Education maintains an advisory student position for each of the high schools in order to keep board members apprised of school activities from a student's perspective. One student is selected in the spring to serve the following year.

Dance Guidelines

1. Martin Luther King High School students and their guests must present a valid school I.D. card and purchased ticket to enter a dance, even if school personnel recognize the students. Homecoming tickets are sold prior to the event and at the door while supplies last. All other dance tickets will be sold before the event only and not at the door. No outside guests are allowed at the Homecoming Dance nor the Senior Sunset Dance. All other dances will allow outside guests who meet the necessary requirements for approval by a school administrator (see #7). Prior to purchasing a ticket, students will be notified if their guest is approved.
2. Neither a Martin Luther King student nor their guest will be permitted to leave any dance until one hour prior to the scheduled ending time.
3. Martin Luther King students and guests will not be allowed to loiter in the external vicinity of any school sponsored dance.
4. Any student suspected of being under the influence of a controlled substance will be subjected to a field sobriety test. Students riding in a limousine where alcohol and other controlled substances have been found are subject to a field sobriety test and removal from the dance. Refusal to submit to the test will result in the same consequences as a positive test. Students found under the influence will be suspended and parents will be called for early pick up. In the event that parents cannot be reached, the incident will be referred to the Riverside Police Department. Future attendance at any school activity, for the remainder of the school year, may not be permitted. No refund will be given for the cost of the ticket. The incident will be documented in the student's discipline file.
5. Smoking/vaping and/or possession of tobacco/nicotine products in any form is not permitted and appropriate disciplinary action will be taken. Students may be removed from the dance with no refund.
6. Anyone who does not have a valid ticket for the dance will not be permitted to enter the dance for any reason. Loitering outside of the dance is not permitted. Any violation of this will be considered as trespassing and referred to the Riverside Police Department.
7. The Homecoming Dance admission is restricted to current Martin Luther King High School students. Guest approval for other dances is at the sole discretion of the administration. Guests must be under 21 years of age at the time of the dance and may not be a middle school student. All administrative decisions regarding guest approval are final.
8. No Martin Luther King High student will be allowed to attend a dance without clearing all outstanding administrative disciplinary assignments/actions (including detentions and Saturday schools).
9. All vehicles used in transporting students to and from the dance are subject to searches.
10. No checks will be accepted as payment for a dance event.
11. For student safety, it is the parent/guardian's responsibility to ensure their child is picked up at the scheduled conclusion of the event. Failure to do so may result in the student not being able to attend future dances.
12. Informed K12 will be utilized for student permissions for some school activities. This approval process used email addresses in the Aeries Parent Portal. Please ensure that your email address listed is current and accurate.

Special Note: All MLK students and their guests must be approved by an administrator who will consider both the MLK student's and guest's past conduct at other school activities and disciplinary history. Suspended and/or expelled students may not attend any school function during the time of their suspension/expulsion. No refunds or exchanges on ASB purchases will be given.

Dress Code for Formal Dances

Acceptable clothing includes dresses, tuxedos, suits, and appropriate footwear. Clothing should conform to recognized standards of decency, safety, modesty, and cleanliness. Students who do not comply may be asked to change or be denied admission to the dance. Additional guidelines and rules will be established and communicated for each event.

Clubs and Organizations

*Martin Luther King High School has a variety of sports teams, organized clubs and activities available to students to enrich their high school experience. All students are encouraged to challenge themselves by participating in one or more on campus programs. In order to participate in a program or activity that meets regularly beyond the school day, students are required to maintain a 2.0 grade point average unless otherwise stated in the program's constitution. Below is a description of a **FEW** of the opportunities for student participation; additional student clubs exist and information on how to join them is available at the start of each year.*

Academic Organizations

AVID

Advancement Via Individual Determination is a college preparatory program designed for students underrepresented in higher education. The program is targeted toward students from ethnically diverse and/or economically disadvantaged backgrounds who wish to attend college after high school. For more information contact Ms. Garcia (room G125, x62067).

California Scholarship Federation (C.S.F.)

C.S.F. is a statewide organization that fosters high standards of scholarship, service and citizenship in California high schools. Membership is open to students who have met designated academic qualifications. Applications are available during the first four weeks of each semester. For further information contact Ms. Oliveira-Taylor. (room B202, x62057). *see p.3*

DECA

Members of King's DECA chapter are goal-oriented, business-minded, entrepreneurial individuals who compete against other DECA chapters in finance, hospitality, and marketing. Through DECA students learn things like business etiquette, leadership skills, networking, and marketing. For more information see Mrs. Gina Rye (Room G109, x62024).

Mock Trial

The Mock Trial team consists of approximately 20 students who play both the defense and prosecution in a

realistic competitive trial setting. Mock Trial competes with schools from all around Riverside County in mock trials. Students can be attorneys, witnesses and even a bailiff or clerk. All competitions are overseen by a real judge in a real courtroom. For more information see Ms. Hampton (room B204, x62103).

National Honor Society (NHS)

National Honor Society is an organization designed to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character while maintaining a 3.3 grade point average. Membership requires active service to the school or community, leadership evidenced by participation in school or community activities, and character measured in terms of integrity, behavior, ethics, and cooperation. A faculty committee following the guidelines set by the National Honor Society elects students to membership. For more information, see Ms. O'Rourke (room D105, x62111). *see p.3*

Project Lead the Way Engineering

MLK High School's award-winning Engineering Program is centered on the nationally acclaimed Project Lead the Way curriculum. Students in our program participate in coursework and activities designed to "empower students to thrive in an evolving world." Students are challenged daily to think critically, creatively and strategically, giving them unique perspectives about and preparing them for the world in which they live. For more information contact Nancy Guzman (room G103, x62077).

Science Olympiad

Science Olympiad members participate in competitions that enable them to flex their science knowledge and skills against other school's teams. If subjects like genetics, earth science, chemistry, anatomy, physics, geology, mechanical engineering and technology interest you, then join MLKHS' Science Olympiad Team! See Ms. Jennings. (room E204, x62062).

STEM Research/UCR Connection

This program provides students with the opportunity to collaborate with UC Riverside professors and complete scientific research at the collegiate level, See Ms. Hampton. (room B204, x62103)

NJROTC

The Martin Luther King High School Naval Junior Reserve Officer Training Corps Program provides students with self-development, leadership opportunities, and education in subjects not normally offered in the high school curriculum. Classroom instruction is augmented throughout the year with activities such as drill competitions, orienteering, unit athletics, parades, field days, community activities, and visits to naval sites. See a counselor or LCDR Halverson or 1st Sergeant Velarde. (room G111, x62101)

Academic Events

History Day

Over half a million students and more than 30,000 teachers participate nationwide in History Day competitions at the local, regional, state, and national level. King High embeds the History Day program within the US History Honors course, providing students with an enriching research project experience that engages students in an academic competition setting. King High is proud of our students' success in History Day, boasting several local, regional, state, and even national award winners! See Mr. LeDuc. (room C132, x62020)

King High Remembers

Over 500 students and more than 300 veterans participate annually in King High Remembers. The program is student led by the King High Remembers Senior Committee, overseen by the History Department, has a litany of community volunteers, and engages several other clubs and organizations on campus in the event. Students, staff, and veterans alike share that King High Remembers has a profound effect on them inspiring hope and appreciation in all who participate. For further information contact Mrs. Temple (room G121, x62044)

Yearbook

Students work under the direction of the teacher-advisor and student editors to produce the school yearbook. During the summer, students have opportunities to participate in yearbook camps and during the school year to attend conferences to improve their craft. For further information contact Mr. Allbee in room F102 (x62104).

THINK

Think Graphics is a student-run on-campus, graphic production technologies business that offers a myriad of printed products. THINK students develop real-world leadership skills, learn design process and product development, and utilize cutting edge, professional printing industry technology. For more information, contact Mr. Allbee in room F102 (x62104).

Visual and Performing Arts Organizations

MLKHS's Band

MLKHS's award-winning band is an intensive year-round activity and class. The Martin Luther King Marching Band performs at several fall and spring competitions. In addition to competitions, the marching band is heavily involved in school and community functions. Students have the opportunity to participate in one or more of the following ensembles: Marching Band, Symphonic Band, and Wind Ensemble. For more information, contact Mr. Eldred. (room F123, x62039)

Color Guard

The Martin Luther King Color Guard is as diverse and competitive as the band. Their performances are a combination of tall flags, props, dance, and drill. The Color

Guard performs with the band at field and parade competitions and as a separate unit in Winter Guard competitions. For more information, contact Mr. Eldred. (room F123, x62039)

Pep Squad

The MLKHS Pep Squad supports athletic teams on campus and performs at sporting events. Cheerleaders cheer from the sidelines at home athletic events. The squad attends a four-day summer camp. In the winter and spring, the squad participates in local competitions. For more information, contact Ms. Brinkle (room B140, x62140)

Thespians

Members of the International Thespian Society earn points through participation in the Wolf Pack Players' productions. These points lead to a King Activities Letter and other awards. Members have the opportunity to perform at the annual California conference. Productions include: dramas, musicals, dinner theaters, comedies, and a Comedy Sportz team for those interested in improvisation, see Ms. Williams (room F105, x62012).

Vocal Groups

Choir is a performing organization for students who are interested in singing and learning more about the musical arts. The choral program consists of several choirs, which offer various public performance and contest opportunities as well as classroom study of musical theory, history, and sight-reading. Students with more extensive experience and skill are encouraged to audition for advanced performing groups such as Chamber Singers. Show Choir and Treble Choir. For additional information, see Mr. Alvarez (room F121, x62055).



Get Involved

Our goal is that all students excel in the classroom and involve themselves in at least two activities. Educational research shows that students who are involved in school activities achieve at a higher level academically than those students not involved in co-curricular activities. Student representation on school-wide decision-making committees is also vital to our success. A number of different programs are available, so both you and your student can become involved.

1. Parent, Teacher, Student Association (PTSA): Communicates the goals of the school, supports school endeavors, and acts as advocates and ambassadors for the school.
2. School Safety Committee: Ensures a safe and secure campus environment that promotes student learning and addresses emergency preparedness needs.
3. Principal's Advisory Council: Reviews, identifies needs, and addresses school services from a student point of view.
4. Student Equity Team: Students work on diversity, equity and inclusiveness as part of the culture and climate on campus.

The Wolves Weekly

This is a comprehensive newsletter that is emailed to all MLKHS families and is also posted on our website. It contains timely information about home activities, athletic contests, and other important information at Martin Luther King High School.

The Wolves Howl

A great way to publicize school events is in the Wolves Howl. The Howl is posted daily on the website, and is also posted at various locations around campus. All Howl items must pertain to school activities and must be approved by an advisor and the Assistant Principal of Guidance, Mr. Hyde. Daily Bulletin forms are available at the reception desk in the Guidance Office.

Good Day MLK

Good Day MLK is the school's video broadcast show. The purpose of Good Day MLK is to communicate student information and news to the entire student body through a fun and creative video production format. Contact Mr. Gerren to include information in their broadcast (room F004, x62035).

Student Store

The Student Store has something for everyone at Martin Luther King High School. Open daily, the store carries a wide variety of school supplies as well as items requested by faculty members for special class projects. Snacks, physical education clothing, and MLK spirit gear are just some of the items available for purchase. Show your school spirit by purchasing items to wear at sporting events, assemblies, and on Friday Spirit Days. Online bit.ly/mlkwolfstore. Be a part of the MLKHS Tradition!

Athletics

The Martin Luther King High School's athletic department is committed to providing an opportunity for every student-athlete to participate and develop his/her individual skills to their fullest potential. With the help of the staff, family and community, the student athlete will learn the value of leadership, teamwork, good sportsmanship, and acceptable lifetime skills in a competitive atmosphere. Every student who is academically eligible is invited to try out for a sport. A minimum grade point average of 2.0 is required AND each student MUST earn 20 credits in order to be eligible for participation with a possible probationary period offered by RUSD. Students are selected for teams on the basis of skills, aptitude, attitude, citizenship, and commitment. See the Athletic Administrator, Mrs. Chann (room A227, x62248), or the coach listed after each sport, for additional information prior to the season.

Pre-Sport Preparation

Each student must obtain and turn in online the RUSD Athletics Packet in order to be cleared for tryouts by the Athletic Office and participation on any athletic team. The RUSD Athletics Packet includes:

1. A RUSD athletic clearance packet with signed emergency procedure form that includes proof of insurance coverage, proof of a physical performed by a medical doctor, and parental consent to participate.
2. A signed CIF Ethics Code.
3. An ASB card recommended.
4. A minimum 2.00 GPA - passing four (20 credits) different classes.

Athletic Participation Requirements

During the school year, there are a number of requirements that must be met prior to athletic practice and competition. This policy relates to any athletic team, performing group or co-curricular activity.

1. Each athlete must have a physical, which may be obtained from his or her family doctor or through various medical offices that provide sports physicals. Sports physicals must be signed by a medical doctor.
2. Each athlete must have medical insurance. If utilizing a

"home" coverage plan (Blue Cross, Kaiser, etc.), complete the Family Health Insurance Company section on the Athletic Emergency/Medical Information and Participation Form (found in the Athletic Clearance Information packet) indicating your insurance company name and policy number. Pacific Educators Insurance is available to students who are not covered under existing policies. The school does not provide insurance coverage.

3. RUSD Athletic Packets are available from our school athletics website at www.kingwolvesathletics.com. If you wish to purchase Pacific Educators Insurance, complete the application and bring your check to MLKHS's athletic department BEFORE practices begin. Coverage starts when Pacific Educators receive payment.
4. We encourage each athlete to purchase an ASB card to receive awards since athletic programs are ASB-funded. Equipment, uniforms, letters, awards, tournament fees, and officials are examples of ASB support.
5. Satisfactory academic achievement in terms of individual ability is of prime importance to students participating in any recognized school activity.

Academic eligibility information is as follows:

- a. To be scholastically eligible, a student must have earned at least a 2.0 GPA and pass 20 credits during the grading period immediately preceding the quarter in which the activity is held.
- b. If the student fails to achieve the 2.0 GPA requirement at the end of any academic quarter, the student shall be academically ineligible until the next grading period indicating that the 2.0 GPA standard has been met.
- c. There is a possible academic probationary period offered by RUSD if the student earns below a 2.0 GPA. No waiver can be offered if the student does not earn 20 credits during the grading period.
- d. A student's GPA at the end of the 4th quarter or at the end of the summer session shall determine his/her eligibility for the 1st quarter of the following school year.
- e. Receipt of the student's report card by the Riverside Unified School District shall determine the date of eligibility. This date is set by RUSD.

NCAA Freshman Eligibility Standards

Division I or Division II 16 Core Course Rule

Students complete a minimum of 16 core courses for Division I or Division II. If college athletics is in your future, register for the clearinghouse during your sophomore year.

<https://web3.ncaa.org/ecwr3/>

1. Four years of English
2. Three years of mathematics (Algebra I or higher)
3. Two years of natural/physical science (1 year of lab if offered by high school)
4. One year of additional English, mathematics, or natural/physical science

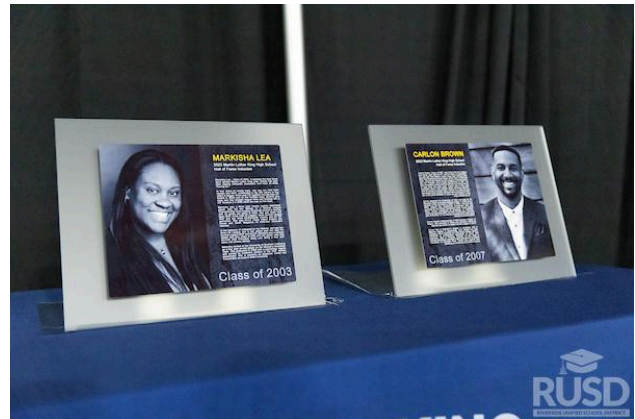
5. Two years of social science
6. Four years of additional courses (from any area above, foreign language, or non-doctrinal religion/philosophy).

Grade Point Average

1. Only core courses are used in the calculation of the grade-point average. A minimum of a 2.3 GPA is required.
2. Be sure to look at the high school's list of NCAA-approved courses on the clearinghouse web site to make certain that the courses being taken have been approved core courses. The website is www.ncaaclearinghouse.net.

Test Scores

Currently the NCAA has waived the need for either the SAT or the ACT to become athletically eligible for the 2023-24 school year. Colleges and universities may still require the SAT or ACT for admission. Make sure to check with the colleges you are interested in.



MLKHS Athletics Contact Information 2024-2025

<u>FALL SPORTS</u>	<u>Coach</u>	<u>EXT.</u>	<u>Email</u>
Football	Jason McMains	62142	jmcmains@riversideunified.org
Cross Country	Alfonso Ibarra	62155	aibarra@riversideunified.org
Boys Water Polo	Taryn Morales	n/a	taryn.valentina@gmail.com
Girls Volleyball	Sondra Lough	62038	slough@riversideunified.org
Girls Tennis	Shaun Harris	62046	srharris@riversideunified.org
Girls Golf	Keith Moorman	n/a	keith.moorman@hotmail.com
Cheer/Pom	Jennifer Brinkle	62140	jbrinkle@riversideunified.org
Flag Football	Jason McMains	62142	jmcmains@riversideunified.org

<u>WINTER SPORTS</u>	<u>Coach</u>	<u>EXT.</u>	<u>Email</u>
Boys Basketball	Jamal Hamilton	62158	jhamilton@riversideunified.org
Girls Basketball	Jesus Martinez	62172	jrmartinez@riversideunified.org
Girls Soccer	David Smith	n/a	dsmith1780@aol.com
Boys Soccer	Caleb Ikwuagwu	62029	cikwuagwu@riversideunified.org
Wrestling	Harlan Kistler	n/a	hbkwrestler@yahoo.com
Girls Water Polo	Taryn Morales	n/a	taryn.valentina@gmail.com

<u>SPRING SPORTS</u>	<u>Coach</u>	<u>EXT.</u>	<u>Email</u>
Baseball	Justin Solis	62160	jsolis@riversideunified.org
Softball	Lana Carlone	n/a	coachcarlone21@gmail.com
Track (Boys & Girls)	Mat Vasel	62124	mvasel@riversideunified.org
Swimming (Boys & Girls)	Leisha Masi	62056	lmasi@riversideunified.org
Boys Tennis	Shaun Harris	62046	srharris@riversideunified.org
Boys Golf	Riley Takano	62097	rtakano@riversideunified.org
Boys Volleyball	Mike Tongg	n/a	mtongg@riversideunified.org
Boys Lacrosse	Vacancy	n/a	
Girls Lacrosse	Kelsey Goller	n/a	kelseydoucette11@gmail.com
Stunt	Vacancy		

Athletics Office

AP Athletics	Amanda Chann	62248	achann@riversideunified.org
AP Athletics Secretary	Bernadette Ramirez	62214	bramirez@riversideunified.org
Athletic Trainer	Jacqlyn Spencer	62263	jspencer@riversideunified.org

How to find the Athletic Clearance Packet:

- Go to kingwolvesathletics.com
 - Click on "MORE" tab
 - Find "WOLVES HQ"
 - Select "RUSD ATHLETIC PACKET"
-

Attendance

California State Law mandates that all children aged six to eighteen years attend school unless they are exempted by law or have graduated from high school (E.C. 48200, E.C. 48400). Parents are reminded that they are responsible to comply with this compulsory education law by enrolling students and arranging for their regular attendance. Students aged eighteen and older are reminded that schools are not obligated to enroll them or to maintain their enrollment. Eighteen-year-old students with discipline or truancy problems may be dropped and advised of alternative educational opportunities. (B.P.6146b).

Reporting Absences

The parent/legal guardian is asked to call the Attendance Office at 789-5690, x62350 before 1:00 p.m. each day of an absence, and provide the following information:

1. Full name (spell last name clearly) and ID number
2. Grade level of student
3. Dates of student absence
4. Reason for absence
5. Name of person calling and relationship to the student (only parents and legal guardians may report a student's absence)

OR - Send an email with the above information to mlkattendance@riversideunified.org

OR - Students may bring a note from the parent or guardian on the day they return to school. Notes should contain the same information as given above.

OR - Parents are welcome to provide the above information in person to the Attendance Office in building "D" adjacent to the administration building.

Students must have absences cleared within five (5) days of their return to school or their absence will be marked as a truancy. Allowing students to complete make up work and tests for unexcused absences is at teacher discretion. Additionally, disciplinary consequences, teacher or office issued, may be given to those students deemed truant.

After 18 class periods of unexcused absences, RUSD mails a letter home notifying parents/guardians of the need to attend a School Attendance Review Team meeting at Martin Luther King High School. Students can be placed on attendance contracts at these meetings.

Appointments and Sign-Out Policy

All persons picking up students are required to provide proof of identification via photo ID. Students will be released only to their parents/guardians listed in Aeries contacts and/or on the emergency card. **Students may be released to persons listed in the students Aeries contacts ONLY with written parent permission.** Students must be signed out in the Attendance Office. If a student leaves campus without doing so, the absence will be recorded as a truancy.

Emergency Contact Information

Only those parents or guardians with signatures on file will be permitted to sign out a student. It is district policy to have a current emergency card on file for each registered student. We must be able to contact a parent/guardian or other designated contact persons(s) during school hours should an emergency occur.

Sign-Out Procedure

Students must bring a written note from a parent/guardian to the Attendance Office at the beginning of the day in order for a student to be released at a designated time for a valid reason. If a note is not provided, then the parent/guardian must come to the Attendance Office for the student to be released. In the case that it is deemed that a student must be picked up from school, Martin Luther King High School administration will make every attempt to contact the parent/guardian prior to releasing the student to another individual on the emergency contact list.

To excuse absences, choose a method:
Call (951) 789-5690, x62350
Email mlkattendance@riversideunified.org
Write a note for student to deliver
Come to the office to sign student out

Excused Absences

Absences are defined as "excused" when students are absent for the following reasons: **illness, doctor's appointments, or funeral of an immediate family member.** Having ten (10) days of excused absences is considered excessive and students can be referred to SART meetings. **Students with ten (10) days of absences due to illness will be required to provide doctor's notes for all illness absences thereafter.**

Unexcused Absences

Absences are unexcused any time a student's absence cannot be verified as an excused absence. Students may not have the opportunity to make up work when their absence is unexcused.

Excessive Absences

A student is considered to have excessive absences when he or she has missed ten (10) or more days in a school year. Students with excessive absences may be referred to the RUSD School Attendance Review Board (SARB).

Truancies

Any absences MUST be cleared within five school days. Teachers may allow students to make up work or tests when the truancies have been cleared. Students with truancies will face consequences which can include exclusion from extracurricular activities (field trips, dances, sports and other school-sponsored events), detention, Saturday school, or placement in an alternative educational setting. Students who are truant are subject to disciplinary action and may be referred to the School Attendance Review Board (SARB).

Tardy Policy

Martin Luther King High School has a tardy policy in order to maintain minimal classroom and learning disruptions. Consequences for students not arriving to school or class on time may include detention, and/or Wednesday or Saturday school, and/or loss of activities. In order for a tardy to be excused it must meet the excused absence criteria (illness, doctor's appointment, court, or funeral). Excessive tardy letters may be generated by the district as well. Students are encouraged to be where they are supposed to be WHEN they are supposed to be there.

Consequences for Unexcused Tardies

Number	Consequence
1-5	Warning (A parent email may go out on #2 or #3 and phone calls on #4 and #5)
6-8	Lunch Detention (Tues & Thurs 20 min)
9-12	After School Detention (Tues, Wed, Thurs - 30 min)
13-16	Wednesday School (80 minutes & SART)
16+	Saturday School (Failure to show = loss of dance/field trip participation, grade-level activities, etc.)

Attendance Code Descriptions

Unexcused Absences:

- U - Tardy < 30 - Unexcused tardy less than 30 minutes.
- N - Tardy > 30 - Unexcused tardy more than 30 minutes (3 or more generates Truancy letter).
- A - Verified Unexcused Absence - Parent verified absence without a legally excused reason (3 or more generates Truancy letter).
- S - Suspension - Suspended from school by an administrator/certificated designee.
- V - Unverified Unexcused Absence - Unverified absence (including unverified truant absence) without a legally excused reason (3 or more generates Truancy letter).

Excused Absences:

- D - Verified Illness - Illness verified by Doctor's or Health Clinic's note with specific date(s) for absence(s). Verification of obvious illness by authorized school personnel.
- E - Excluded Attendance - Must be authorized by the Pupil Services Director.
- F - Field Trip - Authorized full day school related activities with permission slip. 10 day cap per school year.
- I - Illness - Excused by a note/phone call from parent indicating illness, 10 days cap per year. After cap, then an A = Unexcused is entered.
- K - Conference/Office - student was in Counseling, Discipline, or Health Office.
- P - Personal - Excused only upon written request from parent prior to being approved by the school principal for one of the following reasons:
 - Court appearance (for the student).
 - Religious holiday or ceremony.
 - Religious retreat (4 day cap per semester).
 - Pupil's employment conference.
 - Student performance (such as Nutcracker Ballet).
 - Appearance at SARB, AHP, or Assessment Center.
 - 5 days cap per school year for students with an approved Work Performance Permit by the Department of Labor.
- T - Verified Tardy - Tardy with Doctor's note, appointment card for medical, dental, optometric, or chiropractic appointments.
- Z - Personal Necessity - One of the following would merit this classification:
 - Funeral of a member of a pupil's immediate family (parents, grandparents, brothers, sisters, or any close relative living in immediate household.) Not to exceed 5 school days.
 - Pupil is the custodial parent of a child who is ill or has a medical appointment during school hours.
 - Confidential medical services for pupils in grades 7-12.

Independent Study

If a student needs to be absent from school for an extended period of time due to unforeseen events such as family traveling or a student living away from home for a period of time, parents may request a Short-Term Independent Study Program (STISP). Parents are expected to supervise the completion of the Independent Study Agreement. A Short-Term Independent Study Agreement is a specific, written, legal, contract between the parent and the school that is subject to the following conditions:

1. Must be requested five school days prior to the beginning of the agreement. Any exceptions must be approved by the Director of Pupil Services at least 72 hours prior to beginning the agreement.
2. Must have a minimum duration of at least 3 consecutive school days.
3. Can have a maximum of fourteen school days per year.
4. Shall not be approved during the first five days or last fifteen days of a school year or semester.
5. Must be planned, written and signed before the start of the agreement; it cannot be made retroactive to an earlier date.
6. Student's work must be received or be postmarked by the due date identified in the Agreement.
7. The state will fund Independent Study Agreements only when the completion is approved by the Supervising Teacher.
8. Independent Study Agreements that are not completed will be considered unexcused absences.

Student Withdrawal

1. Parents must accompany the student being withdrawn.
2. The student must come to school with their school ID card, all text and library books, and monies to pay any fines due. Fines MUST be paid in cash credit/debit card (no personal checks).
3. Once everything is cleared, the Attendance Office will give the parent/guardian a copy of the student's transcript, immunization record, and the withdrawal form with grades.

Change of Telephone/Address

If you are moving within the Riverside Unified School District or are changing your phone number(s), please inform the Attendance Office as soon as possible by calling (951)789-5690 x62350 or by emailing mlkattendance@riversideunified.org.

Health Office

In order to meet the health/wellness needs of students, the Martin Luther King High School Health Office, located in Building D, is open from 8:00 a.m. to 4:00 p.m. The Health Office takes care of the following:

Emergency Contact Information

It is district policy to have a current emergency card on file for each registered student. We must be able to contact a parent/guardian or other designated contact person(s) during school hours should an emergency occur.

First Aid

The Health Office provides minor first aid treatment and emergency care. If students injure themselves while on campus, they should report to the Health Office for assistance.

Health Information

It is the responsibility of the parent to inform the Health Office of individual health concerns/needs of their student. Upon proper notification, the nurse will contact students who need special procedures implemented.

Illness

If a student becomes ill during instructional time, they should report to their teacher who will issue them a pass to the Health Office. If a student becomes ill during non-instructional time (before/after school, during lunch, etc.), then they can report directly to the Health Office. The Health Office personnel will make the determination as to the appropriate course of action. Parents or designated adults will be contacted before students are released, should the need arise. Remember that students may not leave campus without written permission or administrative approval.

911/Ambulance

In the case of an emergency requiring immediate medical attention, school personnel will contact appropriate emergency services. A parent/guardian is required to interact with emergency services. Only physically present parents may decline transport to hospital.

Immunizations

Student immunization records are maintained in the Health Office. State law requires that all 7th-12th grade students provide proof of polio, DTaP, HepB, MMR (measles, mumps, and rubella), Varicella, and Tdap immunizations prior to enrollment.

Medical Release

Riverside Unified School District requires that any student who has been injured/ hospitalized provide a medical release from the treating physician to the health clerk before returning to school. RUSD School Board policy requires doctor's approval for use of wheelchairs or crutches on school grounds.

Medication

All medication for student use must be brought to the Health Office and will be dispensed when the following criteria has been met, per Education Code 49423:

1. The medication must be in a current labeled prescription bottle from a U.S. pharmacy and coincide with physician orders.
2. The medication must be accompanied with written authorization from the physician and parent or guardian. An acceptable authorization form may be obtained in the Health Office.
3. No over-the-counter medication will be administered at school without written authorization from the physician and parent. The medication must be in an unopened and sealed container when received at school.
4. Students who are required to use crutches or wheelchairs while attending school MUST provide a

medical release from their physician or physical therapist.

Physical Education Exemptions

In order to be excused from Physical Education class longer than three days, a doctor's note must be brought to the Health Office. The note should include a diagnosis, the length of time the excuse is valid, and the doctor's signature. For shorter periods of non-activity, a complete written explanation of the situation from a parent or guardian is required with signature and a telephone number in the event clarification is needed. Please refer to the PE department illness/ injury policy for details regarding makeups. For extended periods of release, a conference with the student, parent, PE teacher and counselor may be required.

Vision and Hearing

Mandated vision and hearing screening tests are coordinated through the Health Office. Special education 10th grade students are routinely given vision and hearing check-ups. Students new to California may also be tested. Students may also be tested upon special request.



Martin Luther King High School Student Expectations

Martin Luther King High School strives to help students meet the schoolwide Student Learning Outcomes (SLO's) of Purpose, Ambition, Character and Knowledge (PACK) through our Multi-Tiered System of Support (MTSS) behavioral expectations. The matrix below informs students of the expectations while they are in their classroom, on campus, and in the community as they represent Martin Luther King High School as a student and work to Leave their Legacy.

		<h1>MARTIN LUTHER KING HIGH SCHOOL</h1>		
		Classroom	Campus	Community
<p>I am Respectful</p>	<p>I am courteous and kind, using school appropriate language.</p> <p>I use my digital devices appropriately.</p> <p>I am considerate of others' personal space and physical classroom.</p>	<p>I am a positive peer influence, contributing to a safe and productive school community.</p> <p>I engage in school activities with respect to people and campus facilities.</p> <p>I use the restroom only when necessary and am efficient in returning to class.</p>	<p>I am courteous of local businesses and respectful of their property.</p> <p>I consider others safety.</p>	
	<p>I am On Time</p>	<p>I go directly to and from my assigned destination.</p> <p>I am on time for extracurricular activities.</p> <p>I go to the Office Hour I am scheduled to.</p>	<p>I am respectful of others' time.</p> <p>I use my time outside of school productively.</p>	
<p>I am a Person of Character</p>	<p>I am engaged and will maximize my class time by being physically and mentally focused.</p> <p>I do my own work.</p> <p>I persist despite struggle and I seek help if I need it.</p> <p>I seek to gain mutual respect and understanding of others.</p>	<p>I hold myself accountable for my actions.</p> <p>I pick up after myself.</p> <p>I look out for the safety of my campus.</p> <p>I will stand up and speak out against inequity in all forms.</p>	<p>I promote equity in the community.</p> <p>I will always follow school rules while representing MLKHS in the community.</p> <p>I use social media responsibly.</p>	

Code of Conduct

A safe and orderly campus is an essential component of a healthy and productive educational environment. The Martin Luther King High Student Code of Conduct provides students with directions and guidelines on how to act in a civil and responsible manner. Rules and regulations outlined in the Code of Conduct are in agreement with Federal and State law, and RUSD School Board Policy.

All students are expected to adhere to these school rules, pursue the RUSD Course of Study towards graduation, maintain proper standards of dress and appearance, and be accountable for their conduct. This Code of Conduct is in effect whenever students are traveling to or going from school, on school grounds, and while at school activities on or off campus.

General Discipline Guidelines and Student Responsibilities

1. Respect and listen to teachers and other campus authorities. Students are to be respectful towards and follow the directions of teachers, administrators, supervisors, and other campus staff members both inside and outside of the classroom (including during class time, free time, school sponsored events and activities on and off campus, and through digital communications and postings).
2. Be on time and attend regularly. Prompt arrival is the duty of every student. By practicing regular attendance, you will be more successful in class. Teachers and/or administrators will assess tardiness penalties should the need arise.
3. Stay on campus during school hours. MLK High School is a closed campus. Students may not leave campus during school hours without authorization from school administration. This includes student entry into unauthorized areas on campus.
4. Be kind and respectful to your peers. Maintain positive behaviors and relationships. Speak and write in language that is respectful and without profanity, vulgarity, obscenity, or racially/culturally insensitive remarks, intimidation, or insult (this includes digital postings and interactions). Do not participate in bullying or cyberbullying.
5. Controlled substances (including drugs, alcohol, and other intoxicants) are prohibited. Do not use, sell, or possess alcoholic beverages, drugs, or other intoxicants.
6. Tobacco and vape products are prohibited. The use and/or possession of tobacco products are prohibited on school grounds and at school related activities. This includes vape products.
7. Respect your property and the property of others (as well as school property). MLK High School is not responsible for lost, stolen, or damaged personal property. MLK's administration will not investigate theft, loss or damage of personal property. Students who choose to bring iPods, cell phones, etc. to school do so at their own risk.
8. Protect your technology (and the school's technology). RUSD assumes no liability for personal technology, including computers, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged or stolen. The student and his/her parent/guardian shall indemnify and hold RUSD harmless from any losses sustained as the result of use or misuse of the district's technology resources by the student, and/or the loss or damage of personal technology.
9. Do not engage in inappropriate public displays of affection. Inappropriate public displays of affection and physical/verbal/digital conduct of a sexual nature will be subject to disciplinary action.
10. Adhere to MLKHS driving rules and regulations. A current student parking permit is required to park in the MLKHS student lot. The visitors and staff lots are off limits to students during school hours and selected events. When driving through the parking lot, maintain safe speeds, remain alert and aware of others (drivers and pedestrians), follow directions as given by school staff, and respect school and private property. Parking in unauthorized locations, including fire lanes, bus zones, and temporary drop off areas, is prohibited. Bring all of your needed materials and belongings with you to class in order to not travel to and from your vehicle during the school day. Students are not permitted to go to their vehicles during school hours without administrative approval. Reckless driving may result in loss of parking privileges on campus.
11. Learn and follow all school rules. Learn and obey all school rules and regulations including, but not limited to, those governing assault and battery on a student or staff member, harassment, hate violence, extortion, unsatisfactory dress or hygiene, possessing or having weapons or weapon replicas, use of concealed electronic listening or recording devices, or infractions of any other school rule not specifically stated above.
12. See section on unauthorized items under California Code of Regulations Title 5, Section 300.

Anti-Bullying Policy

Both RUSD and MLK High School support an anti-bullying policy for the protection and safety of all students and staff in an effort to maintain a "safe and healthy school environment. To that end, the District, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance. The District will not tolerate behavior that infringes on the safety of any student."(Bd. Policy 5131.99). This policy defines "bullying" as an event that occurs when one or more students threaten, harass, or intimidate another student through words or actions including:

1. Direct physical contact such as hitting or shoving
2. Verbal assaults such as teasing or name calling
3. Socially isolating or manipulating a student
4. The use of social media, texting, and all other forms of digital communication.

Equity and Respect Policy

Our Mission

Martin Luther King High School strives to prepare students to live and work in a complex and interdependent society, and to acknowledge diversity and build community by practicing hospitality and civility while seeking for understanding and mutual respect. Martin Luther King High School remains committed to standing up for equity and against racism, prejudice, intolerance, and hate. Our students, staff, and families deserve a learning environment where they feel safe, valued, and respected by all and we will not tolerate behaviors that demean, belittle, intimidate, or hurt any individual or group. We appreciate your support in maintaining a campus climate of mutual respect and understanding.

Definition of Misconduct

Any physical, spoken, or written act of abuse, violence, harassment, intimidation, extortion, use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, or any restriction or prevention of free movement of an individual is prohibited. This prohibition applies whether the act is deliberate, intentional, or unintentional. Such acts directed toward an individual or group regarding race, color, creed, national origin, gender, sexual orientation, physical or mental disability, political or religious ideology are strictly prohibited.

Hate Violence

Any student in grades four through twelve may be suspended under Education Code 48900.3. Hate Violence, if it is determined that the student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, which is defined as any act punishable under Section. 422.6. 422.7. 422.75 of the Penal Code. The cited Penal Code Sections in summary: No person, whether acting alone or voluntarily in concert

with another person(s), either personally or by aiding or abetting another person(s), shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person, or property of another, in the free exercise or enjoyment of any right or privilege secured to him/ her by law, because of the other person's: color, race, religion, national origin, disability, ancestry, gender, and sexual orientation.

Consequences for Violation of the Equity and Respect Policy

Students are expected to uphold the Equity and Respect Policy while traveling to and returning home from school, during school hours, at all school activities, field trips, and all other school functions. If a violation occurs, a school administrator will issue consequences based on the severity of the offense.

How to Report a Violation of the Equity and Respect Policy

Meet with a school administrator to file a formal, written report. An investigation will be made into the incident. District policy and all applicable laws will be followed regarding all grievances. Use the Text-to-Tip program by texting your concerns to 951-394-1911.

Putting a Stop to Disrespect

When you witness a behavior that is in violation of the Equity and Respect Policy, and you feel safe doing so, tell the person to stop their behavior. Apathy, silence, or laughter encourages the abuse and further disrespects the victim(s). Inform an adult in charge of the area the violation occurred and your parents about the incident. If you feel the behavior merits a complaint, or the behavior does not stop, report the incident(s) to an administrator as soon as possible. If the behavior continues, keep a journal of further incidents, including description, time, date, place, and witnesses. Keep your parents and administrators informed.

Dress Policy

The student dress code provides expectations to students, staff, and families regarding appropriate attire for school. When students come to school, they will dress in accordance with the following guidelines:

Students must wear:

- Shirt/Top/Dress (must have at least one strap to secure over the shoulder or neck during school)
- Pants/Sweatpants/Shorts/Skirt/Dress (that cover undergarments; straps on undergarments and visible waistbands are acceptable)
- Shoes: activity-specific shoes are required for physical education (PE), outdoor and co-curricular activities
- Attire for activities as part of a specific curriculum (for example, job/career readiness, Junior Reserve Officers' Training Corps [JROTC])

- Students shall be allowed to wear sun-protective clothing, including school-appropriate hats and sunglasses for outdoor use during the school day, without a physician's note or prescription. School sites are authorized to establish a policy regarding the use of sunscreen. (EC 35183.5)

Students cannot wear:

- Clothing / accessories with images or language that:
 - Is violent
 - Depicts drugs or alcohol (or any illegal item or activity) or their use
 - Include hate speech, profanity, or pornography (including symbols)
 - Is likely to create a hostile or intimidating environment based on any protected class
- Undergarments, sheer materials and swimwear of similar design worn as outerwear.
- Headwear or clothing that obscures the face (except as a religious observance or health/safety-related guidelines, including health and safety facial coverings)
- In consultation with law enforcement or other gang experts, the school administration may limit clothing or apparel where there is a reasonable basis for identifying such clothing or apparel where a gang is affiliated. Limitations and prohibitions will be applied equally to all students. In no instance will a student's clothing or apparel be identified as gang-related based on the student's race, national origin, or ancestry.

Consequences may include:

1st offense: Warning

2nd offense: Detention and parent contact

3rd offense: Saturday school and parent contact

Further offenses will result in additional consequences up to suspension. The final decision as to whether a student's dress is in alignment with the spirit and intent of the policy and therefore appropriate for school shall be made by the administration.

CA Education Code, Suspensions and Expulsions

Education Code Section 48900

A student shall be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has:

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person (assault): or (2) willfully used force or violence upon the person of another, except in self-defense (battery).
- Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- Possessed, used, sold or otherwise furnished a controlled substance, alcoholic beverage, or intoxicant of any kind.

- Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person a replica.
- Committed or attempted to commit robbery or extortion.
- Caused, or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or any product containing tobacco or nicotine products.
- Committed an obscene act, or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- Disrupted school activities, or willfully defied the authority of school personnel.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault, or committed a sexual battery.
- Harassed, threatened or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Bullying, aided or abetted, engaged or attempted to engage in hazing, the infliction of physical injury to another person.
- Engaged in the act of bullying, including, but not limited to bullying committed by means of an electronic act.

E.C. 48900.2: Committed sexual harassment (grades 4-12 only).

E.C. 48900.3: Caused, attempted to cause, threatened to cause or participated in an act of hate violence, (grades 4-12 only).

E.C. 48900.4: Intentionally harassed, threatened, or intimidated creating a hostile education environment (grades 4-12 only).

E.C. 48900.7: Made terrorist threats against school officials or school property or both.

Mandated Recommendation for Expulsion

Any student who commits any of the following violations while under school jurisdiction shall be immediately suspended and recommended for expulsion. This expulsion is effective in all schools in the district and in the State of California.

1. Possessed a firearm
2. Brandished a knife
3. Sold any drug
4. Serious threats against school officials and/or property
5. Committing/attempting to commit sexual assault
6. Possession of explosive

District Regulations for Drugs and Alcohol

The Riverside Unified School District has adopted strict policies toward possession, use, furnishing, selling or transporting for purposes of selling any drugs, alcohol, and/or other intoxicants (including look-alike substances). Violation of this policy will result in suspension and/or recommendation for expulsion.

1. Using or possessing alcohol or intoxicant of any kind:
1st offense: five-day suspension and possible recommendation for expulsion.
2nd offense: five-day suspension and possible recommendation for expulsion.
2. Furnishing, selling, or transporting intoxicants of any kind:
1st offense: five-day suspension and recommendation for expulsion.

Field sobriety tests

In the event an administrator has suspicion of a student using and/or being under the influence of a controlled substance, drug, and/or intoxicant, a field sobriety test may be administered by an administrator or a designee trained in drug and alcohol detection. School administration reserves the right to determine a student to be under the influence of a controlled substance, drug, and/or intoxicant without a police-administered field sobriety test.

Suspension

Suspension is the removal of a student from an instructional environment for a determined amount of time. Suspended students shall not be allowed to loiter on or around any school grounds and shall not participate in any school activities. Suspensions are not excused absences; therefore, it is at the discretion of the teacher whether or not to provide the suspended student opportunity to make up missed assignments for the days suspended. Students may be suspended or recommended for expulsion whenever the principal/designee of the school feels the student has committed an act in violation of any of the listed Education Codes 48900 in any of the schools of the district or in another district, whereas the act is related to a school activity or school attendance which occurs at any time including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or returning from school.
3. During lunch period whether on or off campus.
4. During or while going to or coming from a school-sponsored activity.

Due Process

Prior to the decision to suspend a student (except under emergency conditions) an informal conference must be held with the principal designee and student to afford the student an opportunity to know the charges and to offer an explanation of what happened. The parent/guardian shall be notified as soon as possible by telephone or other

reasonable means of the decision to suspend a student. A notice of the suspension must be mailed or given to the student's parent/guardian (E.C. 48911).

Appeal Rights

The parent/guardian/student has the right to appeal the suspension. The appeals process is begun by contacting the principal in writing within the time frame of the initial suspension. The parent/guardian has the right to attach their own statement to the school's copy of the suspension. In the case that the decision of the principal is to recommend the expulsion of a student, further due process is afforded the student and the family (E.C. 48914).

Sexual Harassment: California Law and Education Code

California and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to, the following:

- a. Unwanted sexual advances, including propositioning and requests for sexual favors, or repeatedly asking someone out for a date after it is clear that the person is not interested.
- b. Explicitly or implicitly offering employment or academic benefits in exchange for sexual favors.
- c. Making or threatening reprisals after a negative response to sexual advances.
- d. Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
- e. Verbal conduct: Making or using derogatory comments, epithets, slurs, or jokes, making sexually based remarks about another's or one's own body.
- f. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation.
- g. Physical conduct: Touching, assaulting, impeding or blocking movement.
- h. Basing employment or academic benefit on whether or not a person submits to behavior such as described in items (a) through (g) above.
- i. Unwelcome behavior as set forth in items (a) through (g) above which has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

California Education Code Section 48900.2 specifies that a student may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the student is enrolled determines that the student has committed sexual harassment as described in California Education Code Section 212.5. For purposes of this policy, the conduct must be considered by a reasonable person of the same gender as the victim. It must be severe or pervasive enough to have a negative impact upon the individual's

academic performance or create an intimidating, hostile, or offensive educational environment. This policy, for disciplinary purposes, shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive. The following reporting, investigation, and disciplinary measures will be followed as they pertain to sexual harassment:

Student Reporting and Disciplinary Process

1. Any student who feels that he or she has been the victim of sexual harassment shall immediately report the incident(s) to the principal or administrator of the school.
2. The principal or administrator receiving the complaint shall immediately commence an investigation and notify the student's parent or legal guardian of the alleged incident and intent to investigate.
3. Any student who has knowledge of conduct by employees, volunteers, students, or other individuals in the school community which may constitute sexual harassment, is encouraged to immediately report such conduct to the principal or administrator of the school which he or she attends.
4. Any student enrolled in an educational program operated by the RUSD and for whom an investigation has determined to be the perpetrator of sexual harassment towards another will be subject to disciplinary action including, but not limited to, suspension, expulsion, or involuntary transfer to another class, school, or program operated by RUSD or the school district of residence.
5. If the perpetrator of sexual harassment towards another is a student with identified exceptional needs, an IEP team meeting shall be convened to first determine if the behavior was a direct manifestation of the pupil's identified disability.
6. Final disciplinary action shall be based upon a complete investigation and determination by the site principal or program administrator and review by the appropriate division director.
7. If the student feels that the problem has not been fully resolved at the school site, the student may request a Sexual Harassment Report Form and contact the Director of Pupil Services, 5700 Arlington Avenue, Riverside, 92503. (951) 352-1200.

RUSD Policy on Sexual Harassment for or by Students

- 1.1 The Riverside Unified School District Board of Education is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student or other person at school or at any school-related activity
- 1.2 The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of

sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment, which impairs the educational environment or a student's emotional well-being at school.

- 1.3 Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.
- 1.4 Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser: sexual harassment also may be considered a violation of laws relating to child abuse.
- 1.5 Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to another district administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.
- 1.6 The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedure.
- 1.7 The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint or sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process. This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

Civil Rights Act of 1964. 42 U.S.C. 2000(e) California Government Code 12940 California Education Code 212.5 and 212.6
California Administrative Code. title 2. 7287.6. sub. (b) and 7291.1. sub. (f)(2)

RUSD Policy #5145.7(a), Rules & Regulations #5145.7(a)

Community Reporting Agencies

The following community agencies are available to assist you if RUSD has not addressed your complaint to your satisfaction:

Child Protective Services Division, 23119 Cottonwood, Building C. Moreno Valley, California, 92553;
Riverside City Police Department, 4102 Orange, Riverside, California, 92501
Riverside County Sheriff's Department, 4095 Lemon, Riverside, California, 92501.

Code of Academic Integrity

The faculty, students, and administrators of Martin Luther King High School support and abide by the principle that absolute integrity is expected of every student in all academic undertakings. Students must in no way misrepresent their work, fraudulently or unfairly advance their academic status, or be a party to another student's failure to maintain academic integrity.

RUSD Board Academic Honesty Rules and Regulations #5131.9 (a) (Ref. Policy #5131.9)

1.0 Academic Honesty

1.1 The Board of Education believes that personal integrity is basic to all solid achievement and that students may reach their full potential only by being honest with themselves and others. The Board of Education believes academic dishonesty/cheating is the most destructive action within the learning process. Academic dishonesty or cheating undermines the process of learning and destroys student integrity and trust which are essential in student/ teacher relationships. The student who seeks a dishonest advantage over his/her fellow students is pursuing an action which is unacceptable to both peers and society. The long-range goal of this regulation is to create and maintain an atmosphere within the District.

1.2 The Board expects students to:

- a. respect the educational purpose underlying all school activities,
- b. prove to themselves that they can do successful work as a result of their own efforts,
- c. refrain from cheating, lying, or
- d. plagiarizing the work of others. Students will be considered guilty of academic dishonesty/cheating if they:

1.2.1 Knowingly represent the work of another as their own. Examples include, but are not limited to, the copying of someone else's homework, classwork, essay or project, and/or paying for formula papers or reports.

1.2.2 Use or obtain unauthorized assistance in any academic work. Examples include, but are not limited to, using "crib" notes or an electronic device capable of storing

information, copying another person's test answers, obtaining exam materials, questions or answers prior to the exam, and excessive contribution from others.

1.2.3 Give unauthorized assistance to another student. Examples include, but are not limited to, passing "crib" notes, allowing another student to copy homework, classwork or tests, and providing others with exam materials, questions, or answers before an exam.

1.2.4 Alter grades or answers on any written schoolwork or other school document. Examples include, but are not limited to, giving unearned points to another student, changing answers after work has been graded, and changing points after work has been returned.

1.2.5 Commit plagiarism. Plagiarism is the use of someone else's words and/or ideas without giving credit. Examples include, but are not limited to, the copying and/or paraphrasing of encyclopedia entries of information taken from the Internet, copying or paraphrasing ideas in Cliff's, Barron's or other similar "notes" or the copying or paraphrasing of critical sources as if they were one's own words or ideas.

- 1.3 The Board further expects the staff at each school to provide:
- a. an environment that encourages honesty.
 - b. a consistent policy for handling incidents of academic dishonesty.
 - c. a method to inform parents/guardians when an incidence of cheating occurs.

Incidents of academic dishonesty/cheating refer to cheating in any class during the entire time the student attends a particular school in this district.

Martin Luther King High School Consequences for Academic Dishonesty/Cheating

1st offense:

- Student will receive a discipline referral.
- A zero on the assignment.
- A parent contact will be made by the teacher of record.
- Other means of correction assigned.

2nd offense:

- Student will receive a discipline referral.
- A zero on the assignment.
- A parent contact will be made by the teacher of record.
- A Saturday school will be assigned.

3rd offense:

- Student will receive a discipline referral.
- A zero on the assignment.
- A parent contact will be made by the teacher of record.

- Administration may restrict and/or remove the student from any leadership positions and/or extracurricular activities on campus.
- Parent, student, counselor, and administrator conference held to discuss repetitive cheating.
- A suspension may be assigned.

4th and future offenses:

- Student will receive a discipline referral.
- A zero on the assignment.
- A parent contact will be made by the teacher of record.
- Parent, student, counselor, and administrator conference held to discuss repetitive cheating.
- An administrator and counselor may review course selections to determine if changes should be made to the schedule to promote academic success.

Search and Seizure

The principal/designee has the authority to conduct searches when reasonable suspicion exists that the student has contraband in his/her possession/control or is in violation of a school rule, regulation or statute.

Personal Search

A personal search shall be defined as any inspection of a student's desk, purse, pocket, book bag, or similar receptacle used for the student's belongings. Cell phones may be searched by school administration and by the SRO when deemed necessary for student safety.

1. The decision to search may be made by the principal/designee whenever there is "reasonable suspicion" that a student has violated a rule, regulation, or statute. This includes a student's clothing.
2. The school official may call the police to conduct or assist in any search.
3. No "strip search" shall be conducted by any school employee including removal or moving clothing to look at undergarment or to observe a private area of a student's body in a search for contraband.
4. Parents will be notified upon search of the student's personal property.

Canine Detection Program

RUSD uses detection canines to provide random visits to school sites in order to help maintain drug and weapon-free schools. Detection canines are capable of detecting illicit substances (marijuana, heroin, cocaine, methamphetamines, alcoholic beverages, items with gunpowder, and various medications). Classrooms, student bags, jackets, vehicles on campus parking lots, and lockers are subject to inspection by the canine team. If a student's belongings produce an alert, the student and his/her belongings are searched under the direction of a school administrator.

Student Locker Search

Students are issued PE lockers for the express use of storing personal belongings during their PE class period.

Lockers are property of the school district and student use is considered a privilege. Students are reminded that PE lockers are not private and they should have no expectation of privacy with regard to any contraband, dangerous objects, or illegal substances placed within such lockers. Students should not share a PE locker. Lockers may be searched at any time at the discretion of the principal/ designee.

Motor Vehicle Search

By parking on campus, students give consent to a motor vehicle search. A motor vehicle search shall be defined as any inspection of a motor vehicle.

1. The following regulations apply:

The decision to conduct a search of any vehicle on district property must be made by the principal or certificated designee whenever the principal or certificated designee has "reasonable suspicion" that the owner, operator, or other person having access to the vehicle has violated any rule, regulation, or statute.

2. The school official, at his/her discretion, may call upon a law enforcement officer to conduct the search.
3. Vehicle searches, whenever possible, shall be conducted in the presence of at least one adult witness.

Notification of Surveillance Cameras

Surveillance camera systems may be used on Martin Luther King High School campus for the purpose of discouraging inappropriate behavior such as vandalism, graffiti, theft, fighting, etc. Please be advised that student activity may be recorded.

Acceptable Use of Technology

Martin Luther King High School offers students, staff, and guests' access to a variety of educationally enriching technological applications (including the Internet, computer technologies, and specific online services). Through the appropriate use of cell phones, smart phones, computers, and other personal and/or district issued electronic devices, students will have access to valuable resources and develop the skills necessary to compete and succeed in the 21st Century. In order to ensure all students are honoring the Acceptable Use Policy, RUSD reserves the right to actively monitor student technology and internet use while utilizing RUSD resources.

RUSD Acceptable Use Policy

Riverside Unified School District (RUSD or District) is pleased to offer students access to district computers, communications systems (email, web sites, smartphones, blogging, podcasting and/or other emerging technologies), the Internet and an array of technology resources to promote educational excellence and innovation. While using District and personal technology resources on or near school property, in school vehicles and buses, at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with

school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology. RUSD technology resources are provided to students to conduct research, access curriculum resources, enhance parent involvement, complete assignments, and communicate with others in furtherance of their education. Access is a privilege, not a right; as such, general rules of school behavior apply. Just as students are responsible for good behavior in a classroom or on school grounds, they must also be responsible when using school computer networks or personal technologies. If a student violates any of these rules, his/her use shall be terminated and future access may be denied. Disciplinary action may also result. If possible criminal activity is discovered; the proper law enforcement authorities will be notified. Disciplinary action for students shall be in accordance with existing discipline policies and may include suspension or expulsion in accordance with the laws of the State of California and RUSD policy. Riverside Unified School District shall not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. Riverside Unified School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The District assumes no liability for personal technology, including computers, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged, lost or stolen. The student and his/her parent/guardian shall indemnify and hold Riverside Unified School District harmless from any losses sustained as the result of use or misuse of the district's technology resources by the student, and/or the loss or damage of personal technology.

Summary of the RUSD Acceptable Use Guidelines:

1. Technology resources are for educational information and learning activities at school and home.
2. RUSD promotes safety and security through a variety of domain measures.
3. Use of and/or downloading personal software/programs/apps on District computers without instructor approval is prohibited.
4. Any virtual and/or physical act that causes damage to RUSD technology resources will be considered vandalism and is subject to discipline and/or criminal or civil action.
5. Students agree not to electronically access, submit, or publish inappropriate and/or offensive materials. This includes both the internet and the RUSD network. Cyber bullying is strictly prohibited.

6. Filter software is utilized by RUSD to block access to those materials identified as harmful while the student is within the RUSD network. The district filter alerts staff to students accessing self-harm information. This information can be used to provide additional services for the student.
7. Student technology resources (including stored/transmitted files) are not private, and are subject to inspection and/or monitoring.
8. The accuracy of online resources is not guaranteed by RUSD.
9. Technology resources are not under warranty by RUSD.
10. Students are to adhere to Copyright©, Trademark™ and/or Registered® laws. Proper citation of online sources is required.
11. Personal identifying information (home addresses, telephone numbers, last names, photos or other personal identifying information) should not be transmitted electronically by students.
12. Students should not share personally issued codes.
13. Students may not use District resources for personal business, religious activities, purchases, or commercial endeavors.
14. Students are welcome to bring personal electronic devices to campus (including laptops, smartphones, and/or other network access devices). Devices must be used for instructional purposes only at times and in ways deemed appropriate by the teacher/ instructor.

On Campus Computer Use Policy

1. LOG IN/OUT using their district issued ID and password. Sharing passwords is prohibited.
2. Students who do not log out will be responsible for any misuse of their account.
3. "Hacking" onto unauthorized network locations is prohibited.
4. Do not alter, change or modify the control panel, computer settings, desktop, screen saver, display, monitor, mouse and/or any other computer settings.
5. Unauthorized personal communication such as chatting and/or instant messaging is not permitted.
6. Do not copy, plagiarize, or misrepresent your work or the work of other individuals.
7. Unauthorized uploads/downloads, installations and/or copying of software or CDs of any type on school computers is prohibited.
8. Students are only allowed to use computers that they have been assigned to.
9. Students are not allowed to steal, damage, or vandalize school property.
10. Students are not allowed to use school computers to access or create vulgar, profane, or threatening language and/or images.
11. Cyberbullying is strictly prohibited.
12. Students are responsible for any damage occurring to their computer or equipment during class time.

13. Students should seek approval when connecting their personal computer to the school network.
14. Students can use flash drives for school-related purposes on campus with prior approval. Flash drives are subject to content review.
15. Students must adhere to the RUSD acceptable use policy (<http://www.rusdlink.org/Page/1498>).

Consequences for Violation of Acceptable Use Policy

Misusing technological resources at Martin Luther King High School (both personal and RUSD issued) will result in disciplinary action in accordance with RUSD Board Policy and California Education Code. Such disciplinary actions may include loss of access privileges, other means of correction, suspension and/or expulsion. Local, state, and federal laws and regulations will also be enforced as applicable. Appropriate use of district technology resources applies while students are on and off-campus (including while at home and in other remote access locations).

Cell Phones and Headphones/Earbuds

Cell phones and earbuds are currently the biggest distraction and roadblock to educational success in a classroom. In order to maximize every student's potential at school, MLKHS will not allow cell phones to be out and used during class time unless specifically allowed by the teacher for instructional purposes.

Before entering a classroom or educational area, silence all electronic devices and accessories (including headphones/earbuds) and store them out of sight until you have left the classroom. Instruction as to the time, duration, and ways in which such devices may be used within instructional time must be strictly adhered to. If your cell phone and/or electronic device needs to remain accessible for health reasons, please visit the school health office for further information/ authorization. The above rules and guidelines apply throughout all rooms on campus during instructional time including the media center, computer labs, administrative offices, and other learning centers.

Consequences for Violation of Cell Phone Policy

If a student is found to be in violation of the Cell Phone Policy to include headphones or earbuds, the consequences will be as follows:

- 1st offense:** Warning by teacher and/or administrator.
- 2nd offense:** Warning by teacher and/or administrator. Communication to parents.
- 3rd offense:** Counseled by Administrator and electronic device will be held in a secure location until the end of the school day

4th and future offenses: Parent will be contacted to pick up the cell phone from school. If the parent is unable to pick up the phone from school at that time, the option to hold the cell phone in a secure location will be provided until which time the parent is able to come to campus and retrieve the device(s).

Further Student Expectations

Dangerous Objects/Weapons/Replica Weapons

Any RUSD employee or district contracted transportation service representative may remove from the possession of a student any firearm, knife, explosive or other dangerous object while the student is on school premises or engaged in any school-sponsored activity or going to or returning from school or otherwise under the authority of the school. Students in possession of any weapon may be subject to suspension or expulsion. If you are aware of a student on campus in possession of any of the items listed above, contact a school administrator immediately.

Replica weapons are not allowed on any campus in the Riverside Unified School District. Any student who possesses a replica of a firearm or other dangerous objects while under the school's jurisdiction may be subject to suspension or expulsion. Students who threaten another person with a replica weapon while under the school's jurisdiction may be subject to suspension or expulsion. Students who threaten another person with a replica weapon will be reported to law enforcement and are subject to arrest under California Penal Code 417.2.

Free Running/Parkour

"Free running" or similar high-risk activities are prohibited and subject to disciplinary action. Prohibited actions include sitting, standing or jumping on or from planters, table tops, retaining walls, or other elevated structures. Additionally, standing, jumping on or from seats or benches is strictly prohibited.

Gambling

Any form of gambling is prohibited on campus. Dice, playing cards or other gambling paraphernalia will be confiscated and consequences assigned.

Harassment

Intentional harassment is defined as a threat or intimidation directed against a student or a group of students that is sufficiently severe or pervasive, materially disrupts class work, creates disorder, or invades the rights of that student or group of students. Students are subject to suspension and/or expulsion for harassment when other means of correction have failed to bring about proper conduct or if the student's presence causes a continuing danger to physical safety or threatens to disrupt the educational process (E.C. 48900.4).

Laser Pointers

Laser pointers are considered dangerous objects because they can cause retinal damage when pointed directly at

the eye. Students found in possession of laser pointers will be referred to school administration.

Sales and Distribution

All fundraising, sales, and distribution of food, candy, merchandise, and/or other items must be approved by ASB and organized by a school sponsored club/organization. Any individuals found selling and/or distributing any items without the express permission of ASB and their school sponsored club/organization will have items confiscated and receive administrative consequences.

Tobacco Free Facilities

In the best interest of students, employees and the general public, the Board of Education prohibits the use of tobacco products at all times on district property and in district vehicles. This includes vape products. This prohibition applies to all employees, students, visitors and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased or rented by or from the district. Tobacco or tobacco products are prohibited from use or possession by students. Disciplinary consequences will be assigned and may result in suspension.

Authorized Areas

Students are permitted to gather during non-instructional time in the common quad areas, library, and classrooms when supervised by school personnel. During instructional time, students should remain in class unless given an authorized pass to leave the room. The following areas are not permitted for students to gather during non-instructional time without administrative authorization:

1. Stairwells, hallways and other secluded areas outside of staff supervision
2. The second and third floor hallways
3. The Physical Education area and athletic fields (including the back side of the gym and basketball courts)
4. The student and staff parking lots
5. Classrooms and offices without authorized school personnel present

Progressive Discipline Consequences

At Martin Luther King High School, a progressive discipline plan is utilized to provide incrementally elevated levels of corrective intervention for disciplinary incidents. While certain violations may result in suspension and recommended expulsion, other means of correction are utilized for most initial infractions. Below is a list of some of the other means of correction that take place at Martin Luther King High School:

Counseling

An administrator will meet with the student and discuss the events that led up to their disciplinary incident. This process enables students to better determine how they can prevent future incidents from occurring through correct

decision-making practices.

Detention, Wednesday School, and Saturday School

It is the responsibility of students to inform their parents of any pending detention or Saturday school. Detentions occur either in class as assigned by the teacher or in the Supervised Study Room (SSR) as assigned by an administrator. Detentions in SSR are held during lunch or after school, with times noted on a referral or tardy pass provided to the student. Saturday schools are assigned by a school administrator and are held in SSR from 8:00 a.m. - 12:15 p.m.

Suspension by Teacher from Class

When other means of corrective action fail to bring about proper conduct, a teacher may suspend a student from class for up to two (2) school days under Education Code 48910. The student has a right to know the reason(s) for the suspension and to have the opportunity to offer an explanation of what happened. Prior to a class suspension by a teacher, the parent/guardian must be notified by the teacher, as per board policy. Students who are suspended from class by their teacher will remain in the Supervised Study Room during the assigned class period.

Participation in Graduation/Promotion and Year-End Activities

The principal of a school may deny a student's participation in end of the year student activities including: participation in graduation or promotion activities, participation in graduation ceremonies, and any other end of the year student activities for students who owe money for fines or damages to school district property. In addition, the principal may deny a student's participation in end of the year activities due to inappropriate behavior or misconduct (BP#5127).



Uniform Complaint Procedures

Educational Code Section 4622 and California Code of Regulations. Title 5(5CCR). The following procedures shall be used to address complaints which allege that the Riverside Unified School District has violated federal or state laws or regulations governing educational programs: Title I, Title IV, School Improvement, Economic Impact Aid, Child Development, Other Consolidated Applications programs, Child Nutrition, Career Technical Education, Special Education, and Adult Education. The District is primarily responsible for compliance with Federal and State laws and regulations. Copies of the Uniform Complaint Procedures are available to interested parties free of charge. Within sixty calendar days of receipt of a written complaint, the District will make every effort to resolve the complaint through investigation and mediation, and will complete a written report. The time period may be extended by written agreement of the complainant. School principals shall maintain a record of each complaint and subsequent related actions. All complainants shall be conducted in a manner that protects confidentiality of the parties and facts. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance with the Deputy Superintendent, 3380 14th Street, Riverside, California, 92501. (951) 788-7135 x80405. Uniform Complaint Forms are available at each school site. The Deputy Superintendent will forward the complaint to the appropriate school principal or district manager. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps. District staff shall help him/her to file the complaint. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she/they personally suffered unlawful

discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. Allegations of unlawful discrimination regarding actual or perceived sex, sexual orientation, gender, ethnic group, identification, race, ancestry, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics are prohibited by the following Federal statutes:

1. Title VI of the Civil Rights Act of 1964
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. The Age Discrimination Act of 1975
5. Title II of the American with Disabilities Act of 1990

Any individual, public agency, or organization may also file a complaint with the U.S. Department of Education, Office for Civil Rights, Old Federal Building, Room 229, 50 United Nations Plaza, San Francisco, California, 94102.

Investigation of Complaint

The school principal shall hold an investigative meeting no later than fifteen calendar days of receiving the complaint. This meeting will provide an opportunity for the complainant and/or his/her representative and the District's representatives to present information relevant to the complaint. Parties to the dispute may discuss the complaint to ensure that all pertinent facts are made available, the school principal and the complainant may ask other individuals to attend this meeting and provide additional information.

Written Decision

Within thirty calendar days of receiving the complaint, the school principal shall prepare and send to the complainant a written report of the District's investigation and decision, including:

1. The findings, based on evidence gathered with conclusions of law and disposition of the complaint, including corrective actions, if any.
2. The rationale for the above disposition in conclusions of law.
3. Notice of the complainant's right to appeal the decision to the Deputy Superintendent.
4. Procedures to be followed for initiating an appeal to the California Department of Education (CDE).

Appeal to the Director of Pupil Services

If a complainant is dissatisfied with the school principal's decision, he/she may, within five calendar days, forward the written complaint to the Director of Pupil Services. Within five calendar days of receiving the complaint, the Deputy Superintendent shall discuss with the complainant the possibility of using mediation or shall attempt to resolve the issue by administrative review. If all parties agree to mediation, the Deputy Superintendent will send

the complainant a written report of the decision, including:

1. The findings and disposition of the complaint, including corrective actions, if any.
2. The rationale for the above disposition.
3. Notice of the complainant's right to appeal the decision to the Board of Education.

Appeal to the Board of Education

If the mediation process or administrative review do not resolve the problem, the complainant may appeal to the Board of Education. This complaint shall be forwarded to the District Superintendent within five calendar days after the termination of mediation or administrative review. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened to meet the sixty-calendar-day time limit within which the complaint must be answered. The Board may decide not to hear the written decision. If the Board hears the complaint, the Superintendent shall send the Board's decision to the complainant within sixty calendar days of the District initially receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant.

Appeal to the California Department of Education

If a complainant is dissatisfied with the District's decision, he/she may appeal in writing to the California Department of Education within fifteen calendar days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision. The Superintendent of Public Instruction may directly intervene regarding a complaint regarding a Title 1 program. The complainant may request its review by the United States Secretary of Education.

Referring Complaint Issue to Other Appropriate State or Federal Agencies

The following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to the local procedures set forth in these guidelines:

1. General complaints may be referred to the Director of Personnel Services, Riverside County Office of Education, 3939 Thirteenth Street, Riverside, California, 92502-0868, (951) 788-6673.
2. Allegations of child abuse shall be referred to the applicable County Development Program of Social Services (DSS). Protective Services Division or appropriate law enforcement agency.
3. Health and safety complaints regarding a Child Development Program shall be referred to the

Department of Social Services or licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.

4. Discrimination issues involving Child Nutrition Programs or Title IX of the Educational Amendments of 1972 shall be referred to the U.S. Office of Civil Rights (OCR).
5. Employment discrimination complaints shall be referred to the State Department of Fair Employment and Housing (DFEH) pursuant to Title 22. CCR. Section 98410.

Uniform Complaint Procedures Posting and Dissemination

It shall be the responsibility of RUSD to ensure proper notification of the students, their parents, staff, and the community of the Uniform Complaint Procedures.

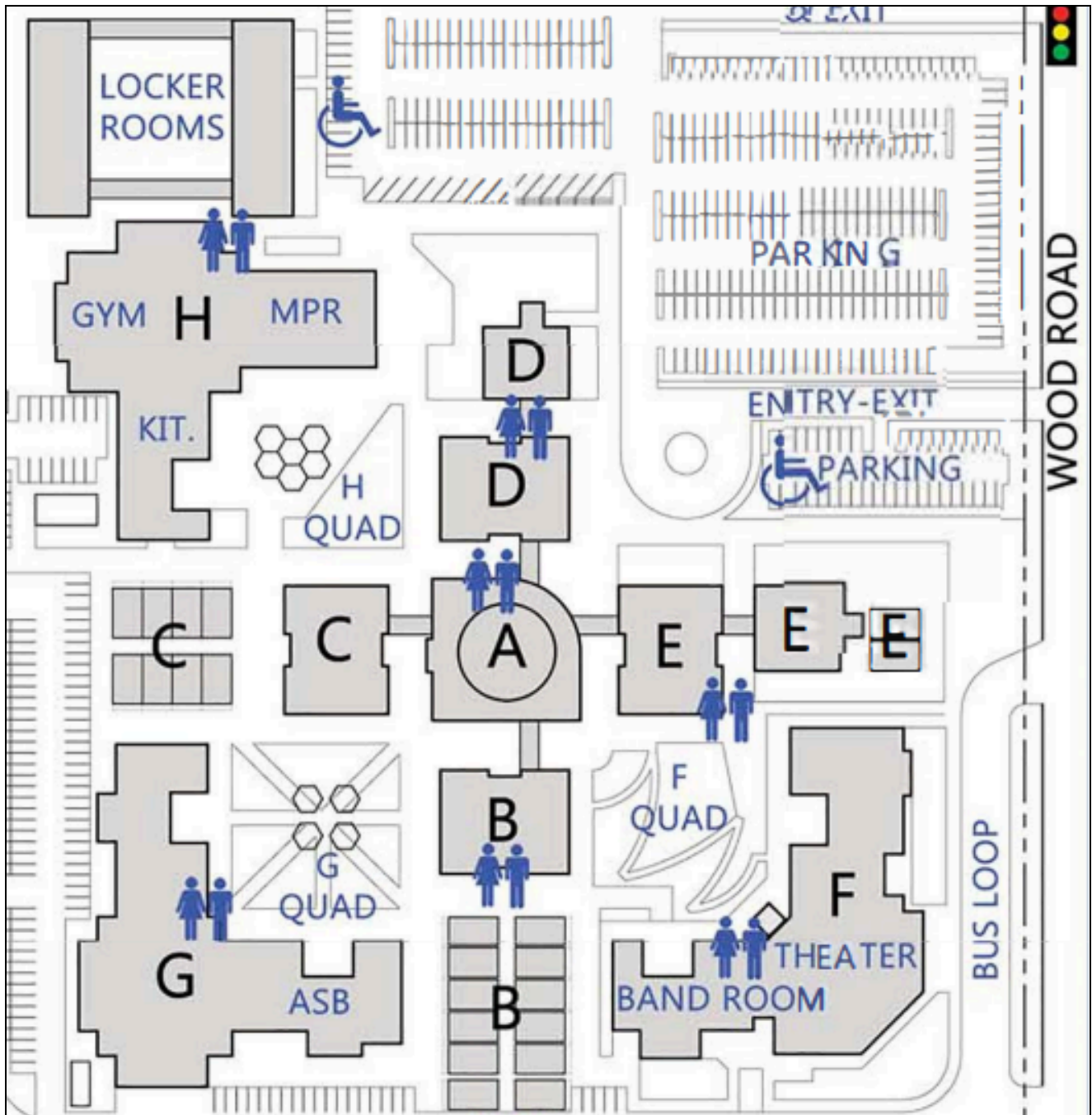
Activities to carry out this intent shall include the following:

1. The UCP shall be displayed in a prominent location in all administrative offices and all areas where rules, regulations, procedures and standards of conduct are posted.
2. A copy of the written UCP shall be a part of any orientation program conducted for students at the beginning of each quarter, semester or summer session and for each new enrolling student.
3. A copy of the UCP shall be included in the Parent's Rights notifications that are sent to parents/guardians at the beginning of each school year.
4. A copy of the UCP shall be provided to each faculty member and all members of the administrative and support staff at the beginning of the school year or at the time a new employee is hired.
5. A copy of the UCP shall appear in all publications that set forth the rules, regulations procedures, and standards of conduct for this educational institution.
6. A copy of the UCP shall be provided to all private school officials, advisory committee members, and all other interested parties annually.

Legal authority: Board Policy #1312.3 Rules and Regulations #1312.3 Revised: 05-01



School Map



RIVERSIDE UNIFIED SCHOOL DISTRICT
Standard School Calendar
2024-2025

<p align="center">JULY</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p>	<p align="center">AUGUST</p> <p>S M T W T F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p>	<p align="center">SEPTEMBER</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30</p>	<p align="center">OCTOBER</p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p>
<p align="center">NOVEMBER</p> <p>S M T W T F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p>	<p align="center">DECEMBER</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p>	<p align="center">JANUARY</p> <p>S M T W T F S</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p>	<p align="center">FEBRUARY</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28</p>
<p align="center">MARCH</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>	<p align="center">APRIL</p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>	<p align="center">MAY</p> <p>S M T W T F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p>	<p align="center">JUNE</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30</p>

LEGAL & LOCAL HOLIDAYS

JUL	4	- Independence Day	
SEP	2	- Labor Day	
NOV	11	- Veterans Day	
	28	- Thanksgiving Day	
	29	- All Facilities Closed	
DEC	24	- All Facilities Closed	
	25	- Christmas Holiday Observed	
	31	- (In Lieu of Admissions Day)	
JAN	1	- New Year's Holiday Observed	
	20	- Martin Luther King's Day	
FEB	14	- Lincoln's Day Observed	
	17	- Presidents' Day Observed	
MAY	26	- Memorial Day	
JUNE	19	- Juneteenth Day	

November 25 - 29 All Facilities Closed
 December 23- 27 All Facilities Closed
 December 30- January 6 All Facilities Closed

Board Approved 04/07/22

IMPORTANT DATES

AUG	7	- New Employee Welcome	
AUG	8-9	- All Teachers on Duty	
AUG	9	- First Day for 7th Grade	
AUG	12	- Classes Begin	
OCT	11	- End of First MS/HS Quarter (MS Not in Session)	
NOV	1	- Elementary Minimum Day	
NOV	7-8	- Parent/Teacher Conferences (Elementary Not in Session)	
NOV	8	- End of First Trimester (Elementary sites only)	
NOV	25-29	- Thanksgiving Recess	
DEC	20	- End of First MS/HS Semester (MS/HS Not in Session)	
DEC	23 thru Jan 6	- Winter Recess	
JAN	7	- Classes Resume	
FEB	21	- Elementary Minimum Day	
FEB	28	- End of Second Trimester (Elementary sites only)	
MAR	14	- End of Third MS/HS Quarter (MS Not in Session)	
MAR	24-28	- Spring Recess	
MAR	31	- Classes Resume	
MAY	16	- Elementary Minimum Day	
MAY	29	- End of High School & 7th Grade	
MAY	30	- End of Elem & 8th Grade	
MAY	30	- Last Day for Elem/MS/HS Teachers	

Revised 01.13.23