

# REDLANDS UNIFIED SCHOOL DISTRICT



## PARENT / STUDENT HANDBOOK

2025-2026

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## TABLE OF CONTENTS

### **Education Rights and Responsibilities**

UC and CSU Subjects Requirements (A-G) – EC 66204	1
Educational Equity: Immigration Status – EC 66251, 66260.6, 66270, and 66270.3	1
Homeless Youth Education EC 48852.7; 42 USC 11434a	1
Foster Youth – EC 48850 et seq.	1
Foster Youth Exemption from Local Graduation Requirements- EC- 48853, 49069 and 51225.2	2
Educational Liaison for Foster Children- EC 48204, 48645.5 48853 and WIC 317 and 16010	2
Education of Foster Youth – EC 47605, 47605.6, 48432.5, 48911, 48911.1, 48915.5, and 48918.1	2
Pupil Instruction: Coursework and Graduation Requirements: Children of Military Families – EC 51225.1 and 51225.2	2
Attendance – EC 48260-48264	2
Tardiness	2
Avoiding Absences, Written Excuses	2
Excused Absences – EC 46014 and 48205	2
Required Annual Parental Notifications – EC 46010.1	3
Absence for Religious Purposes – EC 46014	3
Truancy Definitions – EC 48260, 48262 and 48263.6	4
Truancy Consequences – EC 48263, 48267 and 48269	4
Arrest of Truants/School Attendance Review Boards – EC 48263 and 48264	4
Chronic Absenteeism – EC 60901	4
Daily Attendance / CalWorks	4
Notice of Alternative Schools – EC 58501	4
Language Acquisition Programs	4
Establishment of a New Language Program	5
Parent Engagement- School Accountability – EC 11500, 11501, 11502, 11503	5
Parent and Family Engagement Policy	5
School Accountability Report Card – EC 35256 and 35258	5
Education of Students Experiencing Homelessness: Right to Apply for Financial Aid – EC 69432.7	5
Educational Equity: Government Instruction Conferences- EC 224	5
Cal Grant Program – EC 69432.9	5

### **Transfer Rights**

Attendance Options/Permits – EC 48980(h)	6
Residency Requirements – EC 482000, 48204, and 48204.3	6

## TABLE OF CONTENTS

Intradistrict Open Enrollment – EC 35160.5(b)	6
Interdistrict Attendance – EC 46600 et. seq.	6
District of Choice – EC 48300 et seq.	6
Intradistrict Transfers – Board Policy and Administrative Regulation 5116.1	7
Intradistrict Transfers for the Upcoming School Year	7
Interdistrict Attendance Permits Board Policy and Administrative Regulation 5117	7
Interdistrict Attendance Permits for the Upcoming School Year	7
Residency Investigations- EC- 48204.2	7
<b><u>Equal Opportunities</u></b>	
Nondiscrimination Statement – (Federal Regulations, Title VI, Title IX, 34 CFR 104.8)	7
BP 0410 Nondiscrimination in District Programs and Activities	8
Non-Discrimination BP 5145.3	9
Record Keeping	9
EC 230	10
Title IX Rights of a Student and the Public	10
Acceptable Use of Technology	11
Assessment – EC 56320-56324	11
Free and Reduced-Price Meals – EC 49510 et seq.	11
Pupil Meals – Child Hunger Prevention and Fair Treatment Act of 2017 – EC 49557.5	11
Free and Appropriate Education – Special Education – (IDEA, EC 56000; 56365)	12
Transitional Kindergarten EC 37202(a)	12
Students with Disabilities Under Section 504 – 29 USC 794, 34 CFR 104.32	12
Child Find System – EC 56301	12
Career Technical Education Course – EC 48980 (m)	12
College & Career Technical Education – EC 51229	12
College Admission Requirements and Higher Education Information	12
College and Career Fairs – EC 52770	13
Competitive Athletics – EC 221.9	13
California Youth Football Act – HSC 124241 (6-12)	13
<b><u>Parent Involvement</u></b>	
Parent or Guardian Notifications	13
Notice at Beginning of Term of Rights and Responsibilities; Required Content – EC 48980	14

## TABLE OF CONTENTS

Notification of Pesticides – EC 48980.3	14
Time and Means of Notification – EC 48981, Amended by AB 2262	14
Signature; Return to School; Effect of Signature – EC 48982, Amended by AB 2262	15
Contents of Notice – EC 48983	15
Activities Prohibited Unless Notice is Given – EC 48984	15
Notices to Parents in Language Other Than English; Monitoring; Notice to School Districts – EC 48985	15
Property Damage – EC 48904	15
Availability of Prospectus – EC 49063 and 49091.14	15
Williams Complaint Policy & Procedure – EC 35186	15
Uniform Complaint Procedures – AR 1312.3	16
Career Counseling & Course Selection – EC 221.5(d)	22
Surveys – EC 51513 and 51514	22
Rights of Parents and Guardians to Information – EC 51101, in part	22
Voluntary Drug Testing Program	23
Redlands Unified School District – Title I Parent Involvement Policy, 20 USC 6318	23
<b><u>School and Pupil Records</u></b>	
Student Records, Confidentiality – Board Policy 5125	26
Custodian of Records – EC 49063, 5 CCR 431(a)(b)	26
Transfer of Permanent Enrollment and Scholarship Record – EC 49068	26
Access by Military Recruiters – 20 USC 7908	26
Release Juvenile Information- WIC 831	26
Directory Information – EC 49073	26
Release of Non-Directory Type Information	26
Pupil Records – EC 49063 and 49069, 34 CFR 99.7, 20 USC 1232g	27
Pupil Records Obtained from Social Media – EC 49073.6	28
<b><u>Student Rights and Obligation</u></b>	
Academic Eligibility Standards	28
Academic Honesty-BP 5131.9	28
Cell Phones	29
Electronic Signaling Devices – EC 48901.5	29
Electronic Listening or Recording Device – EC 51512	29

## TABLE OF CONTENTS

Vandalism/Graffiti – Students – Board Policy 5131.5	29
Student Involvement with Tobacco, Alcohol and Other Drugs – Board Policy 5131.6	29
Student Searches	29
Search of School Lockers	29
Professional Adult/Student Boundaries – BP 4019.1	30
Sexual Harassment – EC 231.5, EC 48980(g), 48900.2, Board Policy 5145.7	33
Child Abuse and Neglect Reporting – PC 11164 et seq. 64	36
Use of Seclusion or Restraint- EC 56521.1 64	36
Behavioral Restraints Posted Annually in Report – EC 49006 65	36
 <b><u>Student Discipline: Suspension, Expulsion</u></b>	
Student Conduct – EC 51100	36
Student Conduct – BP 5131	36
Duties of Pupils – 5 CCR 300	37
Jurisdiction – EC 44807	37
Mandatory Expulsion Violations – EC 48915	37
Rules and Regulations Regarding Discipline – EC 35291, 35291.5, 48900, 48904	38
Pupil Discipline: Suspension and Expulsion Laws	38
Grounds for Suspension and Expulsion – EC 48900	38
Sexual Harassment – EC 48900.2	40
Hate Violence – EC 48900.3	40
Harassment, Threats, or Intimidation – EC 48900.4	40
Limitations on Imposing Suspension – EC 48900.5	40
Terroristic Threats – EC 48900.7	40
Circumstances for Recommending Expulsion – EC 48915	40
Dangerous Objects	41
Imitation Firearm – PC 12550, 12556	41
Laser Pointer – PC 417.27	42
Pupil Discipline: Duty Concerning Conduct of Pupil – EC 44807	42
Requirement of Parent/Guardian School Attendance – EC 48900.1	42
Discipline Philosophy	42

## TABLE OF CONTENTS

### **Safe School Environment**

School Safety Plan: Dangerous, Violent, or Unlawful Activities – EC 32280, 32282, 47605, and 47605.6	42
Comprehensive School Safety Plans: Individualized Safety Plans – EC 32282	42
Safe Place to Learn Act – EC 234 and EC 234.1	42
Camera Surveillance on School Property – PC 647 (j)	42
Required Instruction in Drug Education - EC 51202, EC 51203	43
Pupil Health: Opioid Overdose Prevention and Treatment: Melanie’s Law – EC 32282	43
Disaster Preparedness Educational Materials – EC 32282.5	43
Dress Code – EC 35183	43
Sunscreen and Sun-Protective Clothing – EC 35183.5	43
Pupil Swimming Safety– EC 35179.6 62	43
Victim of a Violent Crime – 20 USC 7912	43
Unsafe School Choice Option - 5 CCR 11992, 11993	43
Persistently Dangerous Schools – 20 USC 7912	43
School Bus Safety – EC 39831.5	43
Walking or Riding a Bike to School – VC 21212	44

### **Medical and Health Information**

Confidentiality of Medical Information Act – CC 56.10	44
Medication Regimen – EC 49423	44
School Facilities: All-Gender Restrooms – EC 35292.5 and 17585	44
School Facilities: Drinking Water: Water Bottle Filling Stations – EC 38040	45
Menstrual Products – EC 35292.6	45
Mental Health – EC 49428	45
Administration of Prescribed Medication for Pupils – EC 49423 and 49423.1	45
Administration of Epilepsy Medication – EC 49414.7	45
Emergency Treatment for Anaphylaxis – EC 49414	45
Pupil Health: Emergency Medical care: Epinephrine Auto-Injectors - EC 48985.5	45
Pupil Safety: Parental Notification: Synthetic Drugs - EC 48985.5	45
Immunizations – HSC 120335, 120338, 120365, 120370, 120375	46
Immunizations: HPV: Cancer Prevention – EC 48980.4, 1367.66, HSC 120390, 120336, 120390.6, IC 10123.8	46
Entrance Health Screening – HSC 124085, 124100, 124105, and 120475	46

## TABLE OF CONTENTS

Oral Health Assessment – EC 49452.8	46
Child Health and Disabilities Prevention Program – HSC 124085	46
Liability for Emergency Treatment - EC 49409	46
Medical and Hospital Services for Pupils – EC 49472	47
Health Care Coverage – EC 49452.9	47
Health Insurance Coverage for Athletes – EC 32221.5	47
Concussion and Head Injuries – EC 49475	47
Controlled Substances: Opioids – EC49476	47
California Local Educational Agency Program	47
Confidential Medical Treatment – EC 46010.1	48
Physical Examination – EC 49451	48
Independent Study – EC 51744, 51745, 51745.5, 51746, and 56026	48
Instruction for Pupils with Temporary Disabilities – EC 48206.3, 48207, 48208 and 48980(a)	48
California Healthy Youth Act EC- 51930- 51939	49
<b><u>Testing and Assessment</u></b>	
Advanced Placement Exam Fees – EC 52244	52
California High School Proficiency Exam – 5 CCR 11523	52
Federal Student Aid – EC 51225.8	52
Pregnant and Parenting Pupils – EC 221.51, 222.5, 46015, 48205, and 48980	53
Retroactive Grant of High School Diplomas: Departed and Deported Pupils – EC 51430	53
CAASPP Parent and Guardian Notification	54
<b><u>Other Important Information</u></b>	
Excuse from Health Instruction - EC 51240	54
Credit for Classes Taken Off-Campus	54
Sexual Abuse and Sex Trafficking Prevention – EC 51900.6	55
Sexual Abuse and Sexual Assault Awareness and Prevention – EC 51950	55
Lactating Pupils- EC 222	55
Harm or Destruction of Animals – EC 32255 et seq.	55
Closed Campus - EC 48900	55
Custody Issues	55
Civility on School Grounds – CC 1708.9, EC 322.10	56
Civility Policy	56

## TABLE OF CONTENTS

Megan’s Law - PC 290 et. seq.	56
Uniform Complaint Policy and Procedure – 5 CCR 4622, EC 234.1, EC 32289, and EC 49013	56
School Safety: Bullying – EC 234.4 and 32283.5	58
Asbestos Management Plan - 40 CFR 763.93	58
Pesticide Products – EC 17612, EC 48980.3	58
Tobacco Free Campus – HSC 104420, 104495, Board Policy 4020.1	58
Electronic Nicotine Delivery Systems (e-cigarettes)	58
Free and Reduced Priced Meals – EC 49510	58
Before and After School Programs– EC 8482.6, 8483(e), 8483.1(e), and 8483.95	59
Parent Notification System	59
Limited English Proficient Learners – 20 USC 7012, EC 440	59
English Immersion Program – EC 310, 5 CCR 11309	59
GATE Program – 5 CCR 3831	59
Extended School Year – Migrant Education – EC 41601.6	59
Migrant and Newly Arrived Immigrant Pupils: Graduation Requirements and Continued Education Options - EC 51225.1 and 51225.2	59
Migrant Education – EC 54444.2	60
Program Improvement – 20 USC 6316	60
Title I – 20 USC 6311, 34 CFR 200.61	60
Medical Records Sharing – HSC 120440	61
School Visiting Procedures – EC 51101(a)(12)	61
Gun-Free School Zone- PC 626.9 and 30310	61
Gun Safety – EC 32221.5 (9-12) and EC 49390, 48391, and 49392	62
Social Security Numbers- EC 49076.7 and 56601	61
Disclosure of Student Information for Marketing Purposes – 20 USC 1232h	61
Photo and Video Exclusion Procedures	62
Minimum & Pupil-Free Staff Development Days – EC 48980(c)	62
United States Savings Bonds – EC 48980(d)	62
Charter Schools: Pupil Admissions, Suspensions, and Expulsions - EC 47605 and 47605.6	62
<b><u>Forms and Other Important Information</u></b>	
2025-2026 Annual Parent Notification: Title I	63
Safe Storage of Firearms	63



## TABLE OF CONTENTS

2025-2026 PARENTAL OPTIONS – Comprehensive Sexual Health and HIV Prevention Education	64
2025-2026 PARENTAL OPTIONS - Physical Examination	64
2025-2026 PARENTAL OPTIONS - Right to Refrain from Harmful or Destructive Use of Animals	65
2025-2026 PARENTAL OPTIONS - Sexual Abuse and Sexual Assault Awareness and Prevention	65
2025-2026 PARENTAL OPTIONS - Sexual Abuse and Sex Trafficking Prevention	65
2025-2026 CAL GRANT PROGRAM OPTION FOR GRADE 12 STUDENTS	66
2025-2026 CONCUSSION INFORMATION SHEET	67
2025-2026 RELEASE FORM FOR DIRECTORY INFORMATION	70
2025-2026 ANNUAL PESTICIDE NOTIFICATION REQUEST	71
2025-2026 ANNUAL MEDIA EXCLUSION	72
NOTIFICATION LETTER TO PARENTS REGARDING INTERNET SAFETY FOR STUDENTS	73
2025-2026 STUDENT INTERNET AGREEMENT	76
School Directory	77
Academic Calendar	78
District Holidays 2025-2026	78
Key to Code and Regulation Section Abbreviations	79
Voluntary Student Drug Testing Program, Frequently Asked Questions	80
Voluntary Student Drug Testing Program, Procedures/Protocols	82

## **Education Rights and Responsibilities**

### **UC and CSU Subjects Requirements (A-G) – EC 66204**

To qualify for admission to the UC or CSU systems, high school students must meet the Subject Requirements; better known as the A-G requirements. For more information, please visit the UC or CSU websites or your student's counseling office. Information is also available at parent orientations or directly from your student's counselor.

### **Educational Equity: Immigration Status: EC 66251, 66260.6, 66270, and 66270.3**

The Equity in Higher Education Act, states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, equal rights and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination.

### **Homeless Youth Education EC 48852.7; 42 USC 11434a**

Students experiencing homelessness mean students who lack a fixed, regular, and adequate nighttime residence and includes:

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Students who have a primary, nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings.
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
4. Migratory children who qualify as students experiencing homelessness because they are living in conditions described in items 1-3 above.

Unaccompanied youth include youth who are not in the physical custody of a parent or guardian. (20 USC 11434a)

School of origin means the school that the student experiencing homelessness attended when permanently housed or the school in which the student was last enrolled, including a preschool. A student experiencing homelessness has the right to attend either the school of origin (the school that the student was last enrolled or attended when last housed) or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision by contracting the district's homeless liaison, the Director of Child Welfare and Student Attendance, and following the district's dispute resolution policy.

If the school the student experiencing homelessness attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the student experiencing homelessness and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

Best interest means that, in making educational and school placement decisions for a student experiencing homelessness, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

The law requires the immediate enrollment of students experiencing homelessness, which is defined as "attending class and participating fully in school activities". Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but are not limited to: Free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented, preschool, and before and after school services or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied student experiencing homelessness, to and from the school of origin, if feasible.

### **Foster Youth – EC 48850**

Requires school district educational liaisons to ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in the least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards.

Effective January 1, 2004, Assembly Bill 490 imposed new duties and rights related to the education of youth in foster care (children supervised by DCFS and placed in licensed foster homes, group homes or with relative caretakers). The new law provides for increased school placement stability and improved school transfer procedures. When it is determined to be in the best interest, foster children have a right to remain in their school of

origin for the duration of the academic year, even if the residence changes out of the area served by the school of origin (Education Code 48853.5). In addition, foster children, including those living in foster care, relative care, and group home care under DCFS supervision, shall be immediately enrolled in school (Education Code 48853.5). AB 490 mandates that educators, school personnel, social workers, probation officers, caregivers, advocates, and juvenile court officers all work together to serve the educational needs of children in foster care. Parents, guardians, foster care givers, social workers and/or probation officers should notify school districts as soon as they become aware that it has been determined that it is in the child's best interest to transfer to a new school, so that the school district can ensure a timely transfer of the student's school records. For further information regarding school-related foster care concerns, contact the RUSD Foster Youth Liaison, at (909) 307-5300.

#### **Foster Youth Exemption from Local Graduation Requirements - EC 48853, 49069, and 51225.2**

Foster and students experiencing homelessness are allowed educational rights, such as: immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

#### **Educational Liaison for Foster Children – EC 48204, 48645.5, 48853, and 48853.5, WIC 317 and 16010**

Requires the State Department of Education, in consultation with the California Foster Youth Education Task Force, to develop a standardized notice of the educational rights of foster children, as specified, and to make the notice available to educational liaisons for foster children for dissemination by posting the notice on its Internet Website.

#### **Education of Foster Youth – EC 47605, 47605.6, 48432.5, 48911, 48911.1, 48915.5, and 48918.1**

In addition to parental notification requirements for an involuntary transfer to a continuation school, suspension, or expulsion, to the foster child's attorney and social worker, and, for the child's tribal social worker, if applicable, and county social worker. The attorney and social worker have the same rights as parents during these processes, such as requests for meetings and the ability to inspect all documents.

#### **Pupil Instruction: coursework and graduation requirements: children of military families – EC 51225.1 and 51225.2**

If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child's options for graduation. All coursework that was completed at another school outside of the Redlands Unified School District will be issued full or partial credit. Please contact the counselor at the particular site your child attends.

#### **Attendance – EC 48260-48264**

Good attendance is important to success in school. Children between the ages of 6-18 are required by law to attend school full-time. Your child misses out when missing school and the district is committed to working with families to ensure attendance.

#### **Tardy**

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Repeated tardies in excess of 30 minutes lead to the student being designated as truant. NOTE: REDLANDS UNIFIED SCHOOL DISTRICT EMPLOYEES ARE NOT OBLIGATED TO COMPEL THE ATTENDANCE OF ANY PUPIL AT SCHOOL. THIS IS THE SOLE RESPONSIBILITY OF THE PARENT/GUARDIAN.

#### **Avoiding Absences, Written Excuses**

The Redlands Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during holidays. The District also asks that travel or other absences be avoided during the time school is in session. The higher the District's daily attendance rate, the more a student will learn and the greater the amount of funding that the District will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families who plan vacations around traditional holiday periods, and thereby minimize student absences.

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

#### **Excused Absences – EC 46014 and 48205**

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

(a) Notwithstanding section 48200, a pupil shall be excused from school when the absence is:

1. Due to pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a non-profit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family, who is an active member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. For the purpose of participating in a cultural ceremony or event
12. (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.  
(B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.  
(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
13. (A) For any of the purposes described in clauses (i) to (iii) inclusive, if an immediate family member of the pupil, or a person determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the immediate family, has died, so long as the absence is not more than three days per incident  
(i) To access services from a victim services organization or agency.  
(ii) To access grief support services.  
(iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined to be considered the pupil's immediate family, including but not limited to, temporary or permanent relocation.  
(B) Any absences beyond three days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260.
14. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
  - (a) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore, the teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
  - (b) For purposes of this section, attendance at religious retreats shall not exceed one school day per semester.
  - (c) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

#### **Required Annual Parental Notifications – EC 46010.1**

Commencing in the fall of the 1986-87 academic year, the governing board of each school district shall, each academic year, notify pupils in grades 7 to 12, inclusive, and the parents or guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

#### **Absence for Religious Purposes – EC 46014**

Education Code 46014 and Board Policy 5113 states that pupils who are members of religions which observe religious holidays that fall on school days may absent themselves from school by making prior arrangements with the school. Pupils so absent must accept responsibility for making up work missed.

#### **Tuancy Definitions – EC 48260, 48262 and 48263.6**

A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205. The text of EC 48205 is provided on page 5 of this document.

#### **Tuancy Consequences – EC 48263, 48267 and 48269**

Any student who is identified as “Truant” may be assigned as a ward of the court, if the available community resources do not resolve the students’ continued problem of truancy, by a Probation Officer or Deputy District Attorney.

#### **Arrest of Truants/School Attendance Review Boards – EC 48263 and 48264**

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is truant may be referred to a School Attendance Review Board (SARB).

#### **Chronic Absenteeism – EC 60901**

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

#### **Daily Attendance / CalWorks**

Under the Welfare and Institutions Code, children of families participating in CalWorks must attend school regularly. Parents must provide attendance reports of their child/children upon request of the county. If it is determined that children who are supposed to be in school are not attending, the grant provided to the family may be reduced.

#### **Notice of Alternative Schools – EC 58501**

California state law authorizes all school districts to provide alternative schools. Education Code 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

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

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

#### **Language Acquisition Programs**

Redlands Unified School District offers the following language acquisition program for student enrollment. Parents/Guardians may choose a language acquisition program that best suits their child. (EC Sections 310 a.)

- Structured English Immersion (SEI) Program: SEI is a language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At minimum, students are offered English Language Development (ELD) and access to grade level academic subject matter content.

Parents may enroll their child in the SEI language program by submitting a verbal or written request to the office of your school. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student’s grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be tracked monthly and maintained for at least three years from the date of the request. Consideration for student placement in a program, including a timeline for placement, will be determined by the district Language Assessment Center staff, school site and parents.

**Establishment of a New Language Program:**

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5CCR 11311)

1. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request.
2. The school shall monitor requests on a regular basis and notify the Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.
3. If the number of parents/guardians described in item #2 is attained, the Superintendent or designee shall:
  - a. Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program.
  - b. Identify costs and resources necessary to implement any new language acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals.
  - c. Within 60 calendar days of reaching the threshold number of parents/guardians described in item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators.
  - d. If a determination is made to implement the language acquisition program, create, and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

Parents may provide input regarding language and language acquisition programs in RUSD or to be considered in the district during the development of the Local Control and Accountability Plan (EC Section 52062.) If interested in a different program other than Structured English Immersion (SEI), please contact your school site principal or the district English Learner Department to ask about the process.

**Parent Engagement- School Accountability – EC 11500, 11501, 11502, 11503**

Local districts will provide parent and Family engagement programs to positively influence their children's education. The local governing board shall adopt and implement a written policy on parent and family engagement. The Parent and Family Engagement Policy is posted on the district website, is available in hard copy upon request, and attached here within.

**Parent and Family Engagement Policy**

To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the following district representative for more information on how you may contribute: Sonya Balingit, Director.

**School Accountability Report Card – EC 35256 and 35258**

Education Code 35256 requires the district to annually issue a School Accountability Report Card for each school. A copy of a school's Report Card is available upon request at the school site. School Accountability Report Cards are also available on the District's website at [www.redlands.k12.ca.us](http://www.redlands.k12.ca.us).

**Education of Students Experiencing Homelessness: Right to Apply for Financial Aid – EC 69432.7**

Students experiencing homelessness have a right to apply for financial aid to seek education beyond high school. Every district and charter school must appoint a homeless liaison to assist students and families. Please contact the Student Services Division at (909) 307-5300 ext. 21511 or (909)-389-2750 for more information on services and policies related to homeless education rights.

**Educational Equity: Government Instruction Conferences; EC 224**

The Sex Equity in Education Act exempts any discrimination based on male or female identity for pupils who seek to participate in state or national conferences, therefore, furthering California's goal of providing an equal educational opportunity to all students by prohibiting the use of public resources when a program discriminates based on gender.

**Cal Grant Program – EC 69432.9**

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students, apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. All grade 12 students' GPA will be sent to CASC on March 3, 2026.

An opt-out form is provided on page 65 of this document.

## **Transfer Rights**

### **Attendance Options/Permits – EC 48980(h)**

### **Residency Requirements – EC 482000, 48204, and 48204.3**

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; a pupil residing in a state hospital located within the boundaries of the school district; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order.

### **Intradistrict Open Enrollment – EC 35160.5(b)**

Residents of the Redlands Unified School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District website, [www.redlandsusd.net](http://www.redlandsusd.net). Parents of high school athletes should check on CIF sports eligibility rules before pursuing open enrollment. Transportation to any other school is the responsibility of the parent.

### **Interdistrict Attendance – EC 46600 et. seq.**

The parent of legal guardian of a pupil may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled. A student who has completed grade 10 by June 30, may enroll within the district of enrollment through grades 11 and 12 without any revocation from the desired district, and must be treated the same as any other resident student.

Regardless of whether an agreement exists, or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer.

A student who is appealing a decision for an interdistrict permit approval through the County Office of Education may be eligible for provisional admission to the desired district in grades TK through 12, while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months.

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

Each school district shall post their interdistrict policy agreements and local district caps on their district and/or school websites. Reasons for approval and denial of interdistrict transfer requests must be updated on the district website according to board policies. The County appeals process will be offered with the final denial in writing by the school district. The County appeal process may take up to a maximum of two months. If you have any questions about the interdistrict process, please call the district office at (909) 307-5300 or call the County Office at (909) 386-9561.

### **District of Choice – EC 48300 et seq.**

Some school districts may choose to become a district of choice. A school board that elects to operate the school district as a district of choice must determine the number of transfers it is willing to accept and shall accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall make sure that students are selected through an unbiased and random process that does not take into consideration his or her academic or athletic performance, physical condition, proficiency in English, family income, ethnicity, primary language,

literacy, special needs, or any of the individual characteristics listed in Section 200. The parent of a pupil requesting to transfer must submit an application to the school district of choice no later than January 1 of the school year preceding the school year for which the student wishes to transfer. The parent(s) shall be notified in writing by February 15 if the student was provisionally accepted, rejected, or placed on a waiting list. A modified application process is available for children of relocated military personnel.

**Intradistrict Transfers – Board Policy and Administrative Regulation 5116.1**

**Intradistrict Transfers for the upcoming school year**

Open Application Period: January 15 – February 15

Late Application Period: February 16 – July 15

Students who reside within the Redlands Unified School District boundaries may apply for enrollment in any District school. Intradistrict requests are granted on a space available basis. If the number of transfer requests received during the open application period exceeds the number of spaces available at a site, state law requires that a lottery be held to determine which requests are granted. Intradistrict transfers may be denied/revoked for irregular attendance, excessive tardies, improper behavior, unacceptable academic progress, or when falsification of information is discovered on the transfer application. Parents of high school athletes should check on CIF sports eligibility rules before pursuing open enrollment. Transportation to any other school is the responsibility of the parent. The Intradistrict Transfer Form is available at the Central Enrollment Center located at 7 W. Delaware Avenue, Redlands between the hours of 7:30 a.m. to 4:00 p.m., or on the RUSD website at [www.redlands.k12.ca.us](http://www.redlands.k12.ca.us).

**Interdistrict Attendance Permits Board Policy and Administrative Regulation 5117**

**Interdistrict Attendance Permits for the upcoming school year**

Open Application Period: March 1 – April 13

Late Application Period: April 16th – July 13th

Students who reside outside the Redlands Unified School District boundaries may apply for enrollment in any District school. The Interdistrict Attendance Permit request form is available from the student's resident district and the request requires approval from the resident district prior to submitting the request to the Redlands Unified School District.

Interdistrict Attendance Permit requests are granted on a space available basis and must be renewed yearly. Parent/guardian assumes responsibility for providing transportation. Interdistrict Attendance Permits may be denied/revoked due to unsatisfactory attendance, behavior and/or academic performance. Falsification of any information stated on an Interdistrict Attendance Permit application is cause for immediate revocation or denial and no further application will be considered. Parents of high school athletes should check on CIF sports eligibility rules before pursuing open enrollment. The Superintendent or designee may deny Interdistrict Attendance Permits because of overcrowding within district schools or limited district resources. Students who reside within the Redlands Unified School District boundaries may apply for enrollment in a district outside of RUSD boundaries. The Interdistrict Attendance Permit Form is available at the Redlands Unified School District Central Enrollment Center located at 7 W. Delaware Avenue, Redlands, between the hours of 7:30 a.m. and 4:00 p.m., or on the RUSD website at [www.redlands.k12.ca.us](http://www.redlands.k12.ca.us).

**Residency Investigations – EC 48204.2**

If a school district elects to undertake an investigation, as specified, require the governing board of the school district to adopt a policy regarding the investigation of a pupil to determine whether the pupil meets the residency requirements for school attendance in the school district before investigating any pupils. Requires the policy to, among other things, identify the circumstances upon which the school district may initiate an investigation, describe the investigatory methods that may be used, including whether the school district will be employing the services of a private investigator, prohibit the surreptitious photographing or video-recording of pupils who are being investigated, as provided, and provide for an appeal process, as specified.

## **Equal Opportunities**

**Non-Discrimination Statement – (Federal Regulations, Title VI, Title IX, 34 CFR 104.8) Non-Discrimination Policy**

The Redlands Unified School District does not engage in unlawful discrimination on any basis, including on the basis of sex per Title IX, and prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, potential parental, family and/or marital status, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. This nondiscrimination policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the superintendent of the school district, and covers admission, participation, and accessibility to any program or activity of the district and selection, advancement, discharge and other terms, conditions and privileges of employment. Inquiries regarding the equal opportunity policies, equal program accessibility policies, Title IX, and the filing of complaint procedures alleging discrimination including sexual harassment, may be directed to the school principal, District's Discrimination/Equity/Title IX Coordinator, and/or U.S. Department of Education's Office for Civil Rights. The District's nondiscrimination policy and grievance procedures can be located at <https://www.redlandsusd.net/departments/compliance/title-ix-sexual-harrassment>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please use the form provided on the webpage.



**The Nondiscrimination/Equity/Title IX Coordinator may be contacted at:**

Dr. Rudy Wilson, Assistant Superintendent of Compliance  
Redlands Unified School District  
20 W. Lugonia Avenue  
Redlands, California 92374  
(909) 748-6758  
compliance@redlands.k12.ca.us

**BP 0410 Nondiscrimination in District Programs and Activities**

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on sex, race, age, color, religion, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, marital or parental status, pregnancy, physical or mental disability, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

**Access for Individuals with Disabilities**

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies, or other modifications to increase accessibility to district and school websites, notetakers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify Special Services or the principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting. The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

### **Non-Discrimination BP 5145.3**

The Governing Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits unlawful discrimination in any education program or activity, at or on the way to and from any district school or school activity, related to school activity or school attendance occurring within a district school, and which occurs off campus or outside of school-related or school-sponsored activities, but which may have an impact or create a hostile environment at school. Unlawful discrimination includes discriminatory harassment, intimidation, and bullying targeted at any student, by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression or genetic information; or association with a person or group with one or more of these actual or perceived characteristics.

Title IX of the Education Amendments of 1972 is a source of the obligation not to discriminate on the basis of sex, including gender, pregnancy and related conditions, sex stereotypes, gender identity, transgender status, sexual orientation, and parental status. Complaints alleging unlawful discrimination on the basis of race, color, national origin, sex, age, or disability or for retaliation for the purpose of interfering with any right or privilege protected by the laws enforced by the Office for Civil Rights can be filed directly with the Assistant Secretary for the Office for Civil Rights at OCR@ed.gov or <https://ocrcas.ed.gov>.

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities, but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on one of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect or purpose of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely or negatively affects a student's educational opportunities, or academic performance.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline. School personnel shall take immediate steps to intervene, when safe to do so, whenever site personnel witness an act of discrimination, harassment, intimidation, or bullying. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

### **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools. The record shall be maintained for a minimum of ten years. The record shall be maintained in a centralized, electronic tracking and response system (centralized system) for all oral and written complaints of sex discrimination, and sexual harassment, assault, intimidation, bullying or abuse, and any retaliation related to the submission of such reports and complaints, including those submitted anonymously. The centralized system shall contain all documents provided or generated during an investigation, resolution, or appeal.

#### **EC 230**

For purposes of this chapter, harassment, and other discrimination on the basis of sex include, but are not limited to, the following practices:

- (a) On the basis of sex, exclusion of a person or persons from participation in, denial of the benefits of, or subjection to harassment or other discrimination in, any academic, extracurricular, research, occupational training, or other program or activity.
- (b) On the basis of sex, provision of different amounts or types of student financial aid, limitation of eligibility for student financial aid, or the application of different criteria to applicants for student financial aid or for participation in the provision of student financial aid by others. Nothing in this subdivision shall be construed to prohibit an educational institution from administering, or assisting in the administration of, scholarships, fellowships, or other forms of student financial aid, established pursuant to domestic or foreign wills, bequests, trusts, or similar legal instruments or by acts of a foreign government, which require that awards be made to members of a particular sex; provided, that the overall effect of the award of these sex-restricted scholarships, fellowships, and other forms of student financial aid does not discriminate on the basis of sex.
- (c) On the basis of sex, exclusion from participation in, or denial of equivalent opportunity in, athletic programs. For purposes of this subdivision, "equivalent" means equal or equal in effect.
- (d) An educational institution may be found to have effectively accommodated the interests and abilities in athletics of both sexes within the meaning of Section 4922 of Title 5 of the California Code of Regulations as that section exists on January 1, 2003, using any one of the following tests:
  - (1) Whether interscholastic level participation opportunities for male and female pupils are provided in numbers substantially proportionate to their respective enrollments.
  - (2) Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the school district can show a history and continuing practice of program expansion that is demonstrably responsive to the developing interest and abilities of the members of that sex.
  - (3) Where the members of one sex are underrepresented among interscholastic athletes, and the institution cannot show a history and continuing practice of program expansion as required in paragraph (2), whether the school district can demonstrate that the interest and abilities of the members of that sex have been fully and effectively accommodated by the present program.
- (e) If an educational institution must cut its athletic budget, the educational institution shall do so consistently with its legal obligation to comply with both state and federal gender equity laws.
- (f) It is the intent of the Legislature that the three-part test articulated in subdivision (d) be interpreted as it has been in the policies and regulations of the Office of Civil Rights in effect on January 1, 2003.
- (g) On the basis of sex, harassment, or other discrimination among persons, including, but not limited to, students and nonstudents, or academic and nonacademic personnel, in employment and the conditions thereof, except as it relates to a bona fide occupational qualification.
- (h) On the basis of sex, the application of any rule concerning the actual or potential parental, family, or marital status of a person, or the exclusion of any person from any program or activity or employment because of pregnancy or related conditions.

(Amended by Stats. 2003, Ch. 660, Sec. 1.)

Reference: 5 CCR 4922

#### **Title IX Rights of a Student and the Public**

The following list of rights, which are based on the relevant provisions of the regulations implementing Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.), may be used by the department for purposes of Section 221.6:

- (a) You have the right to fair and equitable treatment, and you shall not be discriminated against based on your sex.
- (b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- (c) You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
- (d) You have the right to apply for athletic scholarships.
- (e) You have the right to receive equitable treatment and benefits in the provision of all the following:
  - (1) Equipment and supplies.
  - (2) Scheduling of games and practices.
  - (3) Transportation and daily allowances.
  - (4) Access to tutoring.
  - (5) Coaching.
  - (6) Locker rooms.

- (7) Practice and competitive facilities.
- (8) Medical and training facilities and services.
- (9) Publicity.
- (f) You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- (g) You have the right to contact the State Department of Education and the California Interscholastic Federation (CIF) to access information on gender equity laws.
- (h) You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- (i) You have the right to pursue civil remedies if you have been discriminated against.
- (j) You have the right to be protected against retaliation if you file a discrimination complaint.

Any student who feels that he/she has been subjected to sex-based discrimination, harassment, intimidation, or bullying should immediately contact the Compliance Officer, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Compliance Officer or principal, whether or not the victim files a complaint.

Any student who feels that he/she has been subjected to sex-based discrimination, harassment, intimidation, or bullying should immediately contact the Compliance Officer, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Compliance Officer or principal, whether or not the victim files a complaint.

The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. However, a student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

The district shall use the uniform complaint procedures and sex discrimination grievance procedures to resolve any complaints alleging unlawful sex-based discrimination. The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of sex-based discrimination, harassment, intimidation, or bullying.

Students who engage in sex-based discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline. Any employee who permits or engages in prohibited sex-based discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

#### **Acceptable Use of Technology**

One of the adopted goals of the Redlands Unified School District is to assist in advancing the use of technology to enhance student learning. Access to RUSD technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All RUSD students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. RUSD shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

Redlands Unified School District's Student Use of Technology and Internet Safety Letter to Parents are located on pages 135-138 of this document.

#### **Assessment – EC 56320-56324**

If you refer your child for consideration of Special Education, you have a right to assessment by a multi-disciplinary team of qualified personnel. Such assessment shall occur only with written authorization from the parent/guardian. Parents' request must be submitted in a written form to the school personnel of the site in which their student is enrolled.

#### **Free and Reduced-Price Meals – EC 49510 et seq**

Commencing in SY 2022–23, Education Code (EC) 49501.5 requires public school districts, county offices of education, and charter schools serving students in grades TK–12 to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility. Charter Schools and Districts will still require eligible parents to submit an application in order to remain in compliance for accounting purposes only. Application forms may be obtained through Child Nutrition Services or the Enrollment Center. Child Nutrition Services is located at 250 Church Street, Redlands, between the hours of 7:30 a.m. to 4:00 p.m. The Central Enrollment Center located at 7 W. Delaware Avenue, Redlands between the hours of 7:30 a.m. to 4:00 p.m.

#### **Pupil Meals – Child Hunger Prevention and Fair Treatment Act of 2017 – EC 49557.5**

The Redlands Unified School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge policy may be viewed at [www.rusdnutrition.org](http://www.rusdnutrition.org) or for a copy of the policy, please contact Betty Crocker at (909) 307-5366.

#### **Free and Appropriate Education – Special Education – (IDEA, EC 56000: 56365)**

All individuals with exceptional needs, ages 3 through 21 years, have a right to a free and appropriate public education (FAPE) which includes Special Education and related services in accordance with an Individualized Education Program (IEP). When no public school program can provide the educational services required by the IEP, then a state-certified, non-public school may be considered as an alternative at no cost to the parents.

#### **Transitional Kindergarten EC 37202(a)**

Redlands Unified School District recently requested to waive California Education Code Section 37202(a), the equity length of time requirement for transitional kindergarten and kindergarten programs at the RUSD elementary schools.

The waiver allows transitional kindergarten (TK) students to attend for fewer minutes than kindergarten students. Some of our elementary sites have full-day kindergarten classrooms while others offer the traditional half-day schedule, and or a combination of both half-day and full day. The TK program is aligned to the half day schedule and mirrors the kindergarten half-day schedule at the sites. For this reason, Redlands Unified School district applied for the waiver to allow for TK students to attend for fewer minutes than regular kindergarten students across the district. The waiver was approved with the condition that families be notified of the waiver and what it entails.

#### **Students with Disabilities Under Section 504 – 29 USC 794, 34 CFR 104.32**

Section 504 of the Rehabilitation Act of 1973 is a federal law which prohibits discrimination against persons with a disability. The School District provides a free and appropriate public education to all pupils regardless of the nature or severity of their disability. The district has a responsibility to identify, evaluate, and if eligible, provide pupils with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their non-disabled peers. To qualify for Section 504 protections, the pupil must have a mental or physical impairment which substantially limits one or more major life activities. For additional information about the rights of parents of eligible pupils, or questions regarding the identification, evaluation, and eligibility of Section 504 protections, please contact the Section 504 Coordinator at (909) 307-5300 ext. 215110.

#### **Child Find System – EC 56301**

Requires the special education local plan area (SELPA) to establish written policy and procedures for continuous child find system including children with disabilities who are migrant or students experiencing homelessness or wards of the state and children with disabilities attending private schools. Policy and procedures to include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessment.

#### **Career Technical Education Course – EC 48980 (m)**

Requires a school district that elects to allow a career technical course to satisfy the graduation requirement imposed by EC 51225.3(a)(1)(E) to provide the following notifications:

1. Information about the high school graduation requirements of the school district and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California.
2. A complete list of career technical education courses offered by the school district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy.

#### **College & Career Technical Education – EC 51229**

##### **COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION**

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college, you need only be a high school graduate or 18 years of age. In order to attend a CSU, you have to take specific high school courses, have the appropriate grades, and test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above. In order to attend a UC, you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

[www.ccco.edu](http://www.ccco.edu) – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

[www.assist.org](http://www.assist.org) – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

[www.calstate.edu/apply](http://www.calstate.edu/apply) – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

[www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: [www.cde.ca.gov/ds/si/rp](http://www.cde.ca.gov/ds/si/rp). You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both.

#### **College and Career Fairs – EC 52770**

LEAs (Local Education Agencies) serving pupils in grades 9-12 are required to notify each community college district that has an overlapping jurisdiction with the LEA of planned college and career fairs. Notification can be via email or mail and reflect the planned date, time, and location of the event.

#### **Competitive Athletics – EC 221.9**

Commencing with the 2016-2017 school year and every year thereafter, each public elementary and secondary school, including each charter school, that offers competitive athletics, shall publicly make available at the end of the school year all of the following information:

1. The total enrollment of the school, classified by gender
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
3. The number of boys' and girls' teams, classified by sport and by competition level.

Schools shall make the information identified above publicly available by posting it on the school's website. If the school does not maintain its own website, the school can submit the information to its school district or charter operator to have the information posted on the district's or operator's website; the information shall be disaggregated by school site.

"Competitive athletics" means sports where the activity has coaches, a governing organization, and practices, and competes during a defined season, and has competition as its primary goal.

#### **California Youth Football Act – HSC 124241 (6-12)**

Under state law, students who participate in football games in grades 6-12 must have a licensed medical professional present during the game, whether playing at a home game or away at another school. This does not include Physical Education classes or intramural football games outside of extra-curricular athletics offered at the middle or high school.

## **Parent Involvement**

#### **Parent or Guardian Notifications**

The Governing Board recognizes that notifications are essential to effective communication between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

The notice required pursuant to Education Code 48980 shall be sent at the beginning of each academic year and may be provided either by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 48981, 48982)

If any activity specified in Education Code 48980 is undertaken by any school during the forthcoming school term, the notice shall state that fact and the approximate date on which any such activity will occur. No such activity shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. (Education Code 48981, 48985; 20 USC 6311, 6312)

Whenever an employee learns that a student's parent/guardian is, for any reason, unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

**Notice at Beginning of Term of Rights and Responsibilities; Required Content – EC 48980**

- (a) At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Sections 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, and 51938 and Chapter 2.3 (commencing with Section 32255) of Part 19 of Division 1 of Title 1.
- (b) The notification also shall advise the parent or guardian of the availability of individualized instruction as prescribed by Section 48206.3, and of the program prescribed by Article 9 (commencing with Section 49510) of Chapter 9.
- (c) The notification also shall advise the parents and guardians of all pupils attending a school within the school district of the schedule of minimum days and pupil-free staff development days, and if minimum or pupil-free staff development days are scheduled thereafter, the governing board of the district shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.
- (d) The notification also may advise the parent or guardian of the importance of investing for future college or university education for their children and of considering appropriate investment options including, but not limited to, United States Savings Bonds.
- (e) Each school district that elects to provide a fingerprinting program pursuant to Article 10 (commencing with Section 32390) of Chapter 3 of Part 19 of Division 1 of Title 1 shall inform parents or guardians of the program as specified in Section 32390.
- (f) The notification also shall include a copy of the written policy of the school district on sexual harassment established pursuant to Section 231.5, as it relates to pupils.
- (g) The notification shall advise the parent or guardian of all existing statutory attendance options and local attendance options available in the school district. This notification component shall include all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an inter-district and intra-district basis. This notification component also shall include a description of all options, a description of the procedure for application for alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. The notification component also shall include an explanation of the existing statutory attendance options including, but not limited to, those available under Section 35160.5, Chapter 5 (commencing with Section 46600) of Part 26, and subdivision (b) of Section 48204. The department shall produce this portion of the notification and shall distribute it to all school districts.
- (h) It is the intent of the Legislature that the governing board of each school district annually review the enrollment options available to the pupils within its district and that the districts strive to make available enrollment options that meet the diverse needs, potential, and interests of the pupils of California.
- (i) The notification shall advise the parent or guardian that a pupil shall not have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time and shall include the full text of Section 48205.
- (j) The notification shall advise the parent or guardian of the availability of state funds to cover the costs of advanced placement examination fees pursuant to Section 52244.
- (k) The notification to the parent or guardian of a minor pupil enrolled in any of grades 9 to 12, inclusive, also shall include the information required pursuant to Section 51229.
- (l) If a school district elects to allow a career technical education course to satisfy the requirement imposed by subparagraph (E) of paragraph (1) of subdivision (a) of Section 51225.3, the school district shall include, in the notification required pursuant to this section, both of the following:
  - 1. Information about the high school graduation requirements of the school district and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California.
  - 2. A complete list of career technical education courses offered by the school district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy.

**Notification of Pesticides – EC 48980.3**

The notification required pursuant to Section 48980 shall include information regarding pesticide products as specified in subdivision (a) of Section 17612. RUSD Pesticide Notification is located on page 71 of this document.

**Time and Means of Notification – EC 48981. Amended by AB 2262**

The notice shall be provided at the time of registration for the first semester or quarter of the regular school term. The notice may be sent using any of the following methods:

- (a) By regular mail.
- (b) If a parent or guardian requests to receive the notice in electronic format, by providing access to the notice electronically. Notice provided

in electronic format shall conform to the requirements of Section 48985.

- (c) By any other method normally used to communicate with the parents or guardians in writing.

**Signature; Return to School; Effect of Signature – EC 48982, Amended by AB 2262**

- (a) The notice shall be signed by the parent or guardian and returned to the school. Signature of the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not indicate that consent to participate in any particular program has either been given or withheld.
- (b) If the notice is provided in electronic format pursuant to subdivision (b) of Section 48981, the parent or guardian shall submit to the school a signed acknowledgment of receipt of the notice.

**Contents of Notice – EC 48983**

If any activity covered by the sections set forth in Section 48980 will be undertaken by the school during the forthcoming school term, the notice shall state that fact and shall also state the approximate date upon which any of such activities will occur.

**Activities Prohibited Unless Notice is Given – EC 48984**

No school district shall undertake any activity covered by the sections set forth in Section 48980 with respect to any particular pupil unless the parent or guardian has been informed of such action pursuant to this article or has received separate special notification.

**Notices to Parents in Language Other Than English; Monitoring; Notice to School Districts – EC 48985**

- (a) If 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the department pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language.
- (b) Pursuant to subdivision (b) of Section 64001, the department shall monitor adherence to the requirements of subdivision (a) as part of its regular monitoring and review of public schools and school districts, commonly known as the Categorical Program Monitoring process, and shall determine the types of documents and languages a school district translates to a primary language other than English, the availability of these documents to parents or guardians who speak a primary language other than English, and the gaps in translations of these documents.
- (c) Based on census data submitted to the department pursuant to Section 52164 in the preceding fiscal year, the department shall notify a school district, by August 1 of each year of the schools within the school district, and the primary language other than English, for which the translation of documents is required pursuant to subdivision (a). The department shall make that notification using electronic methods.
- (d) The department shall use existing resources to comply with subdivisions (b) and (c).

*Note:* The California Department of Education has established a Clearinghouse for Multilingual Documents to help schools meet state and federal requirements for document translation and parental notification, including the requirements in EC 48985, the No Child Left Behind Act, and other legislation. The Clearinghouse may be accessed at the following web address: <http://www.cde.ca.gov/Ls/pf/cm/>.

**Property Damage – EC 48904**

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

**Availability of Prospectus – EC 49063 and 49091.14**

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact the Senior Director of TK-12 Education, Elementary for a copy of the prospectus at 307-5300, extension 20306.

**Williams Complaint Policy & Procedure – EC 35186**

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained from Business Services, Redlands Unified School District. The District office is located at 20 W. Lugonia Avenue, Redlands, 307-5300. Parents, students, teachers, or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

**Uniform Complaint Procedures –AR 1312.3**

Except as may otherwise be specifically provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate



and resolve only the complaints specified in the accompanying Board Policy.

#### **Assistant Superintendent of Compliance**

The district designates the Assistant Superintendent of Compliance as responsible for receiving and investigating complaints and for coordinating the district's compliance with state and federal civil rights laws. The Assistant Superintendent of Compliance shall also serve as the compliance officer designated in Administrative Regulation 5145.3 (Nondiscrimination/Harassment) as responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying, and designated in Administrative Regulation 5145.7 (Sexual Harassment) as responsible for handling complaints regarding sexual harassment. The Assistant Superintendent of Compliance's contact information is as follows:

Dr. Rudy Wilson  
Assistant Superintendent of Compliance  
20 W. Lugonia Avenue  
Redlands, CA 92373  
(909) 307-5300  
[Compliance@redlands.12.ca.us](mailto:Compliance@redlands.12.ca.us)

The Assistant Superintendent of Compliance may assign an adequately trained and knowledgeable designee to investigate and resolve the complaint. The Assistant Superintendent of Compliance shall promptly notify the complainant and respondent if a designee is assigned to investigate and resolve the complaint.

The Superintendent or Assistant Superintendent of Compliance shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; all available interim supportive measures; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or Assistant Superintendent of Compliance.

The Assistant Superintendent of Compliance shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the Assistant Superintendent of Compliance shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement the interim measures. The interim measures shall remain in place until the Assistant Superintendent of Compliance determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

#### **Bias, Conflicts of Interest, Recusal and Reassignment**

A complaint shall not be investigated or resolved by any individual, including the Assistant Superintendent of Compliance or any designee (including private investigators), who either has or would be perceived by a reasonable observer as being biased or having a conflict of interest that would impact the fair investigation or resolution of the complaint. Under such circumstances, the individual shall recuse themselves and the Superintendent or designee shall promptly select an un-conflicted substitute.

Any complaint against an individual investigating or resolving a complaint or that raises a concern about the individual's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

#### **Notifications**

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or Assistant Superintendent of Compliance shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate;
2. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred;
3. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct;
4. A statement that, regardless of whether a reporting party files a timely complaint, the district must respond promptly and equitably to

- investigate and provide a reasonable response designed to stop, prevent, and correct any unlawful discrimination;
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities;
  6. A statement that a complaint regarding student fees or the Local Control and Accountability Plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint;
  7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and students participating in a newcomer program as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process;
  8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this timeline is extended by a written agreement of the complainant;
  9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision;
  10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable;
  11. A statement that copies of the district's uniform complaint procedures are available free of charge.

### **Centralized System**

The district shall maintain a centralized, electronic tracking and response system (the Centralized System) for all oral and written reports and complaints of sex discrimination, and sexual harassment, assault, intimidation, or abuse, of students of the District, and any retaliation related to the submission of such reports and complaints, including those submitted anonymously.

The Centralized System shall record the date of submission of any complaint uploaded to the Centralized System. The Centralized System shall also include a web-based option for the submission of complaints online, which shall provide an automatic response upon the submission of an online complaint informing the person who submitted the complaint of the District's policies and procedures governing complaints alleging sexual harassment, assault, or abuse.

The district shall use the Centralized System for case management and resolution, and all documents provided or generated during an investigation or appeal, including all investigation notes and correspondence by any individual, shall be uploaded to and stored in the Centralized System. Documents stored in the Centralized System shall be retained for a minimum of 10 years. The Assistant Superintendent of Compliance shall maintain in the Centralized System a record of all subsequent actions taken in relation to any complaint received.

The district shall also maintain in the Centralized System a consolidated list of substitute teachers whom it will not use in the future and whose reappointment as a substitute teacher it will not seek from the Board of Education. The District shall include on the list any substitute teacher found to have committed sexual harassment, assault, or abuse of students of the District, or a violation of the Boundaries Policy (BP 4019.1).

### **Filing of Complaints**

Upon receiving a UCP complaint, the Assistant Superintendent of Compliance shall promptly enter the complaint into the district's Centralized System. If any district personnel other than the Assistant Superintendent of Compliance receives a complaint, that individual shall promptly notify and forward the complaint to the Assistant Superintendent of Compliance. Once notified, the Assistant Superintendent of Compliance, or a trained designee, shall enter the complaint into the Centralized System and resolve the complaint under this Regulation.

In the event that any district personnel witness or receive an oral complaint of harassment, discrimination, or retaliation, that individual shall immediately notify and provide a written summary of the oral complaint, using a standard form provided by the district, to the Assistant Superintendent of Compliance. Once notified, the Assistant Superintendent of Compliance, or a trained designee, shall enter the complaint into the Centralized System and resolve the complaint under this Regulation.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600) This requirement does not relieve district personnel of their obligation to notify the Assistant Superintendent of Compliance of oral complaints and enter the complaint into the Centralized System.

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization, regardless of whether the complainant has been directly affected by the legal violation alleged in the complaint, to the extent required by the provisions governing third-party complaints

codified in section 4600, subdivisions (d) and (e) of title five of the California Code of Regulations. (5 CCR 4600)

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)
4. An oral or written complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by: a person who alleges having personally suffered unlawful discrimination; a person who believes that any specific class of individuals has been subjected to unlawful discrimination; a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying; or any other third party, to the extent required by the provisions governing third-party complaints codified in section 4600, subdivisions (d) and (e) of title five of the California Code of Regulations. (5 CCR 4630)
5. An oral or written complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630) Regardless of whether a reporting party files a timely complaint, the district must respond promptly and equitably to investigate and provide a reasonable response designed to stop, prevent, and correct any unlawful discrimination.
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the Assistant Superintendent of Compliance shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. All complainants, alleged victims, and other individuals participating in the complaint investigation and resolution process shall be protected from retaliation.
8. The identity of a complainant alleging discrimination, harassment, intimidation, or bullying, as well as that of all alleged victims of that conduct, shall remain confidential as appropriate, except as required by law and as needed to conduct the investigation and resolve the complaint.
9. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality as against the respondent, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request and while ensuring that the due process rights of the respondent are met.
10. The Assistant Superintendent of Compliance shall, in the event of any complaint involving a student with a disability, consult with that student's Individualized Education Program (IEP) team and/or Section 504 team throughout the process of investigating and resolving the complaint, and ensure that the student with a disability is not discriminated against on the basis of disability, including with respect to requests for supportive measures and remedies.

## **Mediation**

Within three business days after receiving the complaint, the Assistant Superintendent of Compliance may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Prior to initiating any discussion with the parties regarding the possibility of mediation, the Assistant Superintendent of Compliance shall provide the parties with written notification that the mediation process is voluntary. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the Assistant Superintendent of Compliance shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the Assistant Superintendent of Compliance shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The Assistant Superintendent of Compliance shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the Assistant Superintendent of Compliance shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

**Investigation of Complaint**

The Assistant Superintendent of Compliance shall begin an investigation into the complaint within 10 business days of receiving the complaint. The investigation shall be conducted in a manner that protects the confidentiality of the parties, is consistent with law, and maintains the integrity of the process.

Within one business day of initiating the investigation, the Assistant Superintendent of Compliance shall provide the complainant and/or the complainant's representative the information contained in the complaint and shall notify the complainant and/or representative of the opportunity to present the Assistant Superintendent of Compliance with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the Assistant Superintendent of Compliance shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The Assistant Superintendent of Compliance or designee shall individually interview all available witnesses with information pertinent to the complaint and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the Assistant Superintendent of Compliance or designee shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the Assistant Superintendent of Compliance or designee shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional adequately trained staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

**Timeline for Investigation Report**

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant and any respondent within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the Assistant Superintendent of Compliance shall prepare and send to the complainant and any respondent a written report as described in the section "Investigation Report" below. If the complainant or respondent is dissatisfied with the Assistant Superintendent of Compliance's decision, the complainant or respondent may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the Assistant Superintendent of Compliance's decision shall be final.

If the Board hears the complaint, the Assistant Superintendent of Compliance shall send the Board's decision to the complainant and respondent within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

**Parallel Investigation by Law Enforcement Agency**

Notwithstanding the above provisions governing timelines for the investigation and investigation report, in the event that the district learns that a law enforcement agency is also investigating some or all of the allegations contained in a UCP complaint, the district may delay initiating its investigation for no longer than 30 days, provided that the district notifies the complainant of its intention to delay initiating its investigation and the complainant agrees. The district shall not, however, delay the mandatory provision of interim and/or supportive measures to a complainant or alleged victim and/or take other necessary actions to protect a complainant or alleged victim from further harm.

If the district learns that a law enforcement agency is also investigating some or all of the allegations contained in a UCP complaint, the Assistant Superintendent of Compliance shall make and document in the Centralized System weekly inquiries with the relevant law enforcement agency as to whether the investigation in question has concluded.

Any decision by a law enforcement agency not to recommend criminal charges at the conclusion of an investigation of allegations that are also contained in a UCP complaint does not excuse the District from any of its independent obligations under any Administrative Regulations, Board Policies or applicable state or federal laws.

## **Investigation Report**

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600. In the event that an investigation report finds any of the allegations in a complaint sustained, the investigation report shall also include corrective actions to eliminate any hostile environment and prevent the recurrence of any misconduct found to have occurred.
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

## **Corrective Actions**

When a complaint is found to have merit, the Assistant Superintendent of Compliance shall implement corrective actions to eliminate any hostile environment, address the harm to the victim, and prevent the recurrence of any misconduct found to have occurred. The Assistant Superintendent of Compliance may also implement any other appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment and/or prevent reoccurrence may include but are not limited to actions to reinforce district policies; training for faculty, staff, and students; updates to school policies, or school climate surveys. The Assistant Superintendent of Compliance shall document corrective actions, and all other actions related to the complaint in the Centralized System.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support

5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law, district policy, and collective bargaining agreement. The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant and all other affected individuals.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

#### **Recordkeeping and Document Retention**

The Assistant Superintendent of Compliance, or a trained designee, shall be responsible for promptly: (1) documenting in the Centralized System all actions taken in relation to any complaint received, and (2) uploading to the Centralized System all documents received or generated during the investigation, resolution, or appeal of any complaint filed under this Administrative Regulation and/or its accompanying Board Policy.

All documents shall be retained for a minimum of 10 years.

#### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with the CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence
4. The legal conclusion in the district's investigation report is inconsistent with the law
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy

Upon notification by the CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to the CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's uniform complaint procedures
6. Other relevant information requested by the CDE

If notified by the CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

#### **Health and Safety Complaints in License-Exempt Preschool Programs**

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the

procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE website. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

#### **Career Counseling & Course Selection – EC 221.5(d)**

Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender, gender identity or expression. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

#### **Surveys – EC 51513 and 51514**

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

#### **Rights of Parents and Guardians to Information – EC 51101, in part**

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of

their children, as follows:

1. Within a reasonable period of time after making the request, to observe their child's classroom(s).
2. Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
3. To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
4. To be notified in a timely basis if their child is absent from school without permission.
5. To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
6. To request a particular school for their child, and to receive a response from the school district.
7. To have a school environment for their child that is safe and supportive of learning.
8. To examine the curriculum materials of their child's class(es).
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
10. To have access to the school records of their child.
11. To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
12. To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress code, and procedures for visiting the school.
13. To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
14. To participate as a member of a parent advisory committee, school site council, or site-based management leadership team.
15. To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
16. To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

#### **Voluntary Drug Testing Program**

The Redlands Unified Board of Education is excited to be able to again offer the **Free, Confidential, and Voluntary Student Drug Testing Program** to our **middle** and **high school students** as an additional tool to help parents hold their kids accountable and ensure their students have not become involved with illegal drugs.

For parents a random drug testing program can work as a deterrent. If students know there is a chance, they could be randomly selected for drug testing, there is less of a chance they will start using drugs. If they are already using drugs, this may give them an additional reason to quit or at least help alert parents to a potential problem.

For students, a random drug testing program gives them an excuse and a way out when they are offered illegal drugs by their peers. Students can tell their friends, "I can't, my parents put me in the random drug testing program."

For families, the introduction of this free, voluntary, **confidential, non-punitive** program can help open a positive conversation between students and parents regarding the use of illegal drugs, alcohol, and the misuse of prescription drugs.

All students and their parents/guardians are asked to complete the RUSD Voluntary Student Drug Testing Program Registration Form to either enroll their student in or exclude their student from the confidential monthly random testing.

The registration form also has a section for parents/guardians to indicate their choice of a secure method to receive results. Parents are also asked to create a password to ensure **private** phone discussions. Information regarding test results will only be released to parents/guardians, **never the school.**

Parents/guardians can sign up their student directly by completing a registration form found on the District website and scanning the completed form via email to the **Director of Student Services Adam Waggoner at: [adam\\_waggoner@redlands.k12.ca.us](mailto:adam_waggoner@redlands.k12.ca.us)**. Enrollment forms can also be returned by the parent to the reception desk on campus and the forms will be turned in to Student Services. Parents can also drop off the form at the Student Services office at 33 W. Lugonia Ave., Redlands, Ca 92374.

Monthly random selections will be generated using a confidential random drug testing software program. Tests will be administered during the school day at a location each school site has designated for private urine specimen collection.



Negative test results will be delivered to the parent within 24 hours. Positive drug screens will be considered “non-negative”, and parents have the option of having the non-negative test confirmed with a lab at their own expense.

Parents/Guardians will have the opportunity to discuss positive drug test results with the Student Services counselor. Referrals for counseling will be made available to parents/guardians. Follow-up testing services will be made available to parents/guardians if they choose.

Frequently Asked Questions and Enrollment information located on pages 146-148 of this document.

**Redlands Unified School District – Title I Parent Involvement Policy, 20 USC 6318**

Parents are their child’s first and most important teachers. Therefore, strong support from both the home and the school is critical, especially for students who are performing below grade level.

The Title I Parent Involvement Program was developed with this in mind. It involves District staff, school personnel, and parents in a unified effort to help each student achieve success in school.

**To support parent involvement in Title I schools, District staff will:**

1. Involve the District Categorical Programs Specialist group in the development of the District’s Title I plan and in the process of school review and improvement.
2. Involve parents in implementing the State Standards, Title I policies, and if schools are making adequate yearly progress by means of:
  - information meetings
  - phone systems
  - advisory committees
  - teacher weekly reports
  - parent conferences
  - coffee with the Principal
  - newsletters
  - letter from the Principal
  - Back-to-School Nights
  - School Fusion
3. Assist Title I schools to implement effective parent involvement programs by bringing them information regarding approaches that are proven to be successful.
4. Provide materials and training to build schools’ and parents’ capacity for strong parent involvement.
5. Coordinate and integrate parent involvement strategies for Title I with strategies under other programs as appropriate, such as:
  - Local Educational Agency (LEA) Plan
  - Safe and Drug-Free Schools
  - Single Plan for Student Achievement (SPSA)
  - Healthy Start/Family Resource Centers
  - State Pre-School
6. Conduct an annual evaluation of the Parent Involvement Program to determine its effectiveness and to identify barriers to greater participation by parents, giving particular attention to parents who:
  - are economically disadvantaged
  - are disabled
  - are limited English proficient
  - have limited literacy
  - are of an ethnic or racial minority
7. Review results of the annual evaluation with staff and parents and revise the Parent Involvement Program if necessary.

**To support parent involvement in Title I schools, District staff and school personnel will work together to:**

1. Involve parents to understand the State Standards, Title I policies, and if schools are making adequate yearly progress by means of:
  - information meetings
  - phone systems
  - advisory committees
  - teacher weekly reports
  - parent conferences
  - coffee with the Principal
  - newsletters
  - letter from the Principal
  - Back-to-School Nights
  - District/school website
2. Help parents learn to monitor their child’s progress and work with educators to improve their child’s performance by means of:
  - trainings (i.e., Family Math, Family Literacy, Book Bridges, Parents as Teachers)
  - materials for use in the home

- communication to enhance parent-teacher conferencing
  - training on Standards and Promotion/Retention policy, API/AYP, and how they affect students
  - progress reports – bi-monthly/bi-weekly
3. Train staff to work successfully with parents, including how to use classroom volunteers effectively.
  4. Coordinate and integrate Title I Parent Involvement with parent involvement activities offered through other programs, such as:
    - Safe and Drug-Free Schools
    - English Language Learner
    - Healthy Start/Family Resource Centers
    - Community Based English Tutoring (CBET) Program
  5. Develop roles for community-based organizations and businesses, such as:
    - Adopt-a-School programs/Partnerships
    - written information distributed via local businesses
    - community volunteers serving as tutors/mentors
    - Donations from local businesses
  6. Conduct other appropriate and feasible activities, such as parent resource centers, and opportunities for parents to learn about child development and transition-stages for teens.
  7. To the extent possible, communicate with parents in a language they understand.

**To support parent involvement in Title I schools, site personnel will write a parent involvement policy that describes how educators and parents will work together to:**

1. Conduct one annual meeting and a flexible number of other meetings, which are scheduled at times that are convenient for parents. Consideration should be given to:
  - alternating morning and evening meetings or offering both
  - offering incentives for participating
  - attending conferences and visiting other districts to learn ways to increase parent involvement
2. Provide parents with:
  - timely information about Title I
  - school performance profiles and their child's individual assessment results
  - explanation of the school's curriculum and assessments
  - timely responses to parents' suggestions
3. Involve parents in planning, reviewing, and improving Title I programs.
4. To the extent possible, communicate with parents in a language they understand.
5. In collaboration with parents, develop a written school-parent compact that outlines:
  - the school's responsibility to provide high-quality curriculum and instruction
  - the parents' responsibility to support learning, such as:
    - monitoring attendance
    - monitoring homework completion
    - limiting television watching
    - volunteering in the classroom
    - encouraging positive use of extracurricular time
  - the importance of communication, which includes:
    - discussion of the compact at parent-teacher conferences
    - frequent progress reports to parents
  - reasonable access to staff and opportunities to volunteer and observe in the classroom
6. Determine how the parent compacts will be disseminated to parents. Consideration should be given to:
  - distributing the compacts with the fall information packets
  - printing the compacts on NCR paper so that parents, teachers, and the office staff all have access
7. Consider creative alternatives to ensure that parents have sufficient opportunities to confer with teachers regarding their child's progress, including:
  - in-home conferences (on a highly selective basis)
  - conferences at various times of the day and evening

- telephone conferences

The site-level Title I Parent Involvement Policy will be written into the School Plan so its implementation will be integrated with other improvement efforts at the school. The Site-Level Policy and resulting School Plan strategies will be revised as needed, based upon results of the annual District and site evaluations of the Parent Involvement Program.

## **School and Pupil Records**

### **Student Records, Confidentiality – Board Policy 5125**

The Governing Board believes that it is useful and necessary to keep accurate, comprehensive student records, as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law. Information about a student shall be used judiciously and in ways that contribute to the student's welfare. The Superintendent or designee shall establish regulations for Board approval governing the following:

1. The identification, description, and security of student records, as well as timely access for authorized persons.
2. Parental review, inspection and right to photocopy student records.
3. The identification of categories of directory information which may be released.
4. The withholding of the student's grades, diploma or transcripts in cases involving certain student misconduct.
5. Safeguards to protect the student and the student's family from invasion of privacy.

### **Custodian of Records – EC 49063, 5 CCR 431(a)(b)**

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level.

At each school, the principal or a certificated designee shall act as custodian of records for students enrolled.

The district shall annually notify parents/guardians in writing of their right to inspect student records. This notice also shall inform parents/guardians where they can find all related information.

### **Transfer of Permanent Enrollment and Scholarship Record – EC 49068**

Whenever a pupil transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the pupil's permanent record or a copy thereof shall be transferred by the former district or private school upon a request from the new district or private school where the pupil intends to enroll. Any school district requesting such a transfer of a record shall notify the parent of his right to receive a copy of the record and a right to a hearing to challenge the content of the record. The State Board of Education is hereby authorized to adopt rules and regulations concerning the transfer of records.

### **Access by Military Recruiters – 20 USC 7908**

Federal law requires school district to provide military recruiters the same access to secondary school pupils as is provided to post-secondary educational institutions or to prospective employers. Parents may request that the district not release their pupil's name, address, and telephone number without prior written consent. Written notice must be submitted to the school if the parent or legal guardian wishes to deny access to this information.

### **Release Juvenile Information – WIC 827, 831**

Juvenile court records should be confidential regardless of the juvenile's immigration status. Only if a court order is provided, will any student information be disseminated, attached, or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court. Otherwise, juvenile information is protected from distribution and remains private without a court order.

Whenever a pupil has been found by a court to have committed any felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense, assault or battery, larceny, vandalism, or graffiti, the court will provide a written notice to the superintendent of the school district of attendance. The superintendent will then provide the information to the principal at the school of attendance, who will disseminate the information to any administrator, teacher, or counselor directly supervising or reporting on the behavior or progress of the pupil, allowing them to work with the pupil in an appropriate manner.

### **Directory Information – EC 49073**

"Directory Information" includes one or more of the following items: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. The District has determined that the following individuals, officials, or organizations may receive directory information:

- PTA (if applicable)
- Health Department
- Elected Officials
- United States Armed Forces\*
- Universities or Other Institutions of Higher Education

\*11<sup>th</sup> and 12<sup>th</sup> grade students only.

No information may be released to a private profit-making entity other than employers, prospective employers, and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. Directory information regarding a pupil identified as a student experiencing homelessness, child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

A Directory opt-out form is provided on page 69 of this document.

#### **Release of Non-Directory Type Information**

Other provisions of the law permit access to non-directory type information in student records without parental or eligible student consent by the following:

- School officials and employees of the district and members of a School Attendance Review Board with legitimate educational interests (teachers, counselors, nurses, probation officers, etc.).
- Public or private school systems where the pupil intends to or is directed to enroll.
- Specified federal, state and county educational administrators.
- Prospective grantors of student financial aid.
- Specified state and local law enforcement agencies for required reports.
- Appropriate persons concerned with the health and safety of students or others in cases of emergency.
- In response to a subpoena or court order, steps will be taken to attempt to notify parents prior to release.

All other requests for student information by individuals, agencies or organizations will NOT be honored without a written statement, signed by the parent or the adult student, authorizing its release. A log is maintained with your child's record indicating all requests to receive information, other than school officials or employees determined to have legitimate educational interests. Parents may obtain copies of student's records for a reasonable fee based on actual cost for copies. No charge shall be made for furnishing up to two transcripts of former pupils' records, or up to two verifications of various records of former pupils. No charge may be made to search for or retrieve any pupil record.

#### **Pupil Records – EC 49063 and 49069, 34 CFR 99.7, 20 USC 1232g**

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm, or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to:

1. Inspect and review the student's educational record maintained by the school;
2. Request that a school correct records which they believe to be inaccurate or misleading; and
3. Have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent. Parents' request to access their student's educational records must be submitted in a written form to the site principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to the parents for a fee of \$0.25 per page. Any challenge to school records must be submitted in writing to:

Adam Waggoner, Director of Child Welfare and Student Attendance  
Redlands Unified School District  
20 W. Lugonia Avenue.  
P.O. Box 2008  
Redlands, CA 92373-1508

A parent challenging school records must show that the records are:

1. Inaccurate

2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside the observer's area of competence
4. Not based on the personal observation of a named person with the time and place of the observation noted
5. Misleading; or
6. In violation of the privacy or other rights of the student

Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

#### **Pupil Records Obtained from Social Media – EC 49073.6**

Requires a school district, county office of education, or charter school that considers a program to gather or maintain in its records any information obtained from social media, as defined, of any enrolled pupil to first notify pupils and their parents/guardians about the proposed program, and to provide an opportunity for public comment at a regularly scheduled public meeting of the governing board before the adoption of the program.

Once a program is adopted, the following information must be provided to parents/guardians as part of the annual notification:

1. Definition of "social media"
2. Assurance that the information gathered or maintained pertains directly to school or pupil safety
3. A healthy explanation of the process by which a pupil or a pupil's parent/guardian may access the pupil's records for examination of the information gathered or maintained
4. An explanation of the process by which a pupil or a pupil's parent/guardian may request the removal of information or make corrections to information gathered or maintained
5. Notice that the information gathered and maintained shall be destroyed within one year after the pupil turns 18 years of age or within one year after the pupil is no longer enrolled, whichever occurs first

## **Student Rights and Obligations**

#### **Academic Eligibility Standards All**

students who participate in extracurricular activities will be required to achieve a 2.0 Grade Point Average. This also affects all students who participate in performing groups. Grade Point Average will be calculated on the basis of A=4; B=3; C=2; and D=1. When a Pass/Fail grade is given, a "Pass" grade will be counted as a C grade. A new eligibility period will begin with the beginning of each quarter

#### **Academic Honesty-BP 5131.9**

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. (BP 5131.9)

Students are expected to demonstrate honesty and integrity while in attendance at Redlands schools. All students are expected to do their own work. This includes but is not limited to test-taking, class assignments, homework, essays, compositions, term papers, and research. All work submitted by students is to be a true reflection of their own effort and ability. If submitted work is found to be otherwise, the student has shown unacceptable academic behavior warranting consequences. Engagement in any of the following is considered cheating:

1. Claiming credit for work not the product of one's own honest effort
2. Providing access to materials or information so that credit may be dishonestly claimed by others
3. Knowing and/or tolerating either or both of the above

Any of these identified behaviors represents a violation of mutual trust and respect essential to the education in the Redlands Unified School District. Students who demonstrate these behaviors should expect the following consequences:

1. 'Zero' on the assignment
2. Parent/Guardian Notification
3. Disciplinary Action

#### **Plagiarism**

See also the Academic Honesty Section.

Any assignment submitted must be the student's own work in his or her own words. Students may not copy or rephrase materials from any other

source, such as Cliff's Notes, Internet source, any other printed material or another student's paper. When sources such as these are part of an assigned research paper, the source **MUST** be properly cited. Student work containing plagiarism or copying of any kind will receive consequences as outlined in the **Academic Honesty** section.

#### **Cell Phones**

The use of cell phones, pagers, and similar devices, during instructional or class time, is prohibited at all Redlands Unified Schools. During class time, phones should not be used for any purpose (outgoing/incoming calls, text-messaging, calculating, picture taking, etc.). If a staff member sees or hears a phone in a student's possession during class, it will be confiscated and taken to the nearest office.

#### **Electronic Signaling Devices – EC 48901.5**

By policy or practice the school district, or its individual schools, may regulate the right of pupils to possess or use electronic signaling devices, including cell phones and pagers, during the school day or at school functions.

In the era of technological advances, it is common to use computers and other electronic devices to network and communicate.

The district has a network use policy that states that computers and the school network will be used appropriately on campus, including any time on the internet.

However, it needs to be noted that student's communications off campus can also become a problem at school. If your student inappropriately uses computers, or other electronic devices at home to threaten, bully, sexually harass, or explicitly text, otherwise known as "sexting," other students and it becomes a disruption on campus, he/she will be disciplined at school.

Before your student posts, texts, or comments, be sure he/she has read the following guidelines, as these "innocent" statements can affect them well into the future. Consider the following.

- The student can be suspended, expelled, and/or arrested for their comments.
- If sexual in nature, the student as well as his/her "friends" can be prosecuted for child pornography, requiring registration as a "sex offender" for the rest of their life.
- Once something is on the internet, or in cyberspace, there is no way to really destroy it.
- Is this something the student would want his/her parents, future employer, or future children to see?
- Many students, who are harassed, become seriously depressed and often commit suicide.

The Redlands Unified School District takes this very seriously. If your student is being bullied, harassed, or threatened either in person, or in cyberspace, contact an administrator and/or school safety officer on campus as soon as possible.

*Note:* No student may be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the pupil and the use of which is limited to the pupil's health.

#### **Electronic Listening or Recording Device – EC 51512**

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

#### **Vandalism/Graffiti – Students – Board Policy 5131.5**

The principal and the Superintendent of Schools shall suspend and may recommend expulsion of any student, K-12, who has placed graffiti or in any way participated or written on school property without specific permission of the school authorities, or placed graffiti on district or private property while going to and from school. Consequences for graffiti may include expulsion, a mandatory work program and full restitution by student or parents for the damage to property.

#### **Student Involvement with Tobacco, Alcohol and Other Drugs – Board Policy 5131.6**

The Board of Education may suspend and/or expel and the superintendent/designee or principal/designee may suspend and/or expel any student who, while under the jurisdiction of the Redlands Unified School District, uses, sells, possesses or otherwise furnishes any controlled substance as defined in Section 11053 of the Health and Safety Code.

#### **Student Searches**

The 4<sup>th</sup> Amendment of the United States Constitution protects individuals from unlawful searches. However, the law allows school officials to conduct searches of students under certain limited circumstances.

Searches Based on Reasonable Suspicion.

If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the student has committed, or is about to commit, a crime or has violated statutory laws or school rules, the administrator may conduct a search of that student. The administrator must:

- Be able to articulate the reason for his or her suspicion and the facts and/or circumstances surrounding a specific incident.
- Be able to reasonably connect the student to a specific incident, crime or rule or statute violation.
- Have relied on recent, credible information from personal knowledge and/or other eyewitnesses.
- Ensure that a search based on reasonable suspicion is not excessively intrusive in light of the student's age and gender and the nature of the offense.

When conducting a student search based on reasonable suspicion, school officials must adhere to the following practices:

- Conduct the search only if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct.
- Jackets, purses, pockets, backpacks, bags, and containers in the student's possession may be searched to the extent reasonably necessary.
- Under no conditions may a body or strip search be conducted.
- Only school officials of the same sex as the student being searched may conduct the search.
- Searches based on reasonable suspicion must be conducted in a private area where the search will not be visible to other students or staff (except for a school administrator or designee witness, also of the same sex).

#### **Search of School Lockers**

School lockers remain the property of the Redlands Unified School District even when assigned to students. The lockers are subject to search whenever the District finds a need to do so. The use of the school locker for other than school-related purposes is prohibited. Improper use of school lockers will result in discipline which may include, but not be limited to parent conference, loss of use of locker, and/or suspension, depending on the violation.

#### **Professional Adult/Student Boundaries – BP 4019.1**

The purpose of this policy is to provide all staff, students, volunteers, and community members with information to increase their awareness of their role in protecting children from inappropriate conduct and failure to maintain appropriate boundaries by adults. All adults are expected to maintain professional, moral, and ethical relationships with students that are conducive to an effective, safe learning environment. The provisions of this policy apply to all District staff, volunteers, and community members relative to their conduct with students ("employees") in District schools and programs.

This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also boundary-blurring and grooming behaviors that undermine the professional adult/student relationship and can lead to misconduct or the appearance of impropriety.

#### **General Standards**

The Governing Board expects adults to maintain the highest professional, moral, and ethical standards in their interaction with students. Employees are required to maintain an atmosphere conducive to learning, through consistently and appropriately applied discipline and establishing and maintaining professional boundaries.

The interactions and relationships between employees and students should be based upon mutual respect and trust, and an understanding of the appropriate boundaries between adults and students in and outside of the educational setting. Relationships between adults and students should also be consistent with the educational mission of the schools.

Employees will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a legitimate educational purpose. For purposes of this policy, the term "legitimate educational purpose" includes matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's injury or other medical needs, school administration, or other purposes within the scope of the adult's employment duties.

#### **Appearances of Impropriety**

Employees are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other adults when interacting with students.

Even though the intent of the employee may be professional and there is a legitimate educational purpose for the conduct, the following activities can create the appearance of impropriety:

1. Being alone with an individual student out of the view of others;
2. Inviting or allowing individual students to visit the employee;
3. Remaining on campus with student(s) after the last administrator leaves the school site; and/or
4. Visiting a student's home unless home visits are a required and expected duty of the adult.

5. Whenever possible, employees should avoid these situations. If unavoidable, these activities should be pre-approved by the appropriate administrator. If not pre-approved, the employee must report the occurrence to the appropriate administrator as soon as possible.

#### **Electronic Communications**

1. As with other forms of communication, when communicating electronically, employees shall maintain professional boundaries with students.
2. Electronic and other communications with students shall be for legitimate educational purposes only. Employees shall not maintain personal contact with a student outside of school by phone, letter, electronic communication, or other means (beyond legitimate educational purposes) without including the parent/guardian and/or school principal.
3. When available, District email and District communication devices shall be used when communicating electronically with students. The use of District email or other District communication devices shall be in accordance with District policies and procedures.
4. Employees shall not communicate with students, for any reason, through use of a medium that is designed to eliminate all traces or records of the communication (e.g., "Snapchat").
5. All electronic communications from coaches and advisors to team or club members shall concern only legitimate educational interests and shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communication will be copied to the school principal.
6. Employees shall not follow or accept requests from current students or non-adult former students to be friends or connections on personal social networking sites and shall not create or participate in any networking site for communication with students other than those provided by the District for this purpose, without the prior written approval of the school principal.

#### **Boundary Violations**

A boundary violation is an act or omission by an employee that does not have a legitimate educational purpose and has the potential to abuse the employee/student relationship. Examples of employee conduct that violate professional adult/student boundaries include but are not limited to the following:

1. Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship.
2. For non-guidance/counseling staff, encouraging students to confide their personal, sexual, or intimate problems and/or relationships. If a student initiates such discussions, employees are expected to refer the student to appropriate guidance/counseling staff. In either case, employee involvement should be limited to a direct connection to the student's school performance.
3. Addressing students or permitting students to address staff members with personalized terms of endearment, pet names or otherwise in an overly familiar manner.
4. Maintaining personal contact with a student outside of school by phone, e-mail, instant messenger or Internet chat rooms, social networking websites, such as Facebook, or letters beyond homework or other legitimate school business without including the parent/guardian.  
This prohibition specifically includes "friending" or "following" students on social media unless the social media page is dedicated to legitimate school business. This also specifically includes the posting of student images or other personally identifiable information of students on an adult's personal website.
5. Exchanging personal gifts, cards, or letters with an individual student for which it is directly or implicitly suggested that a student is to say or do something in return.
6. Touching students or initiating inappropriate physical contact without a legitimate educational purpose.  
Legitimate purposes could include the following:
  - a. assisting an injured student
  - b. assisting a student with special needs who requires assistance with toileting or other physical assistance
  - c. appropriate coaching instruction
  - d. appropriate music instruction
  - e. to protect the safety of students or staff
7. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities and visiting the student's home) outside of school-sponsored events, except as participants in organized community activities.
8. Transporting student(s) in a personal vehicle in a non-emergency situation and without proper written authorization forms in advance.
9. Being alone with a student without a legitimate educational purpose.

#### **Boundary Violations Constituting Serious Misconduct**

A boundary violation that constitutes serious misconduct is an act, omission, or pattern of such behavior by an adult that does not have a legitimate educational purpose; and results in abuse of the staff/student professional relationship.



1. Romantic or Sexual Relationships

- a. Employees are prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student, regardless of the student's age.
- b. Prohibited romantic or sexual interaction involving students includes, but is not limited to:
- c. Sexual physical contact;
- d. Romantic flirtation, propositions, or sexual remarks;
- e. Sexual slurs, leering, epithets, sexual or derogatory comments;
- f. Personal comments about a student's body;
- g. Sexual jokes, banter, innuendo, notes, stories, drawings, gestures, or pictures;
- h. Spreading sexual or romantic rumors;
- i. Touching a student's body or clothes in a sexual or intimate way or in a manner that is not age appropriate;
- j. Restricting a student's freedom of movement in a sexually intimidating or provocative manner;
- k. Displaying or transmitting sexual objects, pornography, pictures, or depictions to a student; or
- l. Any type of conduct that would be considered harassment under Board Policy.

2. Social and Other Interactions

- a. Employees are prohibited from engaging in social and other interactions with students which abuse the student/staff professional relationship.
- b. Prohibited social and other interaction involving students includes, but is not limited to:
- c. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose;
- d. Furnishing alcohol, drugs, or tobacco to a student, or being present where any student is consuming these substances;
- e. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
- f. Sharing personal secrets with a student;
- g. Unnecessarily invading a student's privacy (e.g., walking in on the student in the bathroom);
- h. Taking a student out of class without a legitimate educational purpose;
- i. Giving a student a ride alone in a vehicle in a non-emergency situation without prior notification to and/or approval from the school principal as described above;
- j. Engaging in harassing or discriminatory conduct prohibited by other District policies or by State or Federal law and regulations: or
- k. Unnecessarily invading a student's privacy.

**Exceptions**

An emergency situation or a legitimate educational purpose may justify deviation from professional boundaries set out in this policy. The employee shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationship" section of this policy.

There may be circumstances where there is an appropriate pre-existing personal relationship between an employee and a student's family that exists independently of the employee's position with the District (e.g. when their children are friends). This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Employees are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that adults may be involved in other roles in the community through civic, religious, athletic, scouting, or other organizations and programs whose participants may include District students. This policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

**Duty to Report**

When an employee observes conduct or has knowledge of another employee violating this policy that creates a reasonable suspicion of child abuse (including sexual abuse), or when an employee has reasonable suspicion of an adult harming or endangering a child, the employee shall report the conduct to San Bernardino County's Family and Children's Services in accordance with State law and District Board Policy and Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting.

(cf. 4013 – Complaints Concerning District Personnel)

(cf. 5141.4 – Child Abuse Prevention and Reporting)

**Investigation**

Whenever the District receives a report concerning a possible violation of this Policy, the Assistant Superintendent of Compliance and/or their designee will conduct a prompt investigation utilizing the procedures set forth in AR 1312.3, unless the possible violation may also constitute "sexual harassment" as defined in the federal regulations implementing Title IX of the Education Amendments of 1972 (see 34 C.F.R. § 106 et seq.), in which case the possible violation shall be investigated utilizing the procedures set forth in AR 5145.71.

When investigating possible violations of this Policy, the Assistant Superintendent of Compliance, or their designee, shall, prior to interviewing any minor student complainant or victim, provide telephonic notification to the parents/guardians of the student complainant or victim. If a boundary violation, but not sexual harassment, is found, the district's written report shall be provided within 30 days of the incident. All other written reports shall be provided within the timelines set forth in the aforementioned Administrative Regulations.

**Disciplinary Action**

Any employee who is found to have engaged in conduct in violation of law, this Board Policy or any other Board Policy shall be subject to disciplinary action up to and including dismissal. In the case of a certificated employee, the employee may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 4113.2-Suspension/Disciplinary Action)

(cf. 4117.4 Dismissal)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

A volunteer, student teacher, independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in District schools and programs for an appropriate period of time or permanently, as determined by the Superintendent or designee.

**Confidentiality and Retaliation**

The District prohibits retaliation against anyone who files a complaint under this policy. Any employee who retaliates against any such complainant, reporter, or other participant in the District's complaint process shall be subject to discipline.

Reporting employees are specifically advised of the following:

1. Reporting employees are neither permitted nor responsible for investigating whether the conduct is inappropriate; and
2. Reporting employees are required to maintain confidentiality.

Confidentiality protects both the student(s) and the adult who is the subject of the report. Failure to maintain confidentiality may impede the investigation and foster untrue and potentially harmful rumors. Nothing in this policy shall prevent any represented employee from consulting with his/her exclusive representative.

**Sexual Harassment – AR 5145.7**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 1312.3 - Uniform Complaint Procedures) (cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any

of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34CFR 106.30,106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291 (cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

#### **Examples of Sexual Harassment**

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Title IX Coordinator/Compliance Officer, Dr. Rudy Wilson

The district designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee, investigate and/or resolve sexual harassment complaints processed under AR 1312.3 – Uniform Complaint Procedures.

The Title IX Coordinator, Rudy Wilson may be contacted at:

For Title IX Questions, Complaints or Concerns, please contact:  
Dr. Rudy Wilson, Assistant Superintendent of Compliance,  
20 W. Lugonia Avenue Redlands, CA 92373 (909) 307-5300  
compliance@redlands.k12.ca.us

#### **Notifications**

The Superintendent or designee shall notify students and parents/guardians that the district does not discriminate on the basis of sex as required by Title IX and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

(34 CFR 106.8)

(cf. 5145.6 - Parental Notifications)

The district shall notify students and parents/guardians of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each high

school. The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)

4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's websites in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6; 34 CFR 106.8) (cf. 1113 - District and School Websites) (cf. 1114 - District-Sponsored Social Media)
5. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
6. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
7. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to students or parents/guardians (34 CFR 106.8)

The Superintendent or designee shall also post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

#### **Reporting Complaints**

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party, or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal and Title IX Coordinator. The report shall be made regardless of whether or not the alleged victim files a formal complaint or requests confidentiality.

(cf. 5141.4 – Child Abuse Prevention and Reporting)

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the applicable district complaint procedures.

#### **Complaint Procedures**

All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to BP/AR 1312.3 - Uniform Complaint Procedures.

In cases of alleged sexual abuse by a staff member against a student, prior to interviewing the complainant student, the District will provide telephonic notification to the parent or guardian. This will be followed up by written notification sent to the parent/guardian at the address on record with the district via certified mail, return receipt requested. This requirement is subordinate to the need to cooperate with law enforcement investigations and will not apply where law enforcement directs the District not to make these notifications.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

Regulation REDLANDS UNIFIED SCHOOL DISTRICT  
approved: September 13, 2017 Redlands, California  
revised: January 12, 2022

#### **Child Abuse and Neglect Reporting – PC 11164 et seq.**

The Redlands Unified School District is committed to protecting all students in its care. All employees of the District are considered mandated

reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion.

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

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with an appropriate law enforcement agency as noted above.

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

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

#### **Use of Seclusion or Restraint – EC 56521.1**

The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to himself or others. Seclusion and physical restraint as defined in this policy shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the imminent safety of students and others. Positive behavior interventions, supports, and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusions. The use of these methods must be done before the use of restraints and seclusions. School employees must make every effort to prevent the need for use of restraints and seclusion on students.

#### **Behavioral Restraints Posted Annually in Report - EC 49006**

LEAs (Local Education Agencies) are now required to post the restraint and seclusion data that is submitted to CDE (California Department of Education) annually to their websites.

## **Student Discipline: Suspension, Expulsion**

#### **Student Conduct – BP 51100**

Parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including disciplinary rules and procedures on attendance policies, dress codes, and procedures for visiting the school.

#### **Student Conduct – BP 5131**

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats.
2. Discrimination, harassment, intimidation, or bullying of students or staff based on their actual or perceived characteristics of sex, sexual orientation, gender, gender identity or gender expression, genetic information, ethnic group identification, race or ethnicity, ancestry, nationality, national origin, religion, marital or parental status, color, mental or physical disability, or age; or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on his/her association with a person or group with one or more of these actual or perceived characteristics, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority

5. Damage to or theft of property belonging to the district, staff or other students.  
The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use or being under the influence of alcohol, tobacco or other prohibited drugs
8. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose (Penal Code 417.27) Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.
9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time  
Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.  
No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)
10. Plagiarism or dishonesty in schoolwork or on tests
11. Inappropriate attire
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion or transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

#### **Duties of Pupils – 5 CCR 300**

Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

#### **Jurisdiction – EC 44807**

Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

#### **Mandatory Expulsion Violations – EC 48915**

Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm
2. Brandishing a knife at another person
3. Unlawfully selling a controlled substance
4. Committing or attempting to commit a sexual assault
5. Possession of an explosive

The school board shall order the student expelled upon finding that the student committed the act.

#### **Rules and Regulations Regarding Discipline – EC 35291, 35291.5, 48900, 48904**

The Governing Board of each school district shall prescribe rules not inconsistent with the laws of the State Board of Education. Each principal shall take steps to ensure that all rules pertaining to discipline of pupils are communicated to students at the beginning of each school year and to incoming students when they enroll.

#### **Pupil Discipline: Suspension and Expulsion Laws Education**

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

#### **Grounds for Suspension and Expulsion – EC 48900**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.  
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.  
(3) Except as provided in Section 48910, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.  
(4) Except as provided in Section 48910, commencing July 1, 2024, a pupil enrolled in any of grades 9 to 12, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.  
(5) (A) A certificated or classified employee may refer a pupil to school administrators for appropriate and timely in-school interventions or supports from the list of other means of correction specified in subdivision (b) of Section 48900.5 for any of the acts enumerated in paragraph (1).  
(B) A school administrator shall, within five business days, document the actions taken pursuant to subparagraph (A) and place that documentation in the pupil's record to be available for access, to the extent permissible under state and federal law, pursuant to Section 49069.7. The school administrator shall, by the end of the fifth business day, also inform the referring certificated or classified employee, verbally or in writing, what actions were taken and, if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to

cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

- (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - (i) A message, text, sound, video, or image.
    - (ii) A post on a social network internet website, including, but not limited to:
      - (I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
      - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
      - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
    - (iii) (I) An act of cyber sexual bullying.
      - (II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
      - (III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
  - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.
  - (3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds
  - (2) While going to or coming from school
  - (3) During the lunch period whether on or off the campus
  - (4) During, or while going to or coming from, a school-sponsored activity
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w) (1) A suspension or expulsion shall not be imposed against a pupil based solely on the fact that they are truant, tardy, or otherwise absent from school activities.



(2) It is the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

#### **Sexual Harassment – EC 48900.2**

In addition to the reasons specified in Section 24900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determined that the pupil has committed sexual harassment as defined in Education Code 212.5.

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

#### **Hate Violence – EC 48900.3**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.

#### **Harassment, Threats, or Intimidation – EC 48900.4**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

#### **Limitations on Imposing Suspension – EC 48900.5**

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

#### **Terroristic Threats – EC 48900.7**

1. In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
2. For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1, 000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

#### **Circumstances for Recommending Expulsion – EC 48915**

- (a) 1. Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
  - A. Causing serious physical injury to another person, except in self-defense.
  - B. Possession of any knife or other dangerous object of no reasonable use to the pupil.
  - C. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first either of the following:
    - i. The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
    - ii. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician

- D. Robbery or extortion.
- E. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- 1. If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.
- (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
  - 1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - 2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
  - 1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed. Brandishing a knife at another person.
  - 2. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
  - 3. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
  - 4. Possession of an explosive.
- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
  - 1. Is appropriately prepared to accommodate pupils who exhibit discipline problems.
  - 2. Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
  - 3. Is not housed at the school site attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
  - 1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - 2. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
- (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

#### **Dangerous Objects**

Often, students like to bring objects, such as a collector's item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (e.t., nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury to others.

#### **Imitation Firearm – PC 12550, 12556**

A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school.

#### **Laser Pointer – PC 417.27**

It is a crime for any student to possess a laser pointer on any elementary or secondary school premises, unless the possession is for a valid instructional or other school-related purpose.

**Pupil Discipline: Duty Concerning Conduct of Pupil – EC 44807**

Education Code 44807 states that every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, assistant principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his/her duties of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provision of Section 48900.

**Requirement of Parent/Guardian School Attendance – EC 48900.1**

Teachers may require the parent or guardian of a student who has been suspended by a teacher to attend a portion of that school day in his or her student's classroom. The attendance of the parent or guardian will be limited to the class from which the student was suspended. A written notice will be sent to the parent or guardian regarding implementation of this requirement. Employers are not allowed to apply sanctions against the parent or guardian for this requirement if the parent or guardian has given reasonable notice to his/her employer.

**Discipline Philosophy**

Students learn by example and can use good judgment when choosing appropriate behavior. Redlands Unified School District adopted the Positive Behavior and Supports (PBIS) model with its emphasis on students and staff showing "respect, kindness and effort" by utilizing proactive, affirmative language and acknowledgement to reinforce appropriate behaviors. Through a tiered intervention approach, school site problem-solving teams monitor student behavior incorporating facilitated conversations with students, staff, psychologists, and parents that resulted in changes to Redlands Unified perspective and approach to student discipline. We believe that conflicts should be resolved in a non-violent manner using persuasion and good communication skills. We believe both acceptable and unacceptable behavior should have positive and negative consequences. We believe that student discipline should instruct the student in appropriate solutions to problems in and out of the classroom.

Safe School Environment

## **Safe School Environment**

**School Safety Plan: Dangerous, Violent, or Unlawful Activities – EC 32280, 32282, 47605, and 47605.6 Comprehensive School Safety Plans: Individualized Safety Plans – EC 32282**

Each Redlands Unified School District school site has a Comprehensive School Safety Plan, which includes a plan for disaster preparedness, emergency procedures and assessment and response to reports of dangerous, violent, or unlawful activities conducted or threatened to be conducted at school, a school activity or on a school bus. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

**Safe Place to Learn Act – EC 234 and EC 234.1**

The Redlands Unified School District is committed to maintaining a learning and working environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Director of Child Welfare and Student Attendance at (909) 307-5300 extension 21311.

**Camera Surveillance on School Property – PC 647 (i)**

For the safety of our students, staff and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities.

District surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

**Required Instruction in Drug Education - EC 51202, EC 51203**

The Redlands Unified School District Science/Health course of study for grades K-12 includes instruction on drug education with a particular emphasis on the harmful effects upon the human body in the use of tobacco, alcohol, narcotics, restricted drugs, and other dangerous substances.

**Pupil Health: Opioid overdose prevention and Treatment: Melanie’s Law – EC 32282, 47605, 47605.6, 49414.4 and 494.28.16**

Requires safety plans of schools, including charter schools, serving students in grades 7 to 12 to include a protocol for responding in the event a pupil is suffering, or is reasonably believed to be suffering, from an opioid overdose. The CDE is required to curate and post informational materials and resources on its website on opioid overdose prevention.

**Disaster Preparedness Educational Materials – EC 32282.5**

Natural and human-caused disasters affect everyone which is why it is important to be prepared at home, at school, at work, and in the community. Parents and guardians are encouraged to review the safety educational materials provided on the California Department of Education Web page at: <http://www.cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp>.

The materials are available in multiple languages and can be used to help families prepare for different types of emergencies and crisis.

**Dress Code – EC 35183**

Education Code 35183 authorizes school districts to adopt dress codes. The Board approved the following K-12 dress code policy. \*

1. Shoes will be worn at all times. A substantial sole is required, and enclosed toe and heel footwear is highly encouraged.
2. Extremely brief garments that are a distraction to the educational environment are not appropriate. Clothing shall be sufficient to conceal undergarments at all times.
3. Clothing or accessories shall be free of writing, pictures, or any other insignia which are crude, violent, obscene, or sexually suggestive, or which advocate racial, ethnic, religious, or other prejudice or the use of tobacco, drugs, or alcohol.
4. Earrings, jewelry, or accessories, which present a safety hazard to the wearer or others, are not suitable for school wear.
5. Only prescription sunglasses may be worn in class. Other types of sunglasses may be worn on campus outside of class.
6. Identified gang attire such as bandannas, haircuts or hair rollers, or any gang paraphernalia are prohibited.
7. Students are allowed to wear sun protective clothing, including hats, while outdoors during the school day. Each school site will develop a policy indicating the type of sun protective hats that are permitted.

\* Some schools may have additional dress guidelines.

**Sunscreen and Sun-Protective Clothing – EC 35183.5**

Education Code 35183.5 provides that pupils may use sunscreen during the school day without a physician’s note or prescription.

**Pupil Swimming Safety– EC 35179.6**

Our school is committed to safety for all our students at our planned events, including around swimming pools. There is already a requirement for pool sport coaches to be fully-trained in CPR in case of accidental drowning in the pool. If there is any event on-campus or hosted at a swimming pool facility, at least one adult with a valid certification of CPR training will be present throughout the duration of the event.

**Victim of a Violent Crime – 20 USC 7912**

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact Student Services, 307-5300, extension 21311.

**Unsafe School Choice Option - 5 CCR 11992, 11993**

Any firearms violation must be considered in determining whether a school site is at risk of being classified as persistently dangerous. An “incident” of a firearm violation occurs when a person unlawfully brings or possesses a handgun, rifle, shotgun, or other type of firearm to school grounds during school hours or a school sponsored activity.

**Persistently Dangerous Schools – 20 USC 7912**

Requires that school districts have a written policy stating that students who attend a persistently dangerous school must be allowed to attend a safe public school. The written policy must be communicated to all parties.

**School Bus Safety – EC 39831.5**

All pupils in pre-kindergarten, kindergarten and grades 1 to 6, shall receive written information on school bus safety (i.e., a list of school bus stops near each pupil’s home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

**Walking or Riding a Bike to School – VC 21212**

No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a

properly fitted and fastened bicycle helmet that meets specified standards.

## **Medical and Health Information**

### **Confidentiality of Medical Information Act – CC 56.10**

School linked service coordinators will have access to health care information which complies with federal health insurance requirements. The coordinator must be credentialed and serve with confidentiality requirements per licensed school nurses, marriage and family therapists, educational psychologists, and clinical counselors.

### **Medication Regimen – EC 49423**

The parent of legal guardian of any pupil taking medication on a regular basis must inform the school nurse or other designated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

Guidance from the California Department of Education provides a sample checklist that may be given to parents and guardians when children need medication at school.

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480).
3. If your child must take the medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instruction, or doctor (EC 49423).
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
8. Know and follow the medicine policy of your child's school.

### **School Facilities: All-Gender Restrooms – EC 35292.5 and 17585**

Allows a restroom to be temporarily closed as necessary for a documented pupil safety concern, an immediate threat to student safety, or to repair the facility. In addition, LEAs offering classes from grades one to twelve must provide and maintain at least one all-gender restroom for voluntary student use at each school site. SIGNAGE: The all-gender restroom must have signage identifying the bathroom facility as being open to all genders and remain unlocked, unobstructed, and easily accessible by any student. An LEA staff member shall be designated to serve as a point of contact for these purposes and LEAs are required to post a notice regarding the all gender restroom in a prominent and conspicuous location outside at least one all-gender restroom. An existing restroom can be used to satisfy these requirements. CDE is also required to post on its internet website guidance for implementation of these provisions. In addition, LEAs that apply for state funding pursuant to the Greene Act for a school modernization project are required to include an all-gender restroom designed exclusively for students to use.

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### **School Facilities: Drinking Water: Water Bottle Filling Stations – EC 38040**

Water plays an important role in maintaining a student's overall health. Students, teachers, and staff are allowed to bring and carry water bottles to school and utilize water bottle filling stations that may be found around the campus. Water bottles are not permitted in the library, computer lab, science lab and other facilities as specified by the school site.

#### **Menstrual Products – EC 35292.6**

The Redlands Unified School District supports period equity and now provides free and accessible menstrual products, in all women's restrooms and all-gender restrooms, and in at least one men's restroom at schools serving grades 3 to 12. Notice of this service is required to be posted in a prominent and conspicuous location in every restroom where menstrual products, available and accessible, free of cost, are required to be stocked. The posted notice will contain the name, email, and phone of the person responsible for maintaining this supply at this school site.

#### **Mental Health - EC 49428**

Requires a school, district, or charter school to provide information regarding initiating mental health services access in school or the community, or both, twice per school year by notifications, website, electronic or hardcopy, social media, orientation packets, enrollment packets, or any of these means. [Districts and charter schools must provide information on how to initiate mental health services on campus and in the community. Fill in these blanks with the information on how to get the initial referral, whom to contact, and perhaps an email, phone number, or address to give as much information possible to help the parents or students start the intake process.]

In order to initiate access to available pupil mental health services, you may contact the following mental health provider: South Coast Community Services at (090) 335-7067. Our school district will notify parents at least twice per year. This is one time through our Annual Notifications, we will also notify you again a second time each school year, by the following means: Parent Square.

#### **Administration of Prescribed Medication for Pupils – EC 49423 and 49423.1**

Any pupil who is required to take, during the regular school day, medication prescribed by a physician, surgeon, or physician assistant may be assisted by the school nurse or other designated school personnel or may carry the self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instruction from the physician, surgeon, or physician assistant detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with the prescribed medication as set forth in the physician statement.

#### **Administration of Epilepsy Medication – EC 49414.7**

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

#### **Emergency Treatment for Anaphylaxis – EC 49414**

##### **Pupil Health: Emergency Medical Care: Epinephrine Auto-Injectors - EC 48985.5**

EC 49414 requires school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history. Emergency epinephrine auto-injectors must be stored in an accessible location along with a copy of written training material upon need for emergency use. Notice of location must be publicly posted.

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex, or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC49414 now require school districts to provide epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

##### **Pupil Safety: Parental Notification: Synthetic Drugs - EC 48985.5**

Our school is committed to the safety of all our students. Although the long-term effects of many synthetic drugs on physical and mental health are not yet known, immediate effects on a student's education, family, and life could be long-lasting. A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but with a slightly altered chemical structure created to evade existing restrictions against illegal substances. These drugs may include synthetic cannabinoids, methamphetamines, bath salts, and fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive and has been found in heroin, methamphetamine, counterfeit pills, cocaine, and other drugs. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Unless tested, it is difficult to tell if drugs have been laced with fentanyl because it cannot be seen, smelled, or tasted. Additional information regarding fentanyl is available from the CDPH's Substance and Addiction Prevention Branch.

##### **Immunizations – HSC 120325, 120335, 120338, 120365, 120370, and 120375**

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person

licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016, will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7<sup>th</sup> grade. Students are not required to have immunizations if they attend a home-based private school or an instructional program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

State law requires the following immunizations before a child may attend school:

1. All students in transitional kindergarten through grade 12 new to the Redlands Unified School District must provide proof of polio, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella, and varicella (chicken pox) immunizations.
2. All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
3. All seventh-grade students must also provide proof of a second measles-containing vaccine, and a pertussis booster vaccine.
4. A tuberculosis skin test (Mantoux) is required for all students entering the district from outside the United States.

Information about a medical exemption from immunizations for your student is available at the Central Enrollment Center, located at 7 W. Delaware Avenue, Redlands (909) 307-2470.

**Immunizations: HPV: Cancer Prevention – EC 48980.4, 1367.66, HSC 120390, 120336, 120390.6 IC 10123.8**

The Redlands Unified School District believes in the health and safety of every student. Pupils in the state are advised to adhere to current immunization guidelines, as recommended by the Advisory Committee on Immunization Practices (ACIP) of the federal Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth-grade level of any private or public elementary or secondary school. Per HSC 120336, "HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks."

**Entrance Health Screening – HSC 124085, 124100, 124105, and 120475**

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

**Oral Health Assessment – EC 49452.8**

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31<sup>st</sup> of the pupil's first school year.

The California Department of Education has developed a standardized notification form to be used by each school district. Forms in English and Spanish are available at: <http://www.cde.ca.gov/ls/he/hn/oralhealth.asp>.

**Child Health and Disabilities Prevention Program – HSC 124085**

The California Health and Safety Code requires each child within 90 days of entrance into the first grade to provide a certificate of health examination approved by the Department of Health Services to the school where the child is to enroll. This certificate documents that within the prior 18 months the child has received the appropriate health screening and evaluation services. In lieu of such a certificate, the school can accept a waiver signed by the child's parents/guardian indicating that he/she does not want or is unable to obtain health assessment and evaluation services. Parents are advised of the availability of free health screening through their local health department. A student can be excluded from the school for up to 5 days for failure to comply or sign a waiver.

**Liability for Emergency Treatment - EC 49409**

It is important for each student to have on file in the school office one or more emergency telephone numbers to be used by the principal when emergency situations arise. The following section from the California Education Code is relevant to this issue: "Notwithstanding any provision of any law, no physician and surgeon who in good faith and without compensation renders voluntary emergency medical assistance to a participant in a school athletic event or contest at the site thereof, or during transportation to a health care facility, for an injury suffered in the course of the event or contest, shall be liable for any civil damages as a result of any acts or omissions by the physician and surgeon in rendering the emergency medical care. The immunity granted by this paragraph shall not apply in the event of an act or

omission constituting gross negligence.” (Added by Stats. 1978, c 547, 1.)

#### **Medical and Hospital Services for Pupils – EC 49472**

The Redlands Unified School District does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

The medical costs of pupil accidents are normally the responsibility of the parent or guardian. Pupil accident insurance solves many problems in advance. Every year the Redlands Unified School District provides parents/guardians with applications for school time accident insurance. The contract is made between the parent/guardian and the insurance company. The Redlands Unified School District only supplies the application forms. This low-cost accident insurance helps pay for the medical costs if a child is injured while under the jurisdiction of the school. The principal of your child’s school will provide you with further information and the application form or you may call Myers-Stevens, Toohey and Co., Inc. at 1-800-827-4695.

#### **Health Care Coverage – EC 49452.9**

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, please contact the Benefits Department at, (909) 307-5300, extension 20521, or go to [www.CoveredCA.com](http://www.CoveredCA.com). Additionally, California law allows all low-income children under 19 years old, regardless of immigration status, to enroll in Medi-Cal at any time in the year. Families can apply in person at their local county human services office, over the phone, online, with a mail-in application, or at a local health center. For more information about Medi-Cal enrollment, visit [www.health4allkids.org](http://www.health4allkids.org).

#### **Health Insurance Coverage for Athletes – EC 32221.5**

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling the San Bernardino County Superintendent of Schools, (909) 386-2913.

#### **Concussion and Head Injuries – EC 49475**

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete’s parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course. A sample Concussion Information Sheet is provided on pages 123-125 of this document.

#### **Controlled Substances: Opioids– EC 49476**

A school district or charter school each academic year must provide documentation to students who participate in athletics a specified factsheet regarding prescription opioids. (See SAMPLE form provided in Section 5)

School authorities must provide facts regarding the risks and side effects of opioid use each school year to athletes. Parents and student athletes must sign acknowledgement of receipt of the document annually.

#### **California Local Educational Agency Program**

The Redlands Unified School District, in cooperation with the California Departments of Health Services and Education, has a program to allow the district to be reimbursed with federal Medicaid dollars for selected health services provided to eligible students at school. In accordance with state and federal rules and guidelines, we are notifying you that eligible student records may be released from your student’s records to our reimbursement recovery vendor and to the Department of Health Care Services (DHCS) for claiming purposes only (and your child’s Medi-Cal benefits may be accessed). This information is only released if we have received your consent to do so. Your consent may have been provided to the district when you registered your student for school, as part of your back-to-school paperwork, or during the IEP/IFSP development and review process (if applicable).

These records will be forwarded in a confidential manner. All information that is shared is encrypted and transmitted securely to both our vendor and to DHCS. The education records that may be shared as a result of our participation in this program include:



1. Student name, date of birth, and health-related evaluation, intervention, and referral information (for services received at school)
2. Practitioners' notes related to these health services and select data from child's IEP/IFSP (if applicable)

You have the right to withdraw your consent to disclose your student's information at any time—feel free to visit your school's front desk to discuss this program. Please note that students will not be denied services they require to attend school, and parents will never be billed by the school district for services provided as a result of your consent, or non-consent. Further, while Medi-Cal is reimbursing the district for select health services, your child's Medi-Cal benefits should not be impacted in any way. We participate in this program in an effort to obtain federal funding for the Medi-Cal reimbursable health services already being performed at school, and then use this funding to expand services that are available to all students.

Additional notes:

1. Confidentiality & Privacy. The district's reimbursement recovery vendor is bound by a contract that contains specific provisions to keep student records confidential, ensuring information is not used or disclosed inappropriately; further, our vendor is HIPAA compliant. In addition, the district and DHCS are bound by agreements that include specific provisions about the use of the information shared in this program, and governing security protocols.
2. Third Party Liability. If your student is enrolled in Medi-Cal and is also covered by a third-party insurer, DHCS may attempt to recover third party liability if they pay a school-based claim submitted by us. This occurs due to the assignment of third-party liability rights that was provided when your application to Medi-Cal was approved.

#### **Confidential Medical Treatment – EC 46010.1**

The district shall, each academic year, notify pupils in grades 7 to 12, inclusive, and the parents or guardian of all pupils enrolled in the district, that School authorities may excuse any pupil in grades 7 to 12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

#### **Physical Examination – EC 49451**

The district is required to test pupils at specific grade levels for sight or hearing problems and scoliosis. The screening will be done by qualified personnel. Children will be exempt only if the parent/guardian requests such an exemption in writing to the school principal.

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists. A sample opt-out form is provided on page 63 of this document.

#### **Independent Study – EC 51744, 51745, 51745.5, 51746, and 56026**

Independent Study (IS) is by choice and may not be mandated. Each district and charter school that chooses to offer IS must have policies for independent study courses or curriculum equivalent time to complete work expectations equal to what is offered in person. In addition, the short-term (less than 15 school days) and long-term (15 or more school days) will require the IS engagement defined per the policies adopted by the local governing board. Persons who sign the IS agreement, deadline to sign within 10 days of short-term IS or in advance of long-term I.S. must be updated including the equitable access to students with disabilities based upon individual student needs. For more information on how Redlands USD offers IS options, please contact Jeff Im, Principal, at 909-307-5390.

#### **Instruction for Pupils with Temporary Disabilities – EC 48206.3, 48207, 48208 and 48980(a)**

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact Special Services for further information, 307-5300 extension 6962.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will determine within 5 working days whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within 5 working days or less.

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a pupil who is

terminally ill, from the resident governing school board, a county office of education or a charter school.

**California Healthy Youth Act EC 51930-51939**

- a) This chapter shall be known and may be cited as the California Healthy Youth Act.
- b) The purposes of this chapter are as follows:
  - 1) To provide a pupil with the knowledge and skills necessary to protect his or her sexual and reproductive health from HIV and other sexually transmitted diseases.
  - 2) To provide pupils with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family.
  - 3) To promote understanding of sexuality as a normal part of human development.
  - 4) To ensure pupils receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end.
  - 5) To provide pupils with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors.

(Amended by Stats. 2015, Ch. 398, Sec. 2.)

**EC 51931 – Definitions**

For the purposes of this chapter, the following definitions apply:

- a) "Age appropriate" refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.
- b) "Comprehensive sexual health education" means education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections.
- c) "English learner" means a pupil as described in subdivision (a) of Section 306.
- d) "HIV prevention education" means instruction on the nature of human immunodeficiency virus (HIV) and AIDS, methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS.
- e) "Instructors trained in the appropriate courses" means instructors with knowledge of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexually transmitted infections.
- f) "Medically accurate" means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists.
- g) "School district" includes county boards of education, county superintendents of schools, the California School for the Deaf, and the California School for the Blind.

(Amended by Stats. 2015, Ch. 398, Sec. 3.)

**EC 51932 – Exclusions from application of chapter**

- a) This chapter does not apply to description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, if the textbook does not include other elements of comprehensive sexual health education or HIV prevention education as defined in Section 51931.
- b) This chapter does not apply to instruction, materials, presentations, or programming that discuss gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and do not discuss human reproductive organs and their functions.

(Amended by Stats. 2015, Ch. 398, Sec. 4.)

**EC 51933 – Authority of school districts; course offerings criteria; instructional and material requirements**

All comprehensive sexual health education and HIV prevention education pursuant to Section 51934, whether taught or supplemented by school district personnel or by outside consultants or guest speakers pursuant to Section 51936, shall satisfy all of the following criteria:

- (a) Instruction and materials shall be age appropriate.
- (b) All factual information presented shall be medically accurate and objective.
- (c) All instruction and materials shall align with and support the purposes of this chapter as set forth in paragraphs (1) to (5), inclusive, of subdivision (b) of Section 51930 and may not be in conflict with them.
- (d) (1) Instruction and materials shall be appropriate for use with pupils of all races, genders, sexual orientations, and ethnic and cultural backgrounds, pupils with disabilities, and English learners.
- (2) Instruction and materials shall be made available on an equal basis to a pupil who is an English learner, consistent with the existing

curriculum and alternative options for an English learner pupil as otherwise provided in this code.

- (3) Instruction and materials shall be accessible to pupils with disabilities, including, but not limited to, the provision of a modified curriculum, materials and instruction in alternative formats, and auxiliary aids.
- (4) Instruction and materials shall not reflect or promote bias against any person on the basis of any category protected by Section 220.
- (5) Instruction and materials shall affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships.
- (6) Instruction and materials shall teach pupils about gender, gender expression, gender identity, and explore the harm of negative gender stereotypes.
- (e) Instruction and materials shall encourage a pupil to communicate with his or her parents, guardians, and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so.
- (f) Instruction and materials shall teach the value of and prepare pupils to have and maintain committed relationships such as marriage.
- (g) Instruction and materials shall provide pupils with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection, and are free from violence, coercion, and intimidation.
- (h) Instruction and materials shall provide pupils with knowledge and skills for making and implementing healthy decisions about sexuality, including negotiation and refusal skills to assist pupils in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities.
- (i) Instruction and materials may not teach or promote religious doctrine.

(Amended by Stats. 2015, Ch. 398, Sec. 6.)

**EC 51934 – Pupils in Grades 7 through 12; Required Courses in HIV/AIDS Prevention**

- A. Each school district shall ensure that all pupils in grade 7 to 12, inclusive, receive comprehensive sexual health education and HIV Prevention Education from instructors trained in the appropriate courses. Each pupil shall receive this instruction at least once in junior high or middle school and at least once in high school. This instruction shall include all of the following:
- B. Information on the nature of HIV, as well as other sexually transmitted infections, and their effects on the human body.
  - 1. Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of infection according to specific behaviors, including sexual activities and injection drug use.
  - 2. Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections and abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy. This instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy.
  - 3. Information about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or
  - 4. reduce the risk of contracting HIV and other sexually transmitted infections, including use of antiretroviral medication, consistent with the federal Centers for Disease Control and Prevention.
  - 5. Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing.
  - 6. Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others.
  - 7. Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV. This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and the only way to know if one is HIV-positive is to get tested.
  - 8. Information about local resources, how to access local resources, and pupils' legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence.
  - 9. Information about the effectiveness and safety of all FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception. Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to, all of the following:
    - a. Parenting, adoption, and abortion.
    - b. Information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code.
    - c. The importance of prenatal care.
  - 10. Information about sexual harassment, sexual assault, sexual abuse, and human trafficking. Information on human trafficking shall include both of the following:
    - a. Information on the prevalence, nature, and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance.

- b. Information on how social media and mobile device applications are used for human trafficking.
- 11. Information about adolescent relationship abuse and intimate partner violence, including the early warning signs thereof.
- C. A school district may provide optional instruction, as part of comprehensive sexual health education and HIV prevention education, regarding the potential risks and consequences of creating and sharing sexually suggestive or sexually explicit materials through cellular telephones, social networking Internet Websites, computer networks, or other digital media.
- D. A school district may provide comprehensive sexual health education or HIV prevention education consisting of age-appropriate instruction earlier than grade 7 using instructors trained in the appropriate courses. A school district that elects to offer comprehensive sexual health education or HIV prevention education earlier than grade 7 may provide age appropriate and medically accurate information on any of the general topics contained in paragraphs (1) to (11), inclusive, of subdivision (a).
- E. Under EC 51934, charter schools are required to offer sexual education as of 2022-23 school year. The curriculum has been expanded to include information on human trafficking and how social media, mobile devices, and websites are used to groom and promote sexual activities as a warning to students in grades 7 to 12. See parental input required to excuse of sex education.

**EC 51935 – HIV/AIDS Prevention Education; Development through Regional Planning, Joint Powers Agreements or Contract Services**

- (a) A school district shall cooperatively plan and conduct in-service training for all school district personnel that provide HIV prevention education, through regional planning, joint powers agreements, or contract services.
- (b) In developing and providing in-service training, a school district shall cooperate and collaborate with the teachers of the district who provide HIV prevention education and with the department.
- (c) In-service training shall be conducted periodically to enable school district personnel to learn new developments in the scientific understanding of HIV. In-service training shall be voluntary for school district personnel who have demonstrated expertise or received in-service training from the department or federal Centers for Disease Control and Prevention.
- (d) A school district may expand HIV in-service training to cover the topic of comprehensive sexual health education in order for school district personnel who provide comprehensive sexual health education to learn new developments in the scientific understanding of sexual health.

(Amended by Stats. 2015, Ch. 398, Sec. 10.)

**EC 51936 – Outside Consultants; Contracts for Services**

School districts may contract with outside consultants or guest speakers, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver comprehensive sexual health education and HIV prevention education or to provide training for school district personnel. All outside consultants and guest speakers shall have expertise in comprehensive sexual health education and HIV prevention education and have knowledge of the most recent medically accurate research on the relevant topic or topics covered in their instruction.

(Amended by Stats. 2015, Ch. 398, Sec. 11.)

**EC 51937 – Legislative Intent**

It is the intent of the Legislature to encourage pupils to communicate with their parents or guardians about human sexuality and HIV and to respect the rights of parents or guardians to supervise their children's education on these subjects. The Legislature intends to create a streamlined process to make it easier for parents and guardians to review materials and evaluation tools related to comprehensive sexual health education and HIV prevention education, and, if they wish, to excuse their children from participation in all or part of that instruction or evaluation. The Legislature recognizes that while parents and guardians overwhelmingly support medically accurate, comprehensive sex education, parents and guardians have the ultimate responsibility for imparting values regarding human sexuality to their children.

(Amended by Stats. 2015, Ch. 398, Sec. 13.)

**EC 51938 – Right of Parent or Guardian; Time to Exercise Right; Notification of Course Content and Materials; Tools to Measure Pupil's Health Behavior and Risks; Outside Consultants or Guest Speakers**

- a) A parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. A school district shall not require active parental consent ("opt-in") for comprehensive sexual health education and HIV prevention education.
- b) At the beginning of each school year, or, for a pupil who enrolls in a school after the beginning of the school year, at the time of that pupil's enrollment, each school district shall notify the parent or guardian of each pupil about instruction in comprehensive sexual health education and HIV prevention education and research on pupil health behaviors and risks planned for the coming year. The notice shall do all of the following:
  - 1. Advise the parent or guardian that written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

2. Advise the parent or guardian whether the comprehensive sexual health education or HIV prevention education will be taught by school district personnel or by outside consultants. A school district may provide comprehensive sexual health education or HIV prevention education, to be taught by outside consultants, and may hold an assembly to deliver comprehensive sexual health education or HIV prevention education by guest speakers, but if it elects to provide comprehensive sexual health education or HIV prevention education in either of these manners, the notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of the parent or guardian to request a copy of this section, Section 51933, and Section 51934. If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.
  3. Include information explaining the parent's or guardian's right to request a copy of this chapter.
  4. Advise the parent or guardian that the parent or guardian has the right to excuse their child from comprehensive sexual health education and HIV prevention education and that in order to excuse their child they must state their request in writing to the school district.
- c) Notwithstanding Section 51513, anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a passive consent ("opt-out") process. A school district shall not require active parental consent ("opt-in") for these tests, questionnaires, or surveys in grades 7 to 12, inclusive. Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to the school district.
- d) The use of outside consultants or guest speakers as described in paragraph (2) of subdivision (b) is within the discretion of the school district.

(Amended by Stats. 2015, Ch. 398, Sec. 14.) An opt out form can be found on page 63

**EC 51939 – Written request to excuse: effect upon receipt by school: alternative educational activities**

- (a) A pupil may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks, if the school has received a written request from the pupil's parent or guardian excusing the pupil from participation.
- (b) A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.
- (c) While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

(Amended by Stats. 2015, Ch. 398, Sec. 15.)

## **Testing and Assessment**

**Advanced Placement Exam Fees – EC 52244**

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees or the International Baccalaureate examination fees, or both. Please your student's site principal for information.

**California High School Proficiency Exam – 5 CCR 11523**

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

**Federal Student Aid – EC 51225.8 (9-12)**

Commencing with the 2022–23 school year, the governing board of a school district and the governing body of a charter school shall ensure that each of its pupils receives information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application, as appropriate, at least once before the pupil enters grade 12.

Under state law, school districts are to ensure that students prior to entering 12<sup>th</sup> grade are entitled to information on how to properly complete

and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application at least once. This information should be available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first-come, first served basis. All family and student personal information will be protected according to state and federal privacy laws and regulations. Student lists will be matched to FAFSA applications for the purpose of ensuring that either the FAFSA is completed or an opt out form is completed to maintain the students' ability to graduate.

#### **Pregnant and Parenting Pupils – EC 221.51, 222.5, 46015, 48205, and 48980**

School districts will accommodate pregnant and parenting students in preparation for delivery and provide postpartum leave, and an opportunity to continue their academic pathway, protected under Uniform Complaint Procedures, and provided notifications. Excused absence for care of sick child is added for parenting minors without a doctor note requirement.

The governing board of the Redlands Unified School District will treat both the pregnant teen mother and the teen father with the same accommodations, regardless of sex. Teen parents may not be excluded from any class or extracurricular activities, solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or post-partum recovery. Physical and emotional ability to continue may only be determined by physician or nurse practitioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, with the exception of personal choice.

Parental rights will be an option available in annual notifications or at semester term periods, welcome packets, orientation, online or in print, or in independent study packets as provided to all regular students from school districts or charter schools.

Parental leave for eight weeks for preparation of birth of infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed. Any additional time due if deemed medically necessary, as prescribed by physician or nurse practitioner. The pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the district or charter school supervisor of attendance, as excused absence, with a unique code similar to independent study. However, no work is required during the leave. Upon return, the parenting teens are entitled to return to the school courses that were in enrolled before taking leave. Make up plans and re-enrollment will be worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities, as before leave. If needed, parenting teen may enroll for a fifth year of instruction if on course for graduation requirements. If parenting teens were enrolled in an alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using these available accommodations.

An illness for sick child does not require a doctor note for the custodial parenting teens; the mother or father will be excused by the attendance supervisor.

#### **Retroactive Grant of High School Diplomas: Departed and Deported Pupils - EC 51430**

Authorizes school districts to retroactively grant 12<sup>th</sup> grade students in good academic standing who have been deported involuntarily, a high school diploma. The bill also requires a school district, county office of education, or charter school to consider any coursework that may have been completed by the pupil outside of the United States or that may have been completed by the pupil through online or virtual courses.

The governing board of the Redlands Unified School District may award a diploma to any student who may have been deported outside the US, if in good standing after completing the second year of high school. Any transfer credits from outside the US will be considered as completion through online or foreign classes.

#### **California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessment for California (ELPAC) Parent and Guardian Notification**

Dear Parent/Guardian:

The California Assessment of Student Performance and Progress (CAASPP) is our state's academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress and ensure that all students graduate from high school ready for college and career. The English Language Proficiency Assessment for California (ELPAC) is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English. State and federal law require that local educational agencies administer a state test of ELP to eligible students in kindergarten through grade twelve.

During the spring of 2026, RUSD students will participate in the following tests:

- **Smarter Balanced assessments for English language arts and mathematics in grades three through eight, and grade eleven.** The Smarter Balanced assessments utilize computer-adaptive tests and performance tasks that allow students to **analytical writing and critical thinking** skills in English language arts and mathematics. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.
- **California Science Test (CAST), and the California Alternate Assessment (CAA) for Science Test for all students in grades five, eight, and once to each student while that student is in high school.** The CAST is an online test based on the California Next Generation Science

Standards (CA NGSS). California's Next Generation Science Standards (CA NGSS) call for students to think and work like scientists and engineers-asking questions and learning through hands-on investigation and discovery. The CAST measures students' achievement of these standards through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. **The CAA for Science test** is based on alternate achievement standards derived from the CA NGSS. Students with the most significant cognitive disabilities, as designated in their IEP, are eligible to take the CAA for Science. The CAA for Science consists of three embedded performance tasks based on alternate achievement standards derived from the CA NGSS.

- **California Alternate Assessments (CAA) for English–language arts and mathematics in grades three through eight, and grade eleven.** The content of the CAA is based on alternate achievement standards derived from the Common Core State Standards (CCSS) Students who have an IEP that designates the use of an alternate assessment are eligible to take the CAAs in ELA and mathematics. The goal of the CAA is to ensure that students with the most significant cognitive disabilities attain increasingly higher achievement levels.
- **For eleventh graders,** these assessments will have a direct impact on the California State University's (CSU's) Early Assessment Program (EAP). The CSU and participating California community colleges will use student results from the state assessments as a student's EAP status in English and mathematics to determine if students are "ready" to be placed in credit-bearing coursework.
- **English Language Proficiency Assessments for California (ELPAC).** The ELPAC is a standardized test used in California schools to assess the English language proficiency of students whose primary language is not English in grades K-12. It's used to identify and monitor the progress of English learners in four key areas: listening, speaking, reading, and writing. This assessment will have a direct impact on whether an English Learner student is reclassified.

To learn more about the types of computer-based test questions, you and your child can view the practice and training tests online at the CAASPP Online Practice and Training Test Portal webpage at [www.caaspp.org/practice-and-training/index.html](http://www.caaspp.org/practice-and-training/index.html). Please make sure to select the "Student Interface Practice and Training Tests" button to access the tests. In addition, the California Science Test (CAST) will be administered in grades 5, 8, and 12 in the spring of 2026. For ELPAC practice tests, you can visit <https://www.caaspp-elpac.org/>.

Students will receive individual score reports following spring 2026 testing. Student score reports for 2025-2026 school year are made available to parents/guardians through the Aeries Parent Portal for viewing and download. You will be notified by email when the student reports are made available for the 2025-2026 state assessments. Please contact your student's school site front office for any assistance with your Aeries Parent Portal account or to create one. For ELPAC, visit the Starting Smarter website <https://elpac.startingsmarter.org/> to better understand your child's score report and view Parent Guides to Understanding in multiple languages.

The **Alternate ELPAC** is a California assessment designed for English Language Learners with the most significant cognitive disabilities who require alternative assessments. It measures English language proficiency (ELP) in listening, speaking, reading, and writing, allowing students to use their preferred communication modes. The Initial Alternate ELPAC determines a student's initial English learner status, while the Summative Alternate ELPAC monitors annual progress toward English proficiency.

For CAASPP testing, according to California Education Code and Title 5 regulations, parents have the right to opt their student out of testing. Although we do not recommend opting students out of testing, parents wishing to opt their student(s) out of testing must annually submit this request, in handwriting, to the school principal. ELPAC testing is required for all English Learners in grades K-12 and there is no option to opt-out of this assessment.

For additional parent information about the CAASPP assessment system, please visit the following web address at [www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp](http://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp), or feel free to contact your student's school administrator.

## Other Important Information

### Excuse from Health Instruction - EC 51240

Education Code 51240 states that whenever any part of the instruction in health, HIV/AIDS, family life education and sex education conflicts with the religious training and beliefs of the parent or guardian of any pupil, on written request of the parent or guardian, the pupil shall be excused from the part of the training which conflicts with such religious training and beliefs.

An opt-out form is provided on page 63 of this document.

### Credit for Classes Taken Off-Campus

A student, with counselor approval, may take a required class at a site other than where he/she is enrolled if the class is not currently being offered where he/she is enrolled and/or if one semester of the class has been failed.

Students taking a required course "off-campus" must submit the course description to both the principal and the appropriate department for

approval prior to taking the class. The course description must be submitted at least one month prior to the beginning of the requested class, or, in the case of summer school, prior to June 1.

Elective classes do not require prior approval and will receive full credit as given by the sponsoring accredited institution. "Off-campus" shall mean any class not under the jurisdiction of the local site administrator.

#### **Sexual Abuse and Sex Trafficking Prevention – EC 51900.6**

Authorizes school districts, county offices of education and charter schools to provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse and sexual assault awareness and prevention. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sexual assault awareness and prevention.

An opt-out form is provided on page 64 of this document.

#### **Sexual Abuse and Sexual Assault Awareness and Prevention – EC 51950**

Authorizes school districts to provide sexual abuse and sex trafficking prevention education which includes instruction on the frequency and nature of sexual abuse and sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sex trafficking prevention education, and assessments related to that education.

An opt-out form is provided on page 64 of this document.

#### **Lactating Pupils – EC 222**

Requires a school operated by a school district or a county office of education, the California School for the Deaf, the California School for the Blind, and a charter school to provide, only if there is at least one lactating pupil on the school campus, reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. These reasonable accommodations include, but are not limited to, access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child, permission to bring onto a school campus any equipment used to express breast milk, access to a power source for that equipment, and access to a place to safely store expressed breast milk.

It also requires that a lactating pupil on a school campus be given a reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child. Prohibits a pupil from incurring an academic penalty as a result of her use, during the school day, of these reasonable accommodations. Authorizes a complaint of noncompliance with the requirements of the bill to be filed with the local educational agency and would require the local educational agency to respond to such a complaint, in accordance with specified procedures. Authorizes a complainant to appeal a decision of the local educational agency to the State Department of Education and would require the department to issue a written decision within 60 days of its receipt of the appeal. Requires a local educational agency to provide a remedy to the affected pupil if the local educational agency finds merit in a complaint or if the Superintendent of Public Instruction finds merit in an appeal. Includes a statement of legislative findings and declarations.

#### **Harm or Destruction of Animals – EC 32255**

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian. A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

An opt-out form is provided on page 64 of this document.

#### **Closed Campus - EC 48900**

All school campuses of the Redlands Unified School District are closed campuses. This includes elementary, middle, and high schools. Students are under the jurisdiction of and subject to the school rules from the time they leave home until they return to their homes.

#### **Custody Issues**

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



#### **Civility on School Grounds – CC 1708.9, EC 322.10**

Any person who willfully disturbs any public school or any public-school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500).

It is unlawful for any person except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

#### **Civility Policy**

Any individual who disrupts or threatens to disrupt District /School office / classroom operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property shall be directed to leave school or school district property. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee shall verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person shall be directed to leave.

#### **Megan's Law - PC 290 et. seq.**

Information about registered sex offenders in California can be found on the California Department of Justice's website: <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

#### **Uniform Complaint Policy and Procedure – 5 CCR 4622, EC 234.1, EC 32289, and EC 49013**

The Redlands Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. **The District's Uniform Complaint Procedures shall be used to investigate and resolve the following complaints:**

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after- school education and safety programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, childcare and development programs, child nutrition programs, special education programs, and any other district-implemented program which is listed in Education Code 64000(a). (5 CCR 4610)
2. Any complaint alleging the occurrence of unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) against any student, employee or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of sex, sexual orientation, gender, gender identity, gender expression or genetic information, ethnic group identification, race or ethnicity, ancestry, nationality, national origin, religion, marital, pregnancy, or parental status, color, mental or physical disability, or age; or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on his/her association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610)
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodations to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding related needs of the student. (Education Code 222)
4. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
5. Any complaint alleging the district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. (5 CCR 4610)
6. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
7. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
8. Any complaint, by or on behalf of a student experiencing homelessness as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)
9. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the

assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

10. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)
11. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.
12. Any complaint alleging bullying based on membership in a protected class.
13. Any complaint alleging a violation of the District's Professional Adult/Student Boundaries Policy pursuant to Board Policy 4019.1.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

Complaints will be investigated, and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. These sixty (60) day-time periods may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

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

A copy of the Redlands Unified School District's UCP policy and complaint procedures shall be available free of charge.

Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures. Within 30 calendar days of receiving the complaint, the Assistant Superintendent of Compliance shall prepare and send to the complainant and any respondent a decision. If the complainant or respondent is dissatisfied with the Assistant Superintendent of Compliance's decision, the complainant or respondent may, within five business days, file the complaint in writing with the Board.

Either party may appeal the district's decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome. If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decision-maker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal must be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal, and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

**School Safety: Bullying – EC 234.4, 22589, and 32283.5**

Requires school district, county office of education, or charter school to adopt procedures and policies prohibiting discrimination, harassment, intimidation, and bullying based on protected classes, and to provide annual training to prevent bullying and cyberbullying to all employees who work with students, as posted from the state department of education web pages. Violations will be investigated under the District's Uniform Complaint Procedures.

The Redlands Unified School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying including cyberbullying on social media. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp> If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact our district counseling liaison available to assist you in identifying and stopping this behavior at: (909) 307-5300.

**Asbestos Management Plan - 40 CFR 763.93**

The Redlands Unified School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the Redlands Unified School District Maintenance & Operations Office at 307-5360.

**Pesticide Products – EC 17612, EC 48980.3**

To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application please contact the Redlands Unified School District Maintenance & Operations Office at 307-5360. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application, and an internet address on pesticide use and reduction, and the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan.

A Pesticide Notification Request letter is provided on page 79 of this document.

**Tobacco Free Campus – HSC 104420, 104495, Board Policy 4020.1**

Requires all school districts and county offices of education that receive Tobacco Use Prevention (TUPE) funding to adopt and enforce a tobacco-free campus policy no later than July of each fiscal year. The policy shall prohibit the use of tobacco products, any time, in District- owned or leased buildings, on District property and in District vehicles. Information about the policy and enforcement procedures must be communicated clearly to school personnel, parents, pupils, and the larger community. Signs stating "Tobacco use is prohibited" must be prominently displayed at all entrances to school property. Information about smoking cessation support programs must be made available and encouraged for pupils and staff.

HSC 104495 prohibits smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. Any person who violates this section is guilty of an infraction and shall be punished by a fine of two hundred fifty dollars (\$250) for each violation of this section. The prohibitions do not apply to private property, or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area.

**Electronic Nicotine Delivery Systems (e-cigarettes)**

The Redlands Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars, and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging, or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

**Free and Reduced Priced Meals – EC 49510, 49391 and 49392**

Commencing in SY 2022–23, Education Code (EC) 49501.5 requires public school districts, county offices of education, and charter schools serving students in grades TK–12 to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility. Charter Schools and Districts will still require eligible parents to submit an application in order to remain in compliance for accounting purposes only. Schools serving grades 1–6 will serve breakfast or a morning snack to non-school-aged children with a guardian present.

#### **Before and After School Programs – EC 8482.6, 8483(e), 8483.1(e), and 8483.95**

Beginning on July 1, 2017, students experiencing homelessness and students who are in foster care shall receive first priority for enrolling in before and after school programs. A program must inform the parent:

- Students who are identified as students experiencing homelessness or foster children have a right to receive priority enrollment.
- To request priority enrollment, please contact the Student Services Division at (909) 307-5300 ext. 21511 or (909)-389-2750. No current participant in a before or after school program shall be disenrolled in order to allow enrollment of a student with priority enrollment.

#### **Parent Notification System**

The District has implemented a District-wide calling system to notify parents of school activities and of emergencies at the school site. Each school will have the ability to customize the system and messages to parents to meet site needs. If you do not want to participate in this program, please notify the school principal.

#### **Limited English Proficient Learners – 20 USC 7012, EC 440**

Requires the school District to notify each parent or guardian of a pupil enrolled in a public school of the assessment of his or her child's English language proficiency not later than 30 days after the start of the school year.

#### **English Immersion Program – EC 310, 5 CCR 11309**

In order to facilitate parental choice of program, all parents and guardians must be informed of the placement of their children in a structured English immersion program and must be notified of an opportunity to apply for a parental exception waiver. Notice to include a description of the locally-adopted procedures for requesting a parental exception waiver, and any locally-adopted guidelines for evaluating a parental waiver request.

#### **GATE Program – 5 CCR 3831**

1. Requires the school District to develop a written plan for the GATE program which shall be available for public inspection. Plan to include:
2. The rationale for the purposes of the program, including the general goals and specific objectives which pupils are expected to achieve;
3. rationale for the District's method of identification of gifted and talented pupils;
4. where appropriate, procedure for the consideration of the identification and placement of a pupil who was identified as gifted or talented in the District from which the pupil transferred;
5. the services to be rendered and the activities to be included for pupils participating in special day classes, receiving special services, or participating in special activities for an amount of time as specified in Education Code Section 52206;
6. plan for evaluating the various components of the program;
7. procedures for modifying the District gifted and talented program on the basis of the annual review;
8. staff development plan based upon a needs assessment which includes specification of requisite competencies of teachers and supervisory personnel;
9. procedures for ensuring continuous parent participation in recommending policy for planning, evaluating, and implementing the District program;
10. procedure to inform parents of a pupil's participation or nonparticipation in the gifted and talented program; and an objective related budget.

#### **Extended School Year – Migrant Education – EC 41601.6**

Students who are identified as a "migrant child" in grades TK–6 may be allowed to enroll in two public schools during summer, winter, or other intersessions – both the school in which they last attended and the next intended school to be entered upon the migration with parents from one agricultural work site to another.

#### **Migrant and Newly Arrived Immigrant Pupils: Graduation Requirements and Continued Education Options - EC 51225.1 and 51225.2**

Notice shall be provided in language that the parent and student understand within 30 days of migration: When a pupil completes the state minimum coursework requirements and becomes eligible for a diploma, to notify the pupil, the educational rights holders all of the following:

- The pupil's right to a diploma issued by the school district of residence if he or she completed the graduation requirements for high school student who transferred in their 3<sup>rd</sup> or 4<sup>th</sup> year of high school from another country or other school district.
- The school district of residence shall issue to the pupil a diploma from the school the pupil last attended after the transfer and accept

coursework satisfactorily from the school previously attended, as well as from a country other than the United States.

- The district or charter school will explain how taking coursework and other requirements adopted by the governing board or charter school or continuing education upon transfer will affect the pupil's ability to gain admission to a postsecondary educational institution. Information about transfer opportunities available through the California Community Colleges. The pupil's or the education rights holders, as applicable, option to allow the pupil to take additional coursework for a 5<sup>th</sup> year of high school toward an achievable diploma requirement.
- If the district or charter school fails to provide timely notice, the pupil shall be eligible for the diploma once notified, even if that notification occurs after the initial transfer.

In addition to the statewide minimum course work and other requirements adopted by the governing board of the district or charter school shall do both of the following:

- Inform the pupil of his or her option to take coursework and other requirements adopted by the governing board.
- Permit the pupil, upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the person holding the right to make educational decisions for the pupil, to take coursework or other requirements adopted by the governing board, to take additional coursework for a 5<sup>th</sup> year of high school. Advise the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, the person holding the right to make educational decisions for the pupil, to consider enrollment in a school operated by the local educational agency or charter school, benefit from continued instruction, and graduate from high school with a valid diploma.

If a pupil participating in a newcomer program is exempted from local graduation requirements, the exemption shall continue to apply after the pupil no longer meets the definition of a "pupil participating in a newcomer program" while he or she is enrolled in school or if the pupil transfers again to another school, including a charter school, or school district during the 3<sup>rd</sup> or 4<sup>th</sup> year of high school. Students and parents of migratory children shall not request a transfer solely to qualify for this exemption.

#### **Migrant Education – EC 54444.2**

Requires a school district receiving migrant education funds or services to actively solicit parental involvement in planning, operation, and evaluation of its programs through establishment of parent advisory council. Requires notice to parents, in language they understand, that parents have sole authority to decide composition of council.

#### **Program Improvement – 20 USC 6316**

Requires schools identified for program improvement under the No Child Left Behind Act to promptly notify parents or guardians of students at the school of the following:

1. An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state
2. The reasons for the identification
3. An explanation of what the school is doing to address the problem of low achievement
4. An explanation of what the District or state is doing to help the school address the achievement problem
5. An explanation of how parents or guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement
6. An explanation of the option to transfer to another district school or charter school or to obtain supplemental educational services

Schools required to provide supplemental educational services must annually notify parents/guardians of:

1. The availability of supplemental educational services.
2. The identity of approved providers that are within the District or are reasonably available in neighboring local educational agencies.
3. The identity of approved providers that are accessible through technology, such as distance learning.
4. The services, qualifications and demonstrated effectiveness of each provider.
5. The procedures and timelines that parents/guardians must follow to select a provider.

*Note:* Guidance from the California Department of Education dated December 21, 2007, governing timely notification and implementation of supplemental educational services can be found at: <http://www.cde.ca.gov/ta/ac/ti/supplemental.asp>.

#### **Title I – 20 USC 6311, 34 CFR 200.61**

Requires the school District, at the beginning of the school year, to notify parents or guardians of each student attending a school receiving Title I funds that they may request and the District will provide on request (and in a timely manner), the information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides

instruction

2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications

In addition to the information that parents may request, a school that receives Title I funds shall provide to each individual parent information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified. The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

#### **Medical Records Sharing – HSC 120440**

Requires a school district planning to provide information from pupils' medical records to an immunization system to inform students or parents or guardians of the following:

1. Medical information may be shared with local health departments and the State Department of Health Services.
2. The name and address of the State Department of Health Services or of the immunization registry with which the school will share the information.
3. Information shared with local health departments and the State Department of Health Services will be treated as confidential and will only be used to share with each other, and, upon request, with health care providers, schools, childcare facilities, family childcare homes, WIC service providers, county welfare departments, foster care agencies, and health care plans.
4. The providers, agencies, and institutions will, in turn, treat the shared information as confidential, and shall use it only as specified.
5. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it.
6. The student or the parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.
7. After refusal, a physician may maintain access to this information for the purposes of patient care or protecting the public health. After refusal, the local health department and the State Department of Health Services may maintain access to this information for the purpose of protecting the public health.

*Note:* Students or parents or guardians may refuse to permit record sharing. Notification may be provided by ordinary mail and must include reasonable means for refusal, such as return form or contact telephone number.

#### **School Visiting Procedures – EC 51101(a)(12)**

The Superintendent and Governing Board encourage parents/guardians and interested members of the community to visit schools, open house activities, and other special events to view the educational program.

Visitors whose acts or presence would, in the opinion of principal/designee, disrupt normal school operations, threaten the health and safety of students or staff, or cause property damage, will not be permitted on the campus. (Penal Code 627.4)

Possession of unauthorized dangerous instruments, weapons or devices is prohibited on school premises, or any public right-of-way immediately adjacent to school property, or any other place where a teacher and student(s) are required to be in connection with assigned school activities.

To ensure minimum interruption of the instructional program, the Superintendent/designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should first be arranged with the teacher and/or principal/designee. If a conference is desired, an appointment shall be made with the teacher during non-instructional time.

All outsiders, as defined in law and administrative regulations, shall register immediately upon entering any school building or grounds when school is in session. (Penal Code 727.2)

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

No electronic listening or recording device may be used in a classroom without the teacher and principal's permission. (Education Code 51512)

#### **Gun-Free School Zone – PC 626.9 and 30310**

Recasts the provisions relating to a person holding a valid license to carry a concealed firearm to allow that person to carry a firearm in an area that is within 1,000 feet of, but not on the grounds of, a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive. Deletes the exemption that allows a person holding a valid license to carry a concealed firearm to bring or possess a firearm on the campus of a university

or college. Creates an additional exemption from those prohibitions for certain appointed peace officers who are authorized to carry a firearm by their appointing agency, and an exemption for certain retired reserve peace officers who are authorized to carry a concealed or loaded firearm.

**Gun Safety – EC 32221.5 (9-12) and EC 49390, 48391, and 49392**

This is a reminder that firearms are to be safely store away from children and teens. The accidental shooting of children and youth is the third leading cause of death following accidents and suicide. California public schools are mandated to remind families to keep their home safe from such potential dangers. If there is a threat or perceived threat, then the public schools will cooperate with local law enforcement to conduct an immediate threat assessment.

**Social Security Numbers – EC 49076.7 and 56601**

Pupils and their parents or guardians should not be asked to provide their social security numbers or the last four digits of the social security numbers unless required by state or federal law. If a form is requesting that you provide a social security number or the last four digits of the social security number for you and/or your child and it does not specify the state or federal law that requires this information, ask the school administrator for more information before providing it.

**Disclosure of Student Information for Marketing Purposes – 20 USC 1232h**

Requires notification to parents of pupils, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when an activity involving the collection, disclosure, or use of personal information collected from pupils for the purpose of marketing or selling that information is scheduled or expected to be scheduled. Notification to offer parents an opportunity to opt pupils out of participation in the activity.

Requires the school District to develop policy, in consultation with parents, regarding the collection, disclosure, or use of personal information collected from pupils for the purpose of marketing or selling that information. Requires notification to parents of pupils enrolled in schools served by the District of the adoption or continued use of such policies. Notification to be provided annually, at the beginning of the school year, or within a reasonable period of time after any substantive changes in the policy.

**Photo and Video Exclusion Procedures**

The Redlands Unified School District routinely utilizes visual images of student activities to record the school's history and to promote understanding of the district's educational programs. Such information is considered "directory information" which can be used in campus and community publications, websites, and other appropriate venues. In rare instances, parents or guardians may need to have their students excluded from such photographs and/or video images, when students are readily identifiable as individuals. A student's parent or guardian may request that his/her student be excluded from such publication by completing the "Request for Exclusion" form which is available in the school office and on the RUSD Website and filing the signed form with the school Principal. It is expected that "excluded" students will also accept responsibility to avoid obvious photo situations. The school will maintain records of requested exclusions and will make an effort to avoid involving the student in situations where the student will be individually identifiable in photographic or video images. Parent(s)/ Guardian(s), please note the photo and video exclusion procedures also apply to the yearbook at each school site within the Redlands Unified School District. An opt-out form is provided on page 71 of this document.

**Minimum & Pupil-Free Staff Development Days – EC 48980(c)**

Requires the annual notification to advise parents and guardians of all pupils attending a school of the schedule of minimum days and pupil-free staff development days. If minimum or pupil-free staff development days are scheduled after the start of the school year, the school should notify parents and guardians of affected pupils as early as possible, but not later than one month prior to the scheduled day.

The 2025-2026 Academic Calendar is provided on page 86 of this document.

**United States Savings Bonds – EC 48980(d)**

The annual notification may advise the parent or guardian of the importance of investing for future college or university education for their children and of considering appropriate investment options including, but not limited to, United States savings bonds.

**Charter schools: pupil admissions, suspensions, and expulsions - EC 47605 and 47605.6**

The Grove Charter School encourages the participation of parents for increased parental involvement, but it is not a requirement for acceptance to, or continued enrollment at, the Charter School.

# Forms and Other Important Information

## Annual Parent Notification 2025-2026 Title I

July 28, 2025

Dear Parents/Guardians:

Your child is attending a school in the Redlands Unified School District which receives Title I federal funds through the Elementary and Secondary Education Act (ESEA). This Federal law requires that parents be notified of their right to know the professional qualifications of their child's teacher(s) in core academic subject areas, including the following:

The type of state credential or license that the teacher holds. Some teachers will have a credential in a certain subject area, such as English or mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects, such as in elementary schools. The education level and subject area of the teacher's college degree(s). All teachers have a bachelor's degree, and many teachers have graduate degrees beyond the bachelor's, such as a masters or doctoral degree.

In addition to the qualifications of the teacher, if a paraprofessional (teacher's aide) provides your child services, you may also request information about his or her qualifications. Many paraprofessionals have two years of college, and others have passed a test that verifies their qualifications. If you would like this information, please contact our Human Resources Office at 909-307-5300.

Sincerely,

Patti Buchmiller, Assistant Superintendent, Educational Services

### Safe Storage of Firearms

SB 906 requires the notification of parents and legal guardians of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review and evaluate your own personal practices to assure that you and your family are in compliance with California law. With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.<sup>1</sup>

*Note:* The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.<sup>2</sup>

In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.<sup>3</sup>

Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.<sup>4</sup>

See California Penal Code sections 25100 through 25125 and 25200 through 25220.

See California Penal Code section 25100(c).

See California Civil Code Section 29805.



See California Civil Code Section 1714.3

**REDLANDS UNIFIED SCHOOL DISTRICT 2025-2026 PARENTAL OPTIONS**  
**(Page 1 of 2)**

(Applicable Only for the 2025-2026 School Year)

**PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL BY AUGUST 11, 2025**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Grade: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Comprehensive Sexual Health and HIV Prevention Education**

The California Healthy Youth Act requires that comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education be taught to students at least once in middle school and once in high school, beginning no later than grade seven. Instruction and materials must be medically accurate, objective, age-appropriate and inclusive of all students, as defined by law. The law requires that instruction and materials must encourage students to communicate with parents, guardians, or other trusted adults about human sexuality.

The purpose of this instruction is to:

- Provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy.
- Provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family.
- Promote understanding of sexuality as a normal part of human development.
- Ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end.
- Provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors.

This instruction will be provided by Redlands Unified School District personnel. All instructional materials are available for review in the main district office. You may also request a copy of the California Healthy Youth Act (California Education Code sections 51930–51939).

I would like my child **to be excused** from:

- ☐ Participation in any class involving comprehensive sexual education and HIV prevention education.

\_\_\_\_\_  
Signature of Parent/Guardian (if student is under 18)

\_\_\_\_\_  
Signature of Student (if student is 18 or older)

**Physical Examination**

Redlands Unified School District may require physical examinations of students enrolled in District programs or activities. Any physical examination required by the District shall be kept confidential. A parent or guardian having control or charge of any child enrolled in public schools may file annually with the principal of the school in which s/he is enrolled a statement in writing, signed by the parent or guardian, stating that s/he will not consent to a physical examination of the child.

**Please Note: Physicals are required for participation in RUSD and CIF Athletics. Athletic Physicals cannot be waived. For CIF sports, the physical form must be submitted through the school's Home Campus athletic clearance website. For all other sports programs (non-CIF), the physical form must be submitted to the school as part of the required athletic clearance packet.**

- ☐ I **do not** want my child to undergo a physical exam for District programs or activities, including vision, hearing and/or scoliosis. As a condition of opting out of submitting a physical exam, my student will not be eligible to participate in athletics.
- ☐ I grant consent for my child to undergo a physical examination for District programs or activities.
- ☐

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)

**REDLANDS UNIFIED SCHOOL DISTRICT 2025-2026 PARENTAL OPTIONS**  
**(Page 2 of 2)**

(Applicable Only for the 2025-2026 School Year)

**PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Grade: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Right to Refrain from Harmful or Destructive Use of Animals**

Pursuant to Education Code 32255 et seq., any student with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection. The student must obtain a note from his or her parent or guardian requesting exemption from participation in an education project involving the harmful or destructive use of animals.

- ☐ I would like my child **to be excused** from participation in an education project involving the harmful or destructive use of animals.
- ☐ My child **may** participate in an education project involving the harmful or destructive use of animals.

\_\_\_\_\_  
Signature of Parent/Guardian (if student is under 18)

\_\_\_\_\_  
Signature of Student (if student is 18 or older)

**Sexual Abuse and Sexual Assault Awareness and Prevention**

School districts, county offices of education and charter schools may provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse and sexual assault awareness and prevention. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sexual assault awareness and prevention

I would like my child **excused** from participation in any class involving sexual abuse and sexual assault awareness and prevention.  
My child **may** participate in an any class involving sexual abuse and sexual assault awareness and prevention.

**Sexual Abuse and Sex Trafficking Prevention**

School districts may provide sexual abuse and sex trafficking prevention education which includes instruction on the frequency and nature of sexual abuse and sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sex trafficking prevention education, and assessments related to that education.

- ☐ I would like my child **excused** from participation in any class involving sexual abuse and sex trafficking prevention education, and assessments related to that education.
- ☐ My child **may** participate in an any class involving sexual abuse and sex trafficking prevention education, and assessments related to that education.

\_\_\_\_\_  
Signature of Parent/Guardian (if student is under 18)

\_\_\_\_\_  
Signature of Student (if student is 18 or older)

**REDLANDS UNIFIED SCHOOL DISTRICT**

**2025-2026 CAL GRANT PROGRAM OPTION FOR GRADE 12 STUDENTS**

(Applicable Only for the 2025-2026 School Year)

**PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Grade: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist student, apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official. All grade 12 students' GPA will be sent to CASC on March 3, 2026.

Please indicate below whether or not you would like the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student.

☐ I **do not** want my/my student's GPA to be sent to CASC.

☐ I grant consent for my/my student's GPA to be sent to CASC.

\_\_\_\_\_  
Signature of Parent/Guardian (if student is under 18)

\_\_\_\_\_  
Signature of Student (if student is 18 or older)

## REDLANDS UNIFIED SCHOOL DISTRICT 2025-2026 CONCUSSION INFORMATION SHEET

(Applicable Only for the 2025-2026 School Year)

### **Why am I getting this information sheet?**

You are receiving this information sheet about concussions because of California state law AB 25 (effective January 1, 2012), now Education Code 49475:

1. The law requires a student athlete who may have a concussion during a practice or game to be removed from the activity for the remainder of the day.
2. Any athlete removed for this reason must receive a written note from a medical doctor trained in the management of concussion before returning to practice.
3. Before an athlete can start the season and begin practice in a sport, a concussion information sheet must be signed and returned to the school by the athlete and the parent or guardian (this is included in the RUSD packet clearance/participation packet).

Every 2 years all coaches are required to receive training about concussions (AB 1451), as well as certification in First Aid training, CPR, and AEDs (life-saving electrical devices that can be used during CPR).

### **What is a concussion and how would I recognize one?**

A concussion is a kind of brain injury. It can be caused by a bump or a hit to the head, or by a blow to another part of the body with the force that shakes the head. Concussions can appear in any sport and can look differently in each person.

Most concussions get better with rest and over 90% of athletes fully recover, but all concussions are serious and may result in serious problems including brain damage and even death, if not recognized and managed the right way.

Most concussions occur without being knocked out. Signs and symptoms of concussion (see back of this page) may show up right after the injury or can take hours to appear. If your child reports any symptoms of concussion or if you notice some symptoms and signs, seek medical evaluation from your team's athletic trainer and a medical doctor trained in the evaluation and management of concussion. If your child is vomiting, has a severe headache, is having difficulty staying awake or answering simple questions, he or she should be immediately taken to the emergency department of your local hospital.

On the California Interscholastic Federation (CIF) website [www.cifstate.org](http://www.cifstate.org) is a **Graded Concussion Symptom Checklist**. If your child fills this out after having had a concussion, it helps the doctor, athletic trainer or coach understand how he or she is feeling and hopefully shows progress. We ask that you have your child fill out the checklist at the start of the season even before a concussion has occurred so that we can understand if some symptoms such as headache might be a part of his or her everyday life. We call this a "baseline" so that we know what symptoms are normal and common. Keep a copy for your records and turn in the original. If a concussion occurs, he or she should fill out this checklist daily. This Graded Symptom Checklist provides a list of symptoms to compare over time to make sure the athlete is recovering from the concussion.

[http://www.cifstate.org/sports-medicine/concussions/CIF\\_Graded\\_Concussion\\_Symptom\\_Checklist.pdf](http://www.cifstate.org/sports-medicine/concussions/CIF_Graded_Concussion_Symptom_Checklist.pdf)

### **What can happen if my child keeps playing with concussion symptoms or returns too soon after getting a concussion?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. There is NO same day return to play for a youth with a suspected concussion. Youth athletes may take more time to recover from concussion and are more prone to long-term serious problems from a concussion.

Even though a traditional brain scan (e.g., MRI or CT) may be "normal", the brain has still been injured. Animal and human studies show that a second blow before the brain has recovered can result in serious damage to the brain. If your athlete suffers another concussion before completely recovering from the first one, this can lead to prolonged recovery (weeks to months), or even to severe brain swelling (Second Impact Syndrome) with devastating consequences.

There is an increasing concern that head impact exposure and recurrent concussions contribute to long-term neurological problems. One goal of this concussion program is to prevent a too early return to play so that serious brain damage can be prevented.



Signs observed by teammates, parents and coaches include:

- Looks dizzy
- Looks spaced out
- Confused about plays
- Forget plays
- Is unsure of game, score, or opponent
- Moves clumsily or awkwardly
- Answers questions slowly
- Slurred speech
- Shows a change in personality or way of acting
- Can't recall events before or after the injury
- Seizures or has a fit
- Any change in typical behavior or personality

Symptoms may include one or more of the following:

- Headaches
- "Pressure in head"
- Nausea or throws-up
- Neck pain
- Has trouble standing or walking
- Blurred, double, or fuzzy vision
- Loss of memory
- Tired or low energy
- Irritability
- Confused
- Repeating the same question/comment
- Bothered by light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- "Don't feel right"
- Sadness
- Nervousness or feeling on edge
- More emotional
- Concentration or memory problems

**What is Return to Learn?**

Following a concussion, student athletes may have difficulties with short and long-term memory, concentration, and organization. They will require rest while recovering from injury (e.g., avoid reading, testing, video games, loud movies) and may even need to stay home from school for a few days. As they return to school, the schedule might need to start with a few classes or a half-day depending on how they feel. They may also benefit from a formal school assessment for limited attendance or homework such as a reduced class schedule if recovery from concussion is taking longer than expected. Your school or doctor can help suggest and make these changes. Student athletes should complete the Return to Learn guidelines and return to complete school before beginning any sports or physical activities. Go to the CIF website [www.cifstate.org](http://www.cifstate.org) for more information on Return to Learn.

**How is Return to Play (RTP ) Determined?**

Concussion symptoms should be completely gone before returning to competition. An RTP progression involves a gradual, step-wise increase in physical effort, sports-specific activities and the risk for contact. If symptoms occur with activity, the progression should be stopped. If there are no symptoms the next day, exercise can be restarted at the previous stage.

RTP after concussion should occur only with medical clearance from a medical doctor trained in the evaluation and management of concussions, and a step-wise progression program monitored by an athletic trainer, coach, or other identified school administrator. Please see [cifstate.org](http://cifstate.org) for a graduated return to play plan. [AB 2127, a California state law that became effective 1/1/15, states that return to play (i.e., full competition) must be no sooner than 7 days after the concussion diagnosis has been made by a physician.]

**Final Thoughts for Parents and Guardians:**

It is well known that high school athletes will often not talk about signs of concussions, which is why this information sheet is so important to review with them. Teach your child to tell the coaching staff if he or she experiences such symptoms or if he or she suspects that a teammate has suffered a concussion. You should also feel comfortable talking to the coaches or athletic trainer about possible concussion signs and symptoms.

I hereby acknowledge that I have received the Concussion Information Sheet from the Redlands Unified School District and I have read and understand its contents. I also acknowledge that if I have any questions regarding these signs, symptoms and the "Return to Learn" and "Return to Plan" protocols I will consult with my physician.

\_\_\_\_\_  
Student-Athlete Name

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Printed

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date



## **References**

- American Medical Society for Sports Medicine position statement: concussion in sport (2013)
- Consensus statement on concussion in sport the 4<sup>th</sup> International Conference on Concussion in Sport held in Zurich, November 2012
- <http://www.cdc.gov/concussion/HeadsUp/youth.html>



REDLANDS UNIFIED SCHOOL DISTRICT

2025-2026 RELEASE FORM FOR DIRECTORY INFORMATION

(Applicable Only for the 2025-2026 School Year)

**PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL PRINCIPAL**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Grade: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The primary purpose of directory information is to allow the Redlands Unified School District to include this type of information from your child's education records in certain school publications. Directory information includes names, addresses and telephone listings, information that is generally not considered harmful or an invasion of privacy if released.

The Family Educational Rights and Privacy Act (FERPA) and Education Code 49073 permits Redlands Unified School District to disclose appropriately designated "directory information" without written consent, unless you have advised the District that you do not want your student's directory information disclosed without your prior written consent.

Directory information regarding pupil identified as a student experiencing homelessness or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

**Student Directory Information**

- ☐ I **consent** to have directory information released to any individual or organization
- ☐ I do not wish to have any directory information released to any individual or organization.
- ☐ I do not wish to release the name, address and telephone number of the student named above to the agency or agencies I check below:
- For 11<sup>th</sup> or 12<sup>th</sup> grade students only:**
- ☐ PTA (if applicable) ☐ United States Armed Forces
- ☐ Health Department ☐ Universities or Other Institutions of Higher Education
- ☐ Elected Officials

\_\_\_\_\_  
Signature of Parent/Guardian (if student is under 18)

\_\_\_\_\_  
Signature of Student (if student is 18 or older)

REDLANDS UNIFIED SCHOOL DISTRICT

2025-2026 ANNUAL PESTICIDE NOTIFICATION REQUEST

(Applicable Only for the 2025-2026 School Year)

**PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL PRINCIPAL**

Parents/guardians can register with the school to receive notification of individual pesticide applications. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

Parents/guardians seeking access to information on pesticides and pesticides use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code 13184, can do so by accessing the Department's web-site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Grade: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- ☐ I would like to be pre-notified every time a pesticide application is to take place at the school. I understand that the notification will be provided at least 72 hours before the application.
- ☐ I do not need to be notified every time a pesticide application is to take place at the school. I understand that the notification will be posted at least 24 hours before the application.

\_\_\_\_\_  
Signature of Parent/Guardian (if student is under 18)

\_\_\_\_\_  
Signature of Student (if student is 18 or older)



## REDLANDS UNIFIED SCHOOL DISTRICT 2025-2026 MEDIA RELEASE

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Grade: \_\_\_\_\_  
City: \_\_\_\_\_ Phone: \_\_\_\_\_ Teacher: \_\_\_\_\_

Throughout the school year, photos or videos may be taken of your child, or they may be interviewed while at school to support the Redlands Unified School District's (RUSD) effort to provide information or promote educational excellence by sharing resources and facilitating communication. Examples of areas or topics of interest include, but are not limited to, classroom activities, performances, science fairs and awards. These materials may appear on the District's and/or individual school site's website, social media or print publications. In these cases, either employees of RUSD or their contracted professionals would produce the materials, and all effort would be taken to ensure the responsible use of said materials. No public disclosure of a student's contact information would ever be made in these circumstances (phone, address, etc.) Furthermore, there will be no compensation paid for any inclusion of your child in District materials.

Materials may also be featured in online, television and print news media outlets. While RUSD and/or individual school officials generally know when these visits occur and for what purpose, the District has no control over the final usage of the materials gathered.

When a parent or guardian requests the school and District to exclude minors from media requests and coverage, we do everything possible to assure the outcome complies with the parent's request. Reasonable care to exclude cannot be guaranteed during a child's participation in events in a public, open-access setting, such as graduations, performances, sporting events, etc. It will ultimately be the student's responsibility to avoid obvious media coverage. Note: The photo exclusion also applies to each school site's yearbook.

**PLEASE COMPLETE AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL TO APPROVE OR DENY PERMISSION FOR THE REDLANDS UNIFIED SCHOOL DISTRICT TO PUBLISH YOUR CHILD'S NAME, IMAGE OR WORK.**

- ☐ YES, I give permission for my child's name, image, and work to be used by Redlands Unified School District.
- ☐ NO, I do not give permission for my child's name, image, or work to be used by Redlands Unified School District.

\_\_\_\_\_  
Signature of Parent/Guardian (if student is under 18)

\_\_\_\_\_  
Signature of Student (if student is 18 or older)

## NOTIFICATION LETTER TO PARENTS REGARDING INTERNET SAFETY FOR STUDENTS

Subject: INTERNET SAFETY

Dear Parents and Guardians:

The Redlands Unified School District prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge. Across the nation, schools have seen an increase in negative student behavior as a result of messages written using electronic technology posted to popular social networking Websites. Many sites contain instant messaging components that allow students to chat with other students and to post statements that ordinarily would not be said in a face-to-face conversation. The popularity of these Websites seems to be growing. Facebook, tumblr, and Twitter for example, are said to have millions of members and have become the most popular “message exchange” sites among students nationwide.

Unfortunately, child predators, “cyber bullies,” and con artists are using some of these Websites. To our knowledge, there are no adults officially responsible for monitoring the content on such Websites, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called “cyber bullies,” mostly children between the ages of 9 and 14, use the anonymity of the Web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the Internet.

Outside of our schools, there have been instances of adults posing as youths and gaining access to student chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting students post enough personal information that predators are able to locate students’ home or school addresses, thereby becoming easy targets for predators.

The Redlands Unified School District has blocked the use of social networking Websites from our school computers. We will continue to block objectionable material as we deem appropriate.

Parents should be aware of what their children are writing on the Internet and what others are posting in reply. These Websites are public domain, and anything posted there can be seen by anyone who has Internet access. Although most of what is written is not immoral, offensive, or illegal, some of it is. If you choose to do so, you may investigate this site by personally logging on to the site. The services are free, and users may register using an e-mail address. Once you have registered, you can search by name and e-mail address to see if your child is registered. You can narrow the search results by entering the name of your city. You will be able to view the kinds of personal information, messages, diaries, and photographs that students post to this Website.

### Individualized Learning Resources

Students may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and online meeting sessions. In providing educational materials—such as a learning management system to provide individualized instruction based on student ability determined by student input—these resources may collect students’ personally identifiable information. Parents/guardians will be deemed to have given consent for students under the age of 13 to access such educational resources unless the parent/guardian affirmatively opts out of allowing student access to the educational program. To opt a student under the age of 13 out of access to online educational resources, not including state mandated assessments, parents/guardians should contact the site principal to process this request.

**Helpful Tips and Resources** We encourage you to talk with your son or daughter about the potential danger of the Internet. Ask if they have an account with Facebook, Twitter, Instagram, TikTok, or similar Applications. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some Websites offer parental or family guidance for Internet safety; for example: <http://www.safekids.com>, <http://www.webwisekids.org>, or <http://www.common sense media.org>.

The Redlands Unified School District will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home.

Thank you for your support and cooperation in keeping our students safe. If you have questions or would like more information, please feel free to contact Student Services, 307-5300, extension 6729. Sincerely -

Juan Cabral, Superintendent of Schools

### **Electronic Information Resource Acceptable Use Policy (BP 6162.7)**

The Redlands Unified School District strongly believes in the educational value of electronic services and recognizes the potential of such to support the curriculum and student learning in the district. The goal of the district in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Redlands Unified School District will make every effort to protect students from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While the intent of the District is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is believed that the benefits to students from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Students are responsible for good behavior on the school computer network just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The school computer network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. Access entails responsibility. Individual users of the school's computer network are responsible for their behavior and communications over the network. It is presumed that users will comply with school standards and will honor this Acceptable Use Policy. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files kept on the file servers to maintain system integrity and ensure those users are using the system responsibly. Users should not expect that files stored on school district computers will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media. "Electronic information resources" include, but are not limited to, any computer use, any information available via the Internet, any information available via the local area network, accessed using RUSD computers, computer software of any kind including CD-ROM and network resources, and video resources. Please read this document carefully. Listed below are the provisions of this Acceptable Use Policy. If any user violates these provisions, access to information services may be denied and you may be subject to disciplinary action.

### **TERMS AND CONDITIONS OF THIS CONTRACT**

1. **Personal Responsibility:** As a student in the RUSD, I will accept personal responsibility for using electronic resources in accordance with the acceptable use guidelines outlined below. In addition, I will accept personal responsibility for reporting any misuse of electronic resources to the classroom teacher, computer lab instructor or the school principal. Misuse can come in many forms, but it is commonly defined as any information sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, excessive violence, drug or alcohol use, gang related material, and/or other issues described below. All the rules of conduct described in the District publication entitled "Board Policy 6162.7 - Use of Technology in Instruction" apply when you are using the network to access information services.
2. **Acceptable Use:** The use of any electronic information resource must be in support of education and research and with the educational goals and objectives of the Redlands Unified School District (these may be found in the District document entitled, "Board Policy 6162.7 - Use of Technology in Instruction"). I am personally responsible for this provision at all times when using electronic information services.
  - a. RUSD provides access to electronic information resources for use in support of education and educational research only.
  - b. The use of personal electronic mail accounts is NOT acceptable. This includes any and all e-mail access including, but not limited to, web-based mail services such as those provided by Microsoft HotMail, Yahoo Mail, Netscape, and many others. Electronic mail access is only acceptable when the account has been provided by a representative of the RUSD.
  - c. The use of chat room and instant messaging services is NOT acceptable. Chat access is only acceptable when moderated by a representative of the RUSD.
  - d. Any personal data stored on external media (including, but not limited to, CD-ROM, DVD, floppy disk, Zip media, Jaz media, or any other optical media) or accessible via the Internet (including personal web pages, FTP accounts, etc.) accessed using RUSD equipment must also meet the standards of acceptable use outlined in this document.
  - e. The use of RUSD equipment for playing games of any kind, including, but not limited to, games available online or via CDROM and intentionally wasting limited resources is strictly prohibited with the exception of games that are included as part of an educational software package supplied by the district.
  - f. The use of RUSD equipment for the purchase and/or ordering of merchandise or services for personal use is not acceptable
  - g. Use of other organizations' networks or computing resources must comply with rules approved by the District Coordinator of Technology Services. This includes unauthorized use and access of wireless networks and the installation of personally owned network equipment.
  - h. Transmission of any material in violation of any United States statutes and laws or other state organizations laws is prohibited.

This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.

- i. Sending or displaying offensive messages or pictures, using obscene language, and harassing, insulting, or attacking others is prohibited on or off campus.
  - j. Violating copyright laws, using another user's password, trespassing in another user's folders, work or files is prohibited.
  - k. Use of commercial activities by for-profit institutions is not acceptable.
  - l. Use of product advertisement or political lobbying is also prohibited.
  - m. Student home folders stored on district computers cannot be used to store non-educational related data, such as music files, images, and personal data files.
  - n. Student home folders stored on district network file servers may be reviewed by authorized district employees to ensure compliance with the above stated policies.
  - o. Inappropriate use of electronic information resources can be a violation of local, state, and federal laws and the individual can be prosecuted for violating any of those laws and this may result in loss of computer access privileges.
  - p. Students further agree to follow the below guidelines and policies when conducting any school-related electronic communication, including but not limited to texts, emails and communications on third-party platforms, or cloud computing technologies such as Google Docs, Office 365, Blackboard, and social media sites.
3. Privileges: The use of the District information system is a privilege, not a right, and inappropriate use (as defined above) will result in a cancellation of those privileges. The Redlands Unified School District system administrator(s) (operating under the aegis of the Board of Education and the District Office) will decide what appropriate use is and their decision is final. The system administrator may close an account at any time deemed necessary. The administration, staff, or faculty of the Redlands Unified School District may request that the system administrator deny, revoke, or suspend specific user accounts.
  4. Services: The Redlands Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Redlands Unified School District will not be responsible for any damage suffered while using this system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The Redlands Unified School District specifically disclaims any responsibility for the accuracy of information obtained through its services.
  5. Security: Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the classroom teacher, computer lab instructor or the school principal at once. Never demonstrate the problem to other users. Never use another individual's account. All use of the system must be under your own account. Never distribute your password to other users. Any user identified as a security risk will be denied access to the information system. Examples of security risk behavior include attempting to access the account of another user, attempting, in any way, to access data or software that the user has not been given privileges to, attempting to modify the configuration of a computer workstation or server in order to gain access to restricted data or software and distributing your password to others.
  6. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, executing, uploading, or creating computer viruses, and any attempt to disrupt network services. Vandalism includes any activity that can be described as "hacking, "cracking," and the like. Vandalism also includes the intentional damage of computer hardware, peripherals, and software media. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.
  7. Updating: The information service may occasionally require new user registration and account information from you to continue the service. You must notify the classroom teacher, computer lab instructor or the school principal of any changes in your account information.

**REDLANDS UNIFIED SCHOOL DISTRICT**

**2025-2026 STUDENT AGREEMENT**

(Applicable Only for the 2025-2026 School Year)

**PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL PRINCIPAL**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Grade: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**STUDENT AGREEMENT:**

I understand and will abide by the provisions and conditions of the RUSD Acceptable Use Policy. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the Redlands Unified School District system administrator. Misuse can come in many forms, but it is commonly viewed as any information sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, excessive violence, drug or alcohol use, gang related material, and/or other issues described in the Electronic Information Resource Appropriate Use Policy. All the rules of conduct described in the District publication entitled, "Board Policy 6162.7 Use of Technology in Instruction" apply when I am using the network. I also agree to be bound by the conditions in the Acceptable Use Policy (AUP) and any other school or district policies regarding computer and electronic technology usage. I agree that the school may impose discipline in accordance with its policies if I violate any portion of this policy.

\_\_\_\_\_  
Signature of Student

**PARENT OR GUARDIAN AGREEMENT:**

As the parent or guardian of this student, I have read the RUSD Acceptable Use Policy and understand that the information system and the network is designed for educational purposes. I understand that it is impossible for the Redlands Unified School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I also agree to report any misuse of the information system to the Redlands Unified School District system administrator. Misuse can come in many forms, but it is commonly viewed as any information sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, excessive violence, drug or alcohol use, gang related material, and/or other issues described in the Electronic Information Resource Appropriate Use Policy.

- ☐ I accept full responsibility for supervision if and when my child's use is not in a school setting.
- ☐ I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.
- ☐ If I do not want my child to participate in this program, I will notify the school principal.

\_\_\_\_\_  
Signature of Parent/Guardian

## **SCHOOL DIRECTORY**

<b>School</b>	<b>Principal</b>	<b>Phone</b>
Arroyo Verde Elementary	Becca Acosta	(909) 307-5590
Bryn Mawr Elementary	Esther Tamanaha	(909) 478-5650
Crafton Elementary	David Finley	(909) 794-8600
Cram Elementary	Michael Laba	(909) 425-9300
Franklin Elementary	James Benanti	(909) 307-5530
Highland Grove	Kristi Castro	(909) 307-2420
Judson & Brown	Robyn Rivera	(909) 307-2430
Kimberly Elementary	Emily Elgan	(909) 307-5540
Kingsbury Elementary	Renee Kanoti	(909) 307-5550
Lugonia Elementary	Sara Burton	(909) 307-5560
Mariposa Elementary	Larissa Gill	(909) 794-8620
McKinley Elementary	Jennifer Sherman	(909) 307-5570
Mentone Elementary	Mollee O'Day	(909) 794-8610
Mission Elementary	Minerva Castorena	(909) 307-2480
Smiley Elementary	Danita Slaughter	(909) 307-5580
Victoria Elementary	Estella Patel	(909) 478-5670
Beattie Middle School	JJ Martinez	(909) 307-2400
Clement Middle School	Natalie Johnson	(909) 307-5400
Cope Middle School	Wendy Caress	(909) 307-5420
Moore Middle School	Jennie Dyerly	(909) 307-5440
Citrus Valley High	Maisie McCue	(909) 799-2300
Redlands East Valley High	Shana Kamper	(909) 389-2500
Redlands High	Wes Cullen	(909) 307-5500
Orangewood High	Carli Norris	(909) 307-5380
Redlands Adult Education	Troy Martinez	(909) 748-6930
E-Academy	Jeff Im	(909) 748-6941
RISE Independent Study	Jeff Im	(909) 748-6930

*Redlands Unified School District  
Student Attendance Calendar (All Schools)  
2025-2026 School Year*

[illegible]

Holidays (No Students in Attendance)		End of Quarter Dates		End of Trimester Dates		End of Semester Dates		Attendance Days	
Independence Day	July 4	Quarter 1	October 3 (42 days)	Trimester 1	October 31 (61 days)	Semester 1	December 19 (89 days)	Students	180
Labor Day	September 1	Quarter 2	December 18 (47 days)	Trimester 2	February 27 (61 days)	Semester 2	June 4 (91 days)	Teachers	185
Veteran's Day	November 11	Quarter 3	March 20 (48 days)	Trimester 3	June 4 (58 days)				
Thanksgiving Break	November 24 - 28	Quarter 4	June 4 (43 days)						
Winter Break	December 22 - January 9								
Martin Luther King, Jr. Day	January 19								
Presidents' Day	February 16								
Spring Break	March 23 - April 3								
Memorial Day	May 25								
Juneteenth	June 19								

Elementary  
Secondary

H Holiday (No Students in Attendance)

**M Minimum Day (Conferences/Report Card Preparation)**

P Staff Professional Day (No Students in Attendance)

Board Approved: 04/22/25

## District Holidays 2025-2026

Labor Day  
Veterans Day  
Thanksgiving Recess  
Winter Recess – All schools  
Martin Luther King Holiday Observance  
Presidents' Day  
Spring Recess – All schools  
Memorial Day Holiday

September 1  
November 11  
November 24-28  
December 22 - January 9  
January 19  
February 16  
March 23 – April 3  
May 25

### Key to Code and Regulation Section Abbreviations

<b><u>Abbreviation</u></b>	<b><u>Complete Title</u></b>
EC	California Education Code
CC	Civil Code
5 CCR	Title 5, California Code of Regulations
HSC	California Health and Safety Code
PC	California Penal Code
VC	California Vehicle Code
WIC	California Welfare and Institutions Code
34 CFR	Title 34, Code of Federal Regulations
40 CFR	Title 40, Code of Federal Regulations
USC	United States Code





## Redlands Unified School District Voluntary Student Drug Testing Program Frequently Asked Questions

### **What about confidentiality?**

The results of the voluntary drug testing program are completely confidential. This program is to help you and your student. Therefore, the Redlands Unified School District and your students school staff will not receive notification of your student's test results. Student Services will contact the parent directly by whichever method the parent has chosen on the sign-up form (e.g., e-mail, phone, mail).

### **Who will conduct the testing?**

A counselor with the Student Services Office will administer the testing and the processing of all test results. The procedures Student Services uses are listed in the document "Procedures/Protocols," which is available on the RUSD website.

### **How will students be selected for testing?**

Student Services will randomly select students each month. Because selection is made randomly by a computer, it is possible that your student may be tested more than once during the school year.

### **I didn't take advantage of the early enrollment – can I enroll later in the year?**

Yes. Enrollment forms will be available on the district website and at your middle and/or high school. Forms can also be directly submitted to Student Services using the following email: [jon\\_best@redlands.k12.ca.us](mailto:jon_best@redlands.k12.ca.us)

### **Can a principal, teacher, coach, or other school employee select or send my child to be tested?**

No. School district personnel do not have the authority or the ability to send any student to be tested. Student Services computer database randomly selects students from the list of sign-up forms from parents who have authorized their student to be tested.

### **Can my student be tested more than once?**

Yes. Every student in the program has an equal chance to be selected each month. The Student Services computer database randomly selects who will be tested from the entire list of students enrolled in the program. Even if a student has been tested previously, the computer could randomly select them again.

### **Who will know the results of my student's test?**

Only you, the parent, and Student Services will know the test results. When you signed your student up, you were asked to create a password and select how you wanted to be notified of the results (e.g., e-mail, telephone, mail). When Student Services contacts you, they will verify you are the parent via your password. Then, and only then, will they discuss the test results with you. The school will not be contacted at any time regarding test results.

### **How is the urine tested?**

Student Services will use a "dip stick" for the initial test. If a drug is detected, parents/guardians have can if they choose to have the sample sent to a lab to have a medical review officer review the test results at the parents/guardian's own expense.

### **What drugs will be tested for?**

- Marijuana (THC)
- Amphetamines
- Cocaine
- Methamphetamines
- Opiates

### **How long do certain drugs stay in a person's system?**

Amphetamine.....	3-5 days
Cocaine.....	2-5 days
Opiates.....	2-4 days
Methamphetamine.....	3-5 days
Cannabinoids (Marijuana).....	14-45 days



## Redlands Unified School District Voluntary Student Drug Testing Program Frequently Asked Questions

### **What does a “positive” drug test mean?**

A positive result for a drug test means that the individual providing the sample ingested or used a drug at some point in time prior to sample collection. There are several things that a positive result cannot tell us, including: The amount of drug ingested

- The exact time of ingestion
- The route or mode of ingestion (i.e., oral, snorting, intravenous injection, smoking, etc.)
- The frequency of ingestion
- The purity of drug ingested
- Whether ingestion was deliberate, accidental, unknowing, or legitimate.

### **What if my child refuses to submit to the test?**

If a student refuses or avoids taking the test, parents will be notified.

### **What if I have questions about the detailed lab analysis?**

Drug Testing Medical Review Officer information can be available to parents/guardians at your own expense, usually through your insurance.

### **What will happen if my student tests positive for drugs?**

You will be contacted by Student Services and sent a follow-up letter. The letter will identify the drug for which your student tested positive and include information about that particular drug. Please know the school site will never be notified of your students results, nor will a positive test result in disciplinary action.

### **General Guidance**

[www.parentingisprevention.org](http://www.parentingisprevention.org)      [www.samhsa.gov](http://www.samhsa.gov)      [www.drugabuse.gov](http://www.drugabuse.gov)

### **Prevention**

[www.health.org/links](http://www.health.org/links)      [www.afterschool.gov/cgi-ginh/home.pl](http://www.afterschool.gov/cgi-ginh/home.pl)      [www.ncadd.org](http://www.ncadd.org)

**Getting Help:** [www.Findtreatment.samhsa.gov](http://www.Findtreatment.samhsa.gov)

**Or call toll free:** 1-800-729-6686



## RUSD Procedures/Protocols

### Voluntary Student Drug Testing Program

1. Once students sign in, they must remain in the collection area until their test is completed.
2. At sign in, the students' identity will be verified using an official state, federal or school issued ID. Students that have an expired identification or have no identification can be identified by a designated staff member.
3. Before going into the restroom to provide a sample, students will be asked to empty the contents of their pockets to make sure they are not bringing anything into the restroom that could be used to contaminate, dilute, or weaken the test. Baskets will be provided to hold these items until the test is completed.
4. Students wearing hats, jackets, sweatshirts, or other bulky items will be asked to remove those items before going into the restroom.
5. Students will be given instructions on the amount of sample (urine) to be provided and the amount of time they have to give their sample. They will be told that any attempt to use a sink or flush a toilet will result in a parent contact.
6. Each sample will be examined to be certain it is consistent with human urine. A sample must have the proper temperature (90-100 degrees), color, appearance, and smell. Samples determined to be inconsistent with human urine will result in the student receiving a failed test result.
7. Trying to cheat the test by attempting to substitute, contaminate, dilute, or weaken a sample in any way will result in a parent contact.
8. Failure to cooperate with the testing process in any way such as refusing to follow instructions, failure to appear for testing, refusing to sign paperwork, disrupting the testing process, acting in a confrontational manner, or failure to remain in the collection area will result in a parent contact.
9. Diluted samples occur when the student drinks so much water before the test that their sample is too clear to accurately test. In these cases, the students will be given up to 1 hour to provide a valid sample. If they cannot complete the test, parents will be contacted.
10. Students that cannot urinate (shy bladder) or who fail to provide a sufficient amount of urine when directed, will be given a total of 1 hour to produce a sufficient sample and will be allowed to drink up to 40 oz. of water. If a student still cannot produce a sample, parents will be contacted.
11. Test results will not be discussed with the student. Negative test results will be forwarded to the parent/guardian within 24 hours using the communication method chosen by the parent on the enrollment form (e-mail, phone, mail).
12. Samples that screen positive with the instant screening device can be sent to a certified lab for confirmation if the parent/guardian chooses to do so. Parents will be sent an informational result that states, "requires further testing." At this time, the test should be considered "non-negative." If parents/guardians choose to send the sample to a lab for further review, most labs will provide further confirmation within 1-3 days. Again, remember, if a parent/guardian decides to send their student's test to a lab for further confirmation, it will be at your own expense.
13. The parent/guardian has the option to have positive test results undergo Medical Officer Review, whereby a doctor will call the parent/guardian to discuss any prescriptions their student may be taking that could have caused the positive result. The parent/guardian will be responsible for contacting their medical insurance to arrange for this service.