Student/Parent Handbook

2026-2027

Hillside Innovation Academy
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Lilly Ellefsen, Principal
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Student/Parent Handbook

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The Romoland School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual or perceived race, color, ancestry, nationality, ethnicity, immigration status, age, religion, marital or parental status, pregnancy status, physical or mental disability, medical condition, genetic information, sex, sexual orientation, gender, gender identity, or gender expression; or association with a person or group with one or more of these actual or perceived characteristics.

For any questions or concerns, or to file a complaint, regarding discrimination, intimidation, harassment, or bullying, contact the applicable compliance officers, located at 25900 Leon Road, Homeland, California 92548: Equity Compliance Officer and Title IX Coordinator – Mr. John Murray, Chief Personnel Officer, at jmurray@romoland.net; Section 504 Coordinator – Ms. Carmen Hopkins, Director of Pupil Services, at mchavez@romoland.net. The compliance officers may be reached at (951) 926-9244.

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Note: The term "parent", as used in the following notifications, means the natural or adoptive parent, legal guardian, the person having legal custody, or other education rights holder. Additionally, the pronouns used in the notifications are meant to be gender-free.

Virtual Elementary-Regular Bell Schedule

Grade	Start Time	Recess	Lunch	End Time
TK	7:50 a.m.	9:35 - 9:55	11:00 - 11:40	1:50 p.m.
K	7:50 a.m.	9:55 - 10:15	11:00 - 11:40	1:50 p.m
1	7:50 a.m.	9:15 - 9:35	11:30 - 12:10	2:10 p.m
2	7:50 a.m.	9:15 - 9:35	11:50 - 12:30	2:10 p.m
3	7:50 a.m.	9:35 - 9:55	12:00 - 12:40	2:10 p.m
4	7:50 a.m.	9:55 - 10:10	12:15 - 12:55	2:10 p.m
5	7:50 a.m.	9:55 - 10:10	12:25 - 1:05	2:10 p.m

Virtual Elementary-Modified Day Schedule

Grade	Start Time	Recess	Lunch	End Time
TK	7:50 a.m.	9:20 - 9:40	11:15 - 11:55	12:15 p.m.
K	7:50 a.m.	9:40 - 10:00	11:15 - 11:55	12:15 p.m.
1	7:50 a.m.	9:40 - 10:00	11:00 - 11:40	12:15 p.m.
2	7:50 a.m.	9:20 - 9:40	10:45 - 11:25	12:15 p.m.
3	7:50 a.m.	9:20 - 9:40	10:30 - 11:10	12:15 p.m.
4	7:50 a.m.	N/A	10:15 - 10:50	12:15 p.m.
5	7:50 a.m.	N/A	10:00 - 10:35	12:15 p.m.

Virtual Middle School

Regular Schedule			Modified Day Schedule	
Period	**Time**		**Period**	**Time**
1	8:00 - 8:50		1	8:00 - 8:35
2	8:53 - 9:40		2	8:38 - 9:10
Break	9:40 - 9:50			
3	9:53 - 10:40		3	9:13 - 9:45
4	10:43 - 11:30		4	9:48 - 10:20
Lunch	11:30 - 12:00		Lunch	10:20 - 10:50
5	12:03 - 12:50		5	10:53 - 11:25
6	12:53 - 1:40		6	11:28 - 12:00
7	1:43 - 2:30		7	12:03 - 12:35

Academy Program

Regular Schedule			Modified Day Schedule	
Period	**Time**		**Period**	**Time**
1	8:00 - 8:57		1	8:00 - 8:42
2	9:02 - 9:57		2	8:45 - 9:22
3	10:02 - 10:57		3	9:25 - 10:02
4	11:02 - 11:57		4	10:05 - 10:42
Lunch	11:57 - 12:35		Lunch	Lunch
5	1:35 - 2:30		5	11:13 - 11:50
6	12:35 - 1:30		6	11:53 - 12:30

Homeschool Program

Daily Check-ins Scheduled with Teacher	
TK/Kindergarten:	7:50 a.m. - 1:50 p.m.
Grades 1-8:	7:50 a.m. - 2:10 p.m.
Minimum Day:	7:50 a.m. - 12:15 p.m.

Vision

All of our students will achieve their individual quarterly goals in the areas of academics and social-emotional wellbeing so that they may develop leadership to successfully progress through school with confidence.

Mission

We strive to empower youth through a personalized, innovative learning approach so they become positive community leaders.

Shared Agreements (staff and students)

Growth: We have growth mindsets. We always believe we can improve and work every day to learn something new.

High Expectations: We have high expectations of ourselves and believe that we are capable of achieving more than we set out to.

Appreciation: We show appreciation for one another whenever possible. We appreciate our parents and teachers for everything they do for us and appreciate the kindness of our friends.

Cooperation: We work well together with all of our friends and classmates. We want everyone to learn and succeed, and this requires us to work together, compromise, and share, in order to succeed.

Honesty: We value honesty when communicating with one another. The greatest test of honesty is when we must admit when we were wrong.

INGRESS & EGRESS

Animals/Pets on Campus

Other than service animals for students with disabilities and animals used for instructional purposes by teachers, pets and other animals (even on a leash) are prohibited from being on school property during, before, or after school hours. This is necessary to ensure the health, safety and welfare of all students and staff.

Arrival/Drop Off

Students are not to arrive on campus more than 15 minutes before the start of school since there will not be any adult supervision before that time. When students arrive on campus, they must report to the main quad and lunch tables.

After School

Only those students who are enrolled in an after-school program or activity are allowed on campus after regular school hours. No other students should remain on campus beyond 30 minutes after dismissal time.

Bicycles, Scooters & Skateboards

Students are allowed to ride their bicycles, scooters, or skateboards to and from school, but must walk/carry them onto and off school grounds in the morning and after school. Failure to do so could result in forfeiting the privilege to use this mode of transportation. After school, students are to leave school grounds immediately, and cross streets using the crosswalks and adhere to all traffic and safety procedures.

Electric Bicycles and Scooters: To ensure the safety of students who ride to and from school on electric bicycles or scooters, parents are highly encouraged to review the traffic laws and school-prescribed safety rules pertaining to these modes of transportation with their child. This includes wearing a bicycle helmet, as provided below, and adhering to the speed limits on the road and in the school's parking lot.

Bicycle Helmet Law. All students are required to wear a properly fitted and fastened bicycle helmet in order to operate, or ride as a passenger on, a bicycle, a nonmotorized scooter, or a skateboard, or to wear in-line or roller skates. This requirement also applies to a minor who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle. If a student does not wear their helmet to school, the school will confiscate the bicycle, scooter, or skateboard and call home for a helmet.

Bike Racks: All bicycles, scooters, and skateboards must be locked up in the bike rack area; they cannot be stored in the front office or in any classrooms. Students must provide their own lock and key as none will be provided by the school. The school is not responsible for the loss or damage to bicycles, scooters, skateboards, or helmets.

Dismissal/Pick Up

Students will exit through their grade specific gates. Parents and students are responsible for establishing a meeting area. If special arrangements for transportation need to be made, parents are to make these arrangements before the student comes to school; parents are not to call the school office to have the message relayed to their student because it is not always possible to deliver all messages in a timely manner and because it will keep interruptions to the instructional time to a minimum.

Parking Lot

All visitors, including parents, must park in designated areas and adhere to all curb markings and staff directions. There is no double-parking or parking in loading and red zones or in bus loading zones. The speed limit in the parking lot is 5 MPH.

School Visiting Procedures

All visitors who wish to gain access to a school, including parents, contractors, and volunteers, must report to the main office to register through the Raptor Visitor Management System. Visitors will be asked to present a photo ID and their purpose for entering school grounds. Visitors without a photo ID will have their information manually inputted into the system by a staff member.

Once a visitor has been approved, a visitor's badge will be printed for the visitor to wear during the visit. Unless otherwise directed by the principal or designee, a staff member will accompany visitors while they are on school grounds. Upon

completion of the visit, all visitors must return to the main office to turn in their visitor's badge and sign out.

Anyone on school grounds without permission is in violation of the law and may be reported to law enforcement. The principal or designee may refuse to register any visitor if the principal or designee reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. A visitor's registration may be revoked if the principal or designee believes there is a reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff.

Walking Home from School

Students in grades 3-5 may walk home only with a signed permission slip. The permission slip will be sent home in the first day packet. Also, written permission from the parent is required if a student will be deviating from the regular route home. Parents are encouraged to go over safe routes home with their students, and to remind their students not to take shortcuts through private property.

If a student will be going home with another student, a note (dated and signed) from the parent of both students must be provided for verification purposes. Contact a school administrator if there are any special needs or questions regarding students walking home.

HEALTH & WELLNESS

Food Allergies/Special Dietary Needs

There are students who have special dietary needs and/or are allergic to certain foods or ingredients (*e.g.,* peanuts, tree nuts, wheat, milk, etc.). When exposed to an allergen, affected students may experience shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. Students will not be excluded from school activities nor otherwise discriminated against, harassed, intimidated, or bullied because of their food allergy.

Please help keep all of students safe and healthy at school by keeping in mind the following:

1. Parents are responsible for notifying the principal or school nurse, in writing, regarding their child's food allergies or other special dietary needs.
2. When a student's food allergy or food intolerance substantially limits one or more major life activities, they may be evaluated to determine if accommodations pursuant to Section 504 are required.
3. School lunch meals make dietary accommodations for students who have a medically certified disability that is verified by a medical statement.
4. Each school site may designate allergen-free area(s) to ensure students with allergies are safe.
5. Students should not share or exchange meals or utensils with other students.
6. Without identifying the student, the principal or teacher may notify parents of other students in the class that a student is allergic to a specific food and may request that certain foods not be provided at class parties or other school events.
7. Parents are encouraged to bring non-food items, such as stickers or pencils, for school celebrations in lieu of food items which present a challenge for students with food allergies.

When sending food for others to consume, do not send any foods that do not have food labels.

Health Services

Students must have a pass from their teacher or other staff member before going to the Health Office, unless an emergency occurs. The school nurse or health aide can administer first aid, but if the student needs further treatment or care, or transportation home or to a doctor, contact with the parent or designated adult will be made.

Illness

It is important to protect the health of all students from risk posed by infectious diseases that can be transmitted within the school setting. Whenever there is a good reason to believe that a student is suffering from a recognized contagious or infectious disease, the student will be sent home and will not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist. The California Department of Public Health (CDPH) further provides that children should stay home (or go home) from school when any new illness or symptom prevents them from being able to participate meaningfully in school activities or results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.

The following chart provides guidelines from the CDPH that help parents decide when to keep children at home when they are not feeling well and when children are ready to return to school.

Symptom or Illness	***When should children stay home and when can they return to school?***
Fever	STAY HOME IF a fever is 100.0 F (38°C) or higher. RETURN WHEN fever free for 24 hours without fever reducing medications such as Tylenol® , Advil® , or Motrin® (acetaminophen or ibuprofen).
Vomiting	STAY HOME IF vomiting has occurred 2 or more times in 24 hours. RETURN WHEN vomiting has ended for a period of 24 hours. Recommend frequent handwashing.
Diarrhea	STAY HOME IF your child's stool is likely to leak from the diaper, or if they are unlikely to make it to the toilet in time (if potty trained). If the stool looks bloody or black, seek medical attention. RETURN WHEN symptom free for 24 hours without medication. Recommend frequent hand washing.
Sore throat	OK TO ATTEND WITH MILD SYMPTOMS. Please consider wearing a mask if age 2 years or older. STAY HOME AND SEEK MEDICAL ATTENTION for difficulty breathing or swallowing, or continuous drooling. RETURN WHEN IMPROVING. If an antibiotic is prescribed, return 24 hours after initial dose.
Cold symptoms such as cough, stuffy/ runny nose, sneeze	OK TO ATTEND WITH MILD SYMPTOMS. Please consider wearing a mask if age 2 years or older. STAY HOME AND SEEK MEDICAL ATTENTION for severe symptoms, including a bad cough, difficulty breathing or trouble catching their breath, or wheezing when not controlled by medication (like albuterol). RETURN WHEN IMPROVING. If your child will need medication after returning, contact the school site to request the authorization form for medication.
Ear or eye irritation, including pink eye	OK TO ATTEND WITH MILD SYMPTOMS. Recommend frequent handwashing. STAY HOME AND SEEK MEDICAL ATTENTION for difficulty seeing or hearing, an eye injury, or pain they cannot tolerate.
Head lice	STAY HOME AND TREAT THE STUDENT when there are live lice present. RETURN WHEN treated with appropriate lice shampoo and no live lice are present. Student's head will be examined for live lice by the Health Assistant.

Symptom or Illness	*When should children stay home and when can they return to school?*
Rash or Itching	OK TO ATTEND WITH MILD SYMPTOMS. STAY HOME AND SEEK MEDICAL ATTENTION IF THE CHILD HAS ONE OF THE FOLLOWING: ● Oozing, open wound or infection that cannot be covered and is in an area that might come in contact with others. ● Skin that looks bruised without a known injury or in an unusual location. ● Rapidly spreading dark red or purple rash (may indicate a rare but severe bacterial infection; usually accompanied by fever). ● Tender, red area of skin, rapidly increasing in size or tenderness. ● Associated symptoms of a serious allergic reaction (rash with throat closing, abdominal pain, vomiting, or wheezing). ● Fever (see Fever for return guidance) ● There is concern for a disease like chickenpox or measles. If this is the case, the child should see a healthcare provider and the local health department should be contacted. RETURN WHEN IMPROVING or as guided by a health care provider. In general, for conditions such as lice, impetigo, ringworm, scabies, and pinworms, your child may return 24 hours after they start appropriate treatment.

Medication at School

Parents are to notify the principal and school nurse if their student is on a continuing medication regimen for a nonepisodic condition. The notification must include the name of the medication being taken, the current dosage, and the name of the supervising doctor. With parental consent, the principal or school nurse may communicate with the doctor and may counsel with staff regarding possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.

Parents should talk to their child's doctor about making a medicine schedule that does not require the student to take the medicine while at school. However, when necessary, please follow the guidelines provided below. All written requests must be provided on an annual basis or when the medication, dosage, frequency of administration, or reason for administration changes.

Assistance with Administration of Medication. The school nurse or other designated school employee may assist a student who needs to take prescribed medication during school hours only upon written request of both the doctor and the parent. The written request from the doctor must include details as to the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent indicating the desire that the school assist the student in matters set forth in the doctor's statement.

Self-Carry and Self-Administration of Medication. In order for a student to carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication at school, the parent must provide a written statement consenting to the self-administration and a written statement from the doctor detailing the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine or inhaled asthma medication. The parent's written statement must provide a release for the school nurse or other designated school personnel to consult with the student's health care provider regarding any questions that may arise with regard to the medication, and releasing the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. A student may be subject to disciplinary action if the student uses

auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed.

Delivery, Storage, and Disposal of Medication. Parents must supply the school with all medicine the student must take during the school day, with each medicine stored in a separate container labeled by a pharmacist licensed in the United States. The container must list the student's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take. The medicine must be delivered to the school by a parent or other adult, unless the student is authorized to carry and take the medication by themselves. Except for inhalers, the student may only carry one-day's dosage. For all other medication, no more than a 30-day supply will be kept at the school. All discontinued, outdated, and/or unused medicine must be picked up before the end of the school year.

Readmission after Hospitalization or Injury

Due to the privacy rights of patients, the Health Office staff cannot directly contact a student's health care provider to obtain any documentation regarding a student's hospitalization or injury. Parents are responsible for providing any necessary medical documentation to the school.

Students wearing braces or casts, using crutches, in wheelchairs, or using other ambulatory assistive devices are allowed to attend school only with written permission of the student's doctor. This is to ensure that the student is well enough to attend school safely.

Restroom Use

Restrooms are to be used outside of class time. A doctor's note is required if more frequent use is needed by a student. Restrooms are not to be used for changing clothes, applying makeup, or visiting with friends. Food and/or drink are not permitted in the restrooms.

Wellness Policy

The District's wellness policy aims to ensure lifelong good health and practices towards a healthy body and mind. Every effort is being made to provide each student the understanding and maintenance of good health practices.

Classroom Parties. Parents planning to donate items for a classroom party or to celebrate a child's birthday must adhere to the following:

1. Items must be commercially prepared and wholesome at room temperature (they cannot require refrigeration or freezing). It is recommended that items be individually packaged.
2. The combined calories of items must be less than 170 calories per student.
3. An item must have less than 30% fat and 30% sugar.

Water Bottles. Students are encouraged to bring a reusable bottle to fill and refill water to consume while on campus. Drinking water plays an important role in maintaining a child's overall health in the following ways:

1. Supports muscles, joints, and tissues
2. Improves digestive system
3. Keeps growing bodies hydrated
4. Positively impacts cognitive performance, particularly short-term memory
5. Improves visual attention and fine motor skills
6. Can prevent excess weight gain when substituting sugary drinks

INSTRUCTIONAL PROGRAM

Hillside Innovation Academy provides three distinct educational avenues tailored to support the various academic requirements of our students and their families. Every pathway delivers a premier curriculum rooted in the California State Standards; however, the delivery of instruction and expectations for school attendance vary depending on the specific program of enrollment.

Academy Program

The Academy Program is a classroom-based instructional program where students attend school on campus each day and receive direct instruction from a certificated teacher in a traditional school setting.

Students are expected to:

- Attend school daily and arrive on time.
- Participate actively in classroom instruction.

- Complete classwork, homework, and assessments.
- Demonstrate positive citizenship and academic growth.

Attendance within the Academy Program is determined by daily physical presence and adherence to California's laws regarding compulsory education. In the event of an absence, students must take the initiative to finish make-up assignments as outlined by school and district guidelines.

Virtual Program

Our Virtual Program follows a course-based independent study structure, merging scheduled live digital sessions with autonomous learning conducted from home.
Rather than relying on seat time or simple login records, attendance is earned through the following:

- Completing assigned coursework
- Participating in required live (synchronous) instruction
- Maintaining regular communication with their supervising teacher
- Demonstrating Satisfactory Educational Progress (SEP)

Teachers evaluate completed work using the time value of work to determine whether students have met the instructional requirements for each school day in accordance with California Education Code governing course-based independent study.

Homeschool Program

The Homeschool Program is also a course-based independent study program that provides families with greater flexibility while maintaining the same rigorous academic expectations required by California law.
Parents serve as learning coaches while certificated teachers provide curriculum, instructional guidance, academic support, assessment, and ongoing monitoring of student progress.

Students earn attendance by:

- Completing assigned coursework
- Participating in scheduled teacher meetings, conferences, and instructional support
- Demonstrating mastery of grade-level standards through assignments and assessments
- Maintaining Satisfactory Educational Progress (SEP).

Parents and students are expected to follow the student's Independent Study Master Agreement and maintain regular communication with the supervising teacher throughout the school year.

Academic Concerns

Parents who are concerned about their child's academic progress are recommended to schedule a parent teacher conference at any time throughout the school year. Information on how to schedule a conference can be found under the section titled, "Parent Involvement".

Students enrolled in the Virtual and Homeschool Programs are evaluated on Satisfactory Educational Progress (SEP) as required by California Education Code.
SEP is determined using multiple measures of student engagement and academic performance, including:

- Completion of assigned coursework
- Participation in required synchronous instruction and teacher meetings
- Performance on classroom assignments, quizzes, projects, and assessments
- Demonstration of grade-level standards mastery
- Consistent progress in each course outlined in the student's Master Agreement.

Students who consistently demonstrate satisfactory educational progress remain in good standing within their independent study program.

If a student is not making satisfactory educational progress, Hillside Innovation Academy will implement a Tiered Re-engagement Process designed to identify barriers, provide academic and behavioral support, increase communication with the family, and improve student success.

If, after documented interventions and re-engagement efforts, a student continues to be unsuccessful in meeting the expectations of the independent study program, the supervising teacher and school administration will evaluate whether the current placement continues to be educationally appropriate. As required by California Education Code sections governing independent study, the school may determine that a different educational setting would better meet the student's needs. In those cases, the parent/guardian will participate in a conference to discuss the evaluation, available educational options, and a transition plan, if necessary.

Chromebooks

Students will be provided with a Chromebook as part of their daily educational tools. They will be used in class for academic purposes and will go home with the student to use for homework and research. Chromebooks will be checked out to each student through the Media Center and students will be trained on proper care and use.

Students are responsible for the care and security of the device both on and off campus. Students will be held responsible for inappropriate use and will be disciplined accordingly. Students will be assessed a fine for the cost of repairs or replacement of Chromebooks due to damage/loss in accordance with the Chromebook Damage Policy. Students with fines assessed for lost/damaged Chromebooks or other school instructional materials (such as textbooks or library books) will be placed on the Non-Privilege List until all fines are paid.

Field Trips

Field trips are a supplement or a follow-up to class instructional work. All students are required to have a signed parent permission slip before being allowed to go on a field trip. District-approved parents may go on field trips only as assigned supervisors; however, children who are not students at the school are not allowed to go on field trips. Students must meet the eligibility criteria to attend the field trip.

Grade Reporting

Grades help students and parents understand performance expectations, represent an accurate evaluation of the student's achievement, and identify a student's strengths and areas of needed improvement using a system that is familiar and understandable. Students will receive two progress reports and three report cards each school year (refer to the school calendar for the end of each grading period).

Parents are encouraged to use their Aeries Portal account to monitor their student's grades and to subscribe to weekly progress emails, which contain up-to-date attendance and grade book information.

Homework

Students are required to complete asynchronous assignments. Parents are to provide a quiet place for the student to work, proper lighting and assistance in initiating reading and completion of assignments. All students will receive an agenda and Leadership Notebook to keep track of their daily assignments.

Make-up Work

Students should take the initiative to make up for missed assignments due to absences. The following provides specific guidelines based on the type of absence for students in the Academy Program only:

Excused Absence. Students will be given the opportunity to make up school work missed because of an excused absence and to receive full credit if the work is turned in within a reasonable period of time, which is usually 1 day for every day absent from the date the student returns to school. Students must take initiative to request assignments from the teacher and to ask for, and follow through on, the due date as determined by the teacher.

Unexcused Absence. Students who miss school work because of unexcused absences will be given the opportunity to make up missed work for full or reduced credit at the discretion of the teacher. This means that the teacher has the right to decide whether or not to provide any credit for this late work.

Out-of-School Suspension. If the student's absence is the result of a suspension, the teacher may require the student to complete any assignments and tests missed during the period of suspension. When a parent of a student who has been suspended for two or more days from school requests homework that the student would otherwise have been assigned, the student's teacher must provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment may not be included in the calculation of the student's overall grade in the class.

Planned Absences. If a student is planning to be absent, homework may be requested from the teacher(s) or office staff at least 24 hours in advance. For absences longer than 3 days, parents are encouraged to call at least 72 hours in advance or request for short-term independent study if the student meets the eligibility criteria.

Physical Education

As required by state law, students must participate in physical education (P.E.) beginning in the first grade. No standardized uniforms are required. However, to prevent any health or safety hazard, all students are expected to wear appropriate clothing and shoes for running, jumping, climbing, and calisthenics.

A student may be excused from P.E. if the student is ill or injured. Parent notes must be submitted for the student to be excused from P.E. for one to three days. A doctor's note is required if the student needs to be excused from P.E. for more than three consecutive days or for a recurring illness.

School Supplies

All supplies, materials, and equipment that students need to participate in educational activities will be provided to the students. However, parents wishing to donate supplies for a classroom are welcome to check in with their child's teacher for a list of supplies.

Substitute Teachers

There will be occasions when substitute teachers will be on campus to cover staff absences. They are considered guests at the school, so all students must treat them with respect. Any student being disrespectful towards a substitute teacher or disruptive in a class will receive appropriate disciplinary consequences.

Transfers/Disenrollment

When a student transfers out of the District, parents must notify the school in order for grades and records to be transferred in a timely manner. All textbooks and other school materials that are property of the District must be returned. Failure to return them may result in the withholding of the student's grades, transcripts and diploma.

STUDENT LIFE

Associated Student Body (ASB)

The ASB is a club incorporated by students for students. This club allows the students to explore various leadership positions that help govern our school. ASB is in charge of scheduling our school-wide assemblies, dances and other school functions.

ASB Positions: There are several offices held ranging from President to Grade Level Representatives.

ASB Elections: Elections are held for key positions at the start of each school year. Students get involved and make a difference.

ASB Events: There are a number of events, dances, and field trips that ASB is responsible for organizing.

Awards & Recognitions

Listed below are the awards and recognitions that students may receive and the celebratory events in which parents may be invited to participate. As there are students and staff who have severe allergies to balloons, and because balloons may obstruct people's views, the school has a policy to prohibit balloons at any event.

Kindergarten Celebration. At the end of the year, a celebration will be held during school hours to celebrate students' completion of kindergarten. All

students will receive a certificate and perform for their parents. Students will not be wearing a cap and gown.

Fifth Grade Promotion. The school will not hold a fifth grade promotion ceremony. Promotion is reserved for middle school and high school completion.

Outstanding Attendance. Students in the Academy Pathway who have no more than three excused early check outs or tardies for the entire year will be recognized at the end of the year with a certificate.

Perfect Attendance. Students who have perfect attendance for the month will receive a prize. Students with perfect attendance for the trimester will be invited to an attendance party or to participate in an incentive activity after the end of each trimester. Students with perfect attendance for the entire school year will be recognized at the end-of-the-year grade level assemblies. The classes with the highest percentage rates each month will be recognized at the monthly flag salute. (*Note:* Perfect attendance means no absences, tardies, or early check outs.)

Clubs & Sports

School sponsored clubs and sports are available during lunch and after school. Options vary depending on availability, staffing, and student interest. The most current clubs and sports offered are posted on the school's website.

Deliveries

To minimize disruptions to the learning environment, items brought to the office during the day will not be delivered to the classrooms. Students may pick up these items during break, lunch or after school. Items such as cupcakes, flowers, balloons or other gift items will be held, in the office, until after school for student pick-up. Due to the different allergies that students may have, these items are not allowed in the classrooms.

Lost/Damaged Books

Students are encouraged to take care of school property that is loaned to them. Parents will be charged for lost or damaged books and other school materials, and students with unpaid fees may be disqualified from end-of-year activities.

Lost & Found

Students and/or parents may check the "lost and found" box located at the HIA office for missing items. Parents are urged to label lunch boxes, sweaters, jackets, etc. with their child's name. Unclaimed items are donated to charities three or four times per year.

Money

Cash/money orders should be used for all purchases (*i.e.,* yearbooks, tickets). Such purchases can be made at the ASB window during the times posted.

All students are encouraged to bring no more than $5 cash for lunch. Only cash will be accepted by the kitchen. Money can be brought directly to the kitchen by a parent if they wish to set up an account for their student.

Participation in School-sponsored Activities

All students are eligible to participate in school-sponsored activities, but participation in such activities is a privilege not a right. Specific activities may also require certain levels of academic achievement. Students may be excluded from activities for any of the following reasons:

- Multiple unexcused absences or lates/tardies
- Multiple discipline referrals
- On-campus or out-of-school suspensions or other administrative discipline

School-sponsored activities include, but are not limited to: student government, sports, clubs, other extracurricular activities, and end-of-year activities.

Personal Technology

CELL PHONES

Students may bring cell phones on campus. However, during school hours they must be put away, out of sight, and **turned off**. Only under the following circumstances may a student use a cell phone at any time during school hours:

- **In case of an emergency, or in response to a perceived threat of danger**

- When a teacher or administrator grants permission to the student, subject to any reasonable limitation imposed by that teacher or administrator;
- When a licensed physician and surgeon determines it is necessary for the student's health or well-being;
- When it is required in a student's IEP or Section 504 plan.

Misuse of a cell phone or other personal technology (*e.g.,* laptop, tablet, smartphone, network access devices, or other electronic signaling devices) on or near school property, in school vehicles and buses, at school- sponsored activities may result in disciplinary action up to and including expulsion from the District. A student may also be subject to discipline for use of a cell phone or other personal technology off school grounds if it poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

Cell phones may be taken away by a staff member if seen being used without permission. The cell phone may be picked up by the student after school, or for multiple violations, parent pick-up only.

Examples of misuse include, but are not limited:

1. Taking photos or recording of any person at school without specific permission from a teacher or administrator
2. Accessing, posting, displaying, or otherwise using material that is discriminatory, libelous, defamatory, obscene, sexually explicit, disruptive or without permission
3. Bullying, harassing, intimidating, embarrassing or threatening others ("cyberbullying")
4. Disclosing, using, or sharing other people's personal identification information (*e.g.,* name, address, telephone number, email) with the intent to threaten, intimidate, harass, or ridicule that person

The school assumes no liability for personal technology if such devices are damaged, lost or stolen.

PARENT INVOLVEMENT

Advisories, Councils & Committees

Parents are encouraged to become involved in activities at the school and to participate on parent advisories, councils, and committees at both the school site and District level. Parents should look for information or contact the school if they are interested in participating in any of the following groups:

English Learner Advisory Committee (ELAC): A school with 21 or more English learners must form an ELAC. The ELAC is responsible for assisting in the development of a schoolwide needs assessment, recommending ways to make parents aware of the importance of school attendance, and advising the principal and school staff in the development of a detailed master plan for English learners for the school and submitting the plan to the Board of Trustees for consideration for inclusion in the district master plan.

School Site Council (SSC): The SSC is a decision-making group consisting of the principal, parents, teachers, and other staff. Members of the SSC are elected by their peers, and there must be parity in numbers between school members and parent members. The goal of the committee is to develop and approve the school plan and budget, as well as evaluate the effectiveness of the instructional program. Meetings are open to everyone, but only the elected members of the SSC may vote on agenda items.

Parent Teacher Association (PTA): The PTA is made up of parents, teachers and other staff members who are interested in enhancing and supporting the educational experience for all stakeholders. It aims to keep parents informed of school and District news, encourage parent and community involvement through activities planned throughout the year, provide volunteers at school-related events, and raise funds through membership dues and fundraising activities for programs and activities that benefit students.

Classroom Observations

Parents have the right to observe the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled. Arrangements for classroom observations must be made with the teacher at least 48 hours in advance – no unannounced visits will be permitted.

To minimize interruptions and distractions during instructional time, and to ensure the health and safety of students, classroom observations may not last longer than 20 minutes per visit unless prior agreement has been made with site administration. The teacher or principal may also limit the number of observations that a parent can make.

Observations are opportunities for parents to see and experience the programs and services that their child is participating in. School administration is responsible to ensure that observations provide reasonable accommodation to parents while preventing undue interference with instruction, harassment of students and/or staff, conduct that hinders school/district operations, or conduct that creates a hostile, intimidating, or unsafe learning or working environment.

During a classroom observation, the parent may not interact with any student or the teacher unless the interaction is initiated by the teacher. The principal or designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise. A follow-up meeting with the teacher or principal may be scheduled as needed to address any questions or concerns.

On the day of the observation, the parent/guardian must follow the rules and procedures for visiting the school campus, including signing in at the front office and providing proof of identification. The use of any electronic listening or recording device in the 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 student, willfully in violation is guilty of a misdemeanor.

Home-School Communication

Two-way communication between the home and school is critical to student success. Parents may communicate with staff by phone, via email, or in person by appointment. Please note that phone calls will not be transferred to the classroom during instructional time. Any messages sent to staff or left on voicemail will receive a response within a 48-hour period. Messages for students from their parents will only be delivered during instructional time if the matter is of EXTREME emergency or great urgency.

The following are the different ways in which parents will receive or can access information.

Aeries Parent Portal. Aeries is an online student, parent, and teacher portal used to manage student profiles, grades, and all other administrative items needed to ensure our student success. The portal provides easy access to and shares real-time information with parents and students.

Automated Call System. Parents should expect to receive automated phone calls for reasons including, but are not limited to, the following:

1. Reminder of important school events and activities
2. Request for input
3. Notification of emergencies
4. Notification of student absences

Calls will be made to the primary phone number listed on the student's emergency card.

Marquee. The marquee will be updated regularly to announce major school events and activities. Not all events will be listed; parents should check the school website for a more extensive list.

Parent Square. Romoland School District uses ParentSquare for school communication, primarily with email, phone calls, text, and app notifications. ParentSquare provides a safe way for families to:

- Receive messages from the school via email, phone call, text, or app notification
- Choose to receive information as it comes or all at once with a daily digest
- Communicate in their preferred language
- Comment on school postings to engage with the school community
- Direct message teachers and staff
- And much more…all in one centralized place!

School Website. The website provides the latest information regarding school events and programs, important information, frequently used forms, and protocols and procedures.

Informational Events

Parents are strongly encouraged to attend the following events to stay informed and connected to the school:

Back to School Night. Back to School Night is an informative night for parents, providing parents with the opportunity to:

1. Meet the school staff and tour the school site

2. Be informed of their student's academic program and the year's course of study, including instructional materials and practices
3. Learn about their student's daily schedules and classroom procedures

The event is primarily for adults. Any children present must be with adult supervision at all times.

Open House. In the last trimester, parents, students, and friends are invited to an evening of celebration in honor of student achievement. Parents are invited to view their student's academic growth – it is not the time to have "one-on-one" conference with teachers. Any student or other children present must be with adult supervision at all times.

Parent-Teacher Conferences

Parents have the right to meet, within a reasonable time of their request, with their child's teacher(s) and/or principal. Such conferences can allow parents the opportunity to stay involved in their child's education, and can be held for reasons that include, but are not limited to, any of the following:

1. To examine the curriculum materials of the class(es) in which their child is enrolled.
2. To discuss their child's progress in school, and any issues that are getting in the way of that progress.
3. To review the results of their child's performance on standardized statewide tests.
4. If their child is identified as being at risk of retention, to discuss and/or appeal the decision.
5. To question anything in their child's record that the parent feels is inaccurate or misleading, or is an invasion of privacy.

Parent-teacher conferences are typically held before or after school to prevent interruptions to instructional time and learning. Parents should not simply show up at the school with the expectation to meet with the teacher, especially on early release days since teachers are required to attend meetings and engage in professional development activities during that time. In order to make the meeting as productive as possible, it is recommended that siblings do not attend conferences.

Please contact your student's teacher via email or ParentSquare to schedule a conference. Parents requiring an interpreter for the meeting should also give the teacher reasonable notice to make the appropriate arrangements with the principal or designee.

Student Records

Only parents and authorized personnel may access a student's records. Parents who wish to review or obtain copies of their student's records should contact the school and schedule an appointment. The school will comply with a parent's records request within five business days from the date the request is received.

Volunteering on Campus

Volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. Parents and other members of the community are encouraged to share their time, knowledge, and abilities with students. Volunteers must act in accordance with District policies, regulations, and school rules. Volunteers may not bring siblings and other younger children, who are not enrolled in school, into the classrooms.

To volunteer at school, individuals must complete an application process, which begins by completing an online application found at https://www.romoland.net/Page/1802. Copy of a valid California driver's license or other approved photo ID as well as proof of tuberculosis (TB) test clearance will be required. All volunteers must have on file with the school a certificate showing that they have submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. The assessment/exam must be conducted every four years. Prior to volunteering, volunteers must engage in a training session to receive information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities.

SCHOOL ATTENDANCE

It is the strong belief of the Romoland School District Board of Trustees and all schools in the

District that regular and punctual attendance at school is an absolute requirement for a successful education.

Attendance Expectations

Hillside Innovation Academy offers both a traditional classroom program (Academy Program) and course-based independent study programs (Virtual and Homeschool Programs). Because the instructional models differ, attendance is earned differently for each pathway as described previously on page 9 under Instructional Programs.

Regular attendance at school is necessary to achieve the greatest academic growth and is an important life skill that will help students graduate from college and keep a job. When a student misses school, they miss valuable learning time. Parents must make school attendance a priority.

Absences can be minimized by scheduling medical, dental, and other appointments after school or when school is not in session. Vacations should be planned around holidays. Refer to the school calendar to help with scheduling appointments and planning vacations.

Excused Absences

For students enrolled in the Academy Program, absences may be excused only for the reasons permitted under California Education Code, including:

1. Personal illness, including an absence for the benefit of the student's mental or behavioral health
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, or chiropractic appointment (time excused includes travel to and from the appointment and the appointment time)
4. Attendance at a funeral services or grieve the death of either a member of the student's immediate family, or of a person that is determined by the student's parent to be in such close association with the student as to be considered the student's immediate family (limited to five days per incident)
5. Jury duty
6. Illness or medical appointment of the student's child
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
    a. Attendance or appearance in court
    b. Attendance at a funeral service
    c. Observance of a religious holiday or ceremony
    d. Attendance at a religious retreat for no more than one school day per semester
    e. Attendance at an employment conference
    f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election
9. To spend time with an immediate family member who is an active-duty member of the uniformed services, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (limited to three days)
10. Attendance at a naturalization ceremony to become a United States citizen
11. Participation in a cultural ceremony or event ("cultural" means related to the habits, practices, beliefs, and traditions of a certain group of people)
12. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school
13. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (limited to one school day-long absence per school year unless otherwise permitted by the Superintendent or designee)
14. Due to the death of a student's immediate family member, or a person that is determined by the student's parent to be in such close association with the student as to be considered the student's immediate family, to: (limited to three days per incident; additional absences are subject to the discretion of the school administrator)

a. Access services from a victim services organization or agency
b. Access grief support services
c. Participate in safety planning or to take other actions to increase the safety of the student or a student's immediate family member, or a person that is determined by the student's parent to be in such close association with the student as to be considered the student's immediate family, including, but not limited to, temporary or permanent relocation

For the purpose of the absences described above, immediate family means the student's parent, brother or sister, grandparent, or any other relative living in the student's household.

Instructional Options for Extended Absences

When students need to be absent from school for a prolonged period of time, there are still options available to ensure that there is no break from instruction.

Short-term Independent Study. *Note: At Hillside Innovation Academy, the following policy applies only to students enrolled in the Academy Program. Students in the Virtual and Homeschool Programs participate in a course-based, long-term independent study model and must comply with all requirements outlined in their independent study agreements.*

If a student is going to be absent up to 15 school days, the student may be eligible for independent study. Through independent study, the student has the opportunity to keep up with classwork during the absence. If all assigned classwork is completed, the absences will be excused. Parents should contact the attendance clerk at least one week in advance of the absence in order to develop an independent study agreement and to prepare the instructional packet.

Home/Hospital Instruction. Individual instruction, provided in the student's home or in a hospital or other residential facility (excluding state hospitals), is available to a student with a temporary disability. A temporary disability is defined as a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes, and after which the student can reasonably be expected to return without special intervention. Temporary disability does not include a disability that would qualify a student for special education. Parents in need of such services for their student should contact the Health Technician, or directly contact the Director of Expanded and Specialized Programs at (951) 926-9649 ex. 1521 or 1545.

Late/Tardy to School

All students are expected to attend school daily and ON TIME, and remain for the full day of instruction as described in the long term independent study contract for HIA in order to continue in the academic program, students should be encouraged to be prompt as part of developing good habits. If a student is late to school more than 2 times, a conference will take place to review the contractual agreement to continue at HIA in accordance with the reengagement policy.

Leaving School Early

Early check out is strongly discouraged. Every minute in the classroom is necessary for grade level mastery. If a student must leave school early, the student must be checked out through the school office by a parent or another authorized adult listed on the student's emergency card. The school will not release a student based on a phone call since the identity of the caller cannot always be verified.

Poor/Irregular Attendance

A student is considered truant after three unexcused absences or three unexcused tardies of more than 30 minutes each—or any combination thereof. When a student has been reported as truant three or more times within a school year, and the school has made a conscientious effort to meet with the family, the student is classified as a habitual truant. A student is considered a chronic truant if they are absent without a valid excuse for 10% or more of the school days—calculated from the date of enrollment to the current date.

Unexcused absences include all absences that do not meet the criteria outlined under "Excused Absences." Parents/guardians of students who are habitually truant or who demonstrate excessive absences and/or tardies—whether excused or unexcused—that interfere with the student's academic progress will receive formal notifications

from the school. Ongoing attendance concerns will prompt a re-engagement conference and a review of the student's contractual agreement with Hillside Innovation Academy.

If a student is found to be in breach of the Homeschool, Virtual, or Academy program's contractual agreement, they may no longer be eligible to continue at HIA. In such cases, the student will be returned to their home school of residence.

Verification of Absences

All absences must be reported within 24 hours upon the student's return to school by calling Crystal Robbins at (951) 926-9649 or sending an email to crobbins@romoland.net. It is important for parents and students to understand that writing a note to verify an absence does not excuse the absence. Absences are excused only if they meet the criteria listed under "Excused Absences" above. However, once a student has 10 excused absences in a school year, any further absences for illness must be verified by a doctor's note.

SCHOOL SAFETY

Closed Campus

A "closed campus" means that once a student arrives at school, the student must remain on campus until dismissal or until the student is picked up by a parent or other authorized adult listed on the student's emergency card. Students will ONLY be released to adults listed on this card and who show a picture ID. The school will not release a student based on a phone call since the identity of the caller cannot always be verified.

Dress & Grooming

Appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

The dress code can be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. Teachers may impose more stringent dress requirements to accommodate the special needs of certain classes. The Principal, staff, students, and parents may establish additional reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities as well as to address site-specific needs.

The following chart summarizes the dress code policy that applies to regular school activities:

Attire	• Shorts and skirts must not be shorter than mid-thigh. • No spaghetti straps or showing of the mid-section.
Shoes	• Closed-toe and socks are recommended to protect the feet. • Flip-flops, backless sandals/shoes, high platforms and shoes with blades are not to be worn. • Shoes should be secured to the foot and appropriate for participating in P.E. and recess play. • Students wearing "heelies" will have the wheels removed and parents need to collect them.
Hats/Hair	• Hats may not be worn inside buildings. • Hats should not advocate or advertise alcohol, smoking, gangs, drugs, profanity, sexual innuendos, professional sports teams, or violence. • Hats must be worn with the bill facing forward. • Hair is to be kept clean and neat. Styles that cause disruption to learning (at Administrator's discretion) will be addressed with the child and their parent.
Accessories	• Accessories should not interfere with the learning environment and/or safety of the child or others. • Wallet chains, large bracelets/ earrings/rings and other such jewelry may not be appropriate or safe for students to play or have at school. • Makeup, long nails, and temporary tattoos are not appropriate.

Interventions/Consequences. If a student wears clothing not within the approved limits provided

above, parents will be notified and instructed to bring a change of clothing to school. In more serious cases, the student will be referred to the principal or designee. Disciplinary action, including detention, suspension, and expulsion, may be imposed within the limits allowed by law and Board policy.

Emergency Cards

Emergency cards are required to be completed and submitted at the beginning of each school year, and should be updated whenever there is a change. For each student, there must be at least two adults listed with their current contact information so that they may be contacted if the school is unable to reach a student's parent or in case of an emergency where the student must be removed from school.

Only the individuals listed on a student's emergency card may remove a student from school. If there is a restraining or protective order against a former spouse or another individual, a copy of the order must be provided to the school office.

Emergency Preparedness

In order to familiarize students and staff with proper procedures, fire drills are held monthly and earthquake drop procedure practices are held at least once each trimester. Disaster and "lock down" drills are also practiced regularly. Parents are encouraged to review the school's comprehensive school safety plan.

In the event of a disaster (*e.g.,* earthquake, fire) during school hours, all students will be kept at school. They will not be released until a parent or parent designee arrives at school with proper identification to pick up the student. Parents are requested to list their "designees" on the Student Emergency Card.

Hall Passes

Students not in the classroom during class time are required to have a signed hall pass at all times.

Lunch Periods

Students must remain on campus during their lunch period. Students may not go home for lunch unless their parents come to the office and sign them out each time. Parent visits during lunch are also not permitted.

Each student will receive a breakfast and lunch at no cost each school day, but students may choose to either bring their own meals from home or purchase other available breakfast, lunch, or snack items.

The school prides itself on being a litter free campus. Before leaving the lunch area, students are encouraged to check around them for trash that may have been left behind and help throw them away. Students should show school pride by helping keep the campus clean.

Playground Safety

All students report to the playground before school, at recess, and during the lunch period. Students must play in assigned areas, and all playground equipment will be provided by the school. Students may not bring their own toys, balls, or other equipment to school. Additionally, to ensure the safety of all students:

1. Students are to follow all playground rules and use the equipment safely and properly.
2. Balls are not to be thrown against buildings or above the waistline of others.
3. Jumping from the equipment is prohibited.
4. Students are to report incidents or disturbances to the nearest supervisor on duty. Students are also to report if a ball has gone over the fence.
5. Play equipment brought from home will be taken away.
6. Special activities are planned for days with inclement weather (*i.e.,* excessive heat, cold, rain, wind).

Prohibited Items

The list below are the items that are not to be brought to school to ensure the safety of students and staff, as well as the health and cleanliness of the school. If a student brings any of the items on campus, the item will be confiscated and returned to either the student after school, or will require that the parent pick up the item. Items that are illegal to be possessed outside of school grounds, such as controlled substances and firearms, may be turned over to law enforcement.

- Balloons

- Cameras or video cameras
- Dangerous objects (*e.g.,* box cutters, nail files)
- Gum and candy
- Handheld video games
- Large amounts of cash
- Photo and card collections
- Sports equipment
- Squirt guns, water toys, water balloons
- Toys and stuffed animals
- Weapons

Tobacco, Drugs, & Alcohol

The possession, use, sale, or furnishing of tobacco, drugs, and/or alcohol is prohibited on all district property and district vehicles and at school-sponsored activities away from school.

Unauthorized Sales

Students may not sell items (*i.e.,* candy, chips, drinks, food, merchandise, etc.) at school unless they are participating in a school-approved fundraiser, or have obtained prior written approval from the school administration. Violators will have their items confiscated and returned only to the parent.

STUDENT BEHAVIOR & DISCIPLINE

The Code of Conduct is based on the Positive Behavior intervention and Support.

Be Safe • Be Respectful • Be Responsible

In order to guarantee all students the excellent educational climate they deserve, no student will be allowed to prevent a teacher from teaching or a classmate from learning. Students will not be allowed to engage in any behavior that is not in their best interest or in the best interest of others.

Discipline Policy

The school's primary goal is to assist students in developing a high degree of self-direction and personal responsibility. These qualities are learned developmentally with the care and guidance from parents and a professional staff, along with a high caliber instructional program. The principal and staff will have the responsibility for developing a climate that promotes the development of these qualities.

The classroom teacher will handle minor infractions and major infractions will be referred to the principal or designee. Parents will be kept informed whenever a student is developing any adverse behavior patterns. The teacher and administration will work with parents to reach a solution to such adverse behaviors. Any disciplinary actions taken will be within the parameters established by state law and Board policy.

Detention

With prior parent notification, teachers and administration may detain students in their classrooms/designated area after school for the purpose of completing assignments and make-up work, addressing misbehaviors, or making up for frequent tardiness to class, etc. A student's recess will not be denied unless it has been determined that the student's participation poses an immediate threat to the physical safety of the student or the student's peers.

Administrative after school detention may also be assigned to students for disciplinary reasons. These two-hour detentions are held on Wednesdays after the minimum day dismissal.

Grounds for Suspension & Expulsion

Students may be suspended or recommended for expulsion whenever the principal/designee of the school determines the student has committed any of the following acts described in EC 48900, 48900.2, 4900.3, 48900.4, and 48900.7:

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.
3. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished

to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco, or products containing tobacco or nicotine products.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
12. Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties. (Only suspension from class imposed by a teacher)
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm.
15. Committed or attempted to commit a sexual assault or committed a sexual battery.
16. Harassed, threatened, or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that student from being a witness and/or retaliating against that student for being a witness.
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
18. Engaged in, or attempted to engage in, hazing.
19. Engaged in an act of bullying.
20. Aided or abetted the infliction or attempted infliction of physical injury to another person.
21. Made terroristic threats against school officials and/or school property.
22. Committed sexual harassment. (Grades 4-12 only)
23. Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence. (Grades 4-12 only)
24. Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or students. (Grades 4-12 only)

A student who commits any of the following acts at school or at a school activity off school grounds must be recommended for expulsion 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:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the student.
3. Unlawful possession of any controlled substance listed in HSC 11053 et seq., except for either of the following:
   - The first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
   - The possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician.
4. Robbery or extortion.
5. Assault or battery upon any school employee.

A student who commits any of the following acts at school or at a school activity off school grounds must be immediately suspended and recommended for expulsion:

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 or committing a sexual battery.
5. Possession of an explosive.

Loss of Privilege

In order to encourage high standards of student conduct and behavior in conformity with applicable state laws, District policies and regulations, and school rules, the principal may deny a student participation in privileged activities, placing them on a “Loss of Privilege” list. Generally, loss of privileges could be the result of the student’s repeated or severe misconduct, excessive absences/tardies, and/or failure to return school/district property loaned to the student. Privileged activities include, but are not limited to, any extracurricular activity that is not related to the regular classroom, does not occur during class time, is not graded, and is not offered for credit.

Public Display of Affection

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school-related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary action. Public displays of affection deemed inappropriate include: kissing, fondling, lewd or other inappropriate conduct.

SUPPORTS & RESOURCES

Access to Mental Health Services

A child's mental health is essential to their social and cognitive development, and to learning healthy social skills and how to cope when there are problems. Mentally healthy children have a positive quality of life and can function well at home, in school, and in their communities. Mental health problems that are not recognized and treated in childhood can lead to severe consequences, including exhibiting serious behavior problems, at higher risk of dropping out of school, and increased risk of engaging in substance abuse, criminal behavior, and other risk-taking behaviors.

To initiate access to available student mental health services, contact the following mental health provider: Riverside University Health Systems at (951) 486-4000. In the event of a life threatening emergency, please call 911 or the National Suicide Hotline 988.

Library

The school library is a special place for students to enjoy and all students have the opportunity to visit it. Permission slips are provided in first day packets, and must be returned to the student's teacher as soon as possible in order for the student to be able to check out books.

Students are responsible for the proper care and return of all books. Parents are to encourage clean hands, safe placement, and timely return of all check-out books. Library check-out privileges may be suspended if a student does not return or pay for any lost or damaged books.

Bullying

The Board of Trustees recognizes the harmful effects of bullying on student well-being, student learning, and school attendance, and desires to provide a safe school environment that protects students from physical and emotional harm. As such, bullying is prohibited at any location, whether on or off campus that affects students or school activity. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Staff who witness an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so. Students and staff are expected to immediately report incidents of bullying to the principal or designee.

Investigation. Any complaint of bullying will be investigated. This entails speaking with all students involved in and witnesses to the incident(s). If determined to be discriminatory, the matter will be resolved in accordance with law and the District's Uniform Complaint Procedures specified in AR 1312.3. The act of bullying is considered discriminatory when the bullying is based on the actual or perceived characteristics set forth in PC 422.55, including immigration status, 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. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee will inform the complainant and take all necessary actions to resolve the complaint.

Defining Bullying. Generally, bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repeated behavior or potential repetition of a deliberate act. However, acts of bullying that constitute grounds for suspension or expulsion, and the right for a victim of an act of bullying to transfer to another school through the intradistrict or interdistrict process, must meet the criteria specified in EC 48900(r). EC 48900(r) defines "bullying" to mean any severe or pervasive

physical or verbal act or conduct, including communications made in writing or by means of an electronic act ("cyberbullying"), and including acts committed by a student or group of students as defined in EC 48900.2 (sexual harassment), 48900.3 (hate violence), or 48900.4 (harassment, threats, or intimidation), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student in fear of harm to that student's person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on the student's physical or mental health.
3. Causing a reasonable student to experience substantial interference with the student's academic performance.
4. Causing a reasonable student to experience substantial interference with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying Prevention. Measures that are implemented to prevent bullying include, but are not limited to:

1. Reviewing school and classroom rules, behavior expectations, and consequences with students.
2. Annually administering an anonymous survey to students to determine the "hot spots" for bullying and the frequency in which it is occuring. The data gathered from the survey is used to increase supervision and security in areas where bullying most often occurs.
3. As appropriate, providing students with instruction that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertive skills, and appropriate online behavior.
4. Teaching students the difference between appropriate and inappropriate behaviors and the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, and any other individual bias or prejudice.
5. Teaching students how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult.

What parents can do if their child is being bullied.

1. First, focus on the student. Be supportive and gather information about the bullying incident(s).
2. Contact the student's teacher. Provide factual information about the student's experience of being bullied, including who, what, when, where, and how.
3. Help the student become more resilient to bullying by:
   - Encouraging them to make contact with friendly students.
   - Helping them meet new friends outside of the school environment.
   - Teaching them child safety strategies.
   - Teaching them how to seek help from an adult when feeling threatened by a bully.
   - Talking about whom they should go to for help and role-play what they should say.
   - Assuring them that reporting bullying is not the same as tattling.

What students can do to help prevent bullying.

1. Not participating in the bullying.
2. Being supportive to someone who is being bullied.
3. Standing up in a non-confrontational way to someone who is bullying others if it is safe to do so.
4. Telling the student who has been bullied to talk to someone about the incident; offering to help by going with the student.
5. Telling an adult who can help with the problem.

Resources. For a list of statewide resources, including community-based organizations, that provide support to youth, and their families, who have been subjected to school-based discrimination, harassment, intimidation, or bullying (including cyberbullying), and information on the trainings available to staff, visit the following webpages of the California Department of Education:
https://www.cde.ca.gov/ls/ss/se/bullyingprev.asp
https://www.cde.ca.gov/ls/ss/se/bullyres.asp.

Sexual Harassment

The Board of Trustees is committed to maintaining a safe school environment that is free from

harassment and discrimination. Sexual harassment targeted at any student by anyone at school or at school-sponsored or school-related activities is prohibited. Retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment is also prohibited. Any student who engages in sexual harassment or sexual violence will be subject to disciplinary action. For students in grades 4 through 8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) will be taken into account.

The District has designated Mr. John Murray, Chief Personnel Officer, as the individual responsible to coordinate the District's efforts to comply with Title IX, as well as to oversee, investigate, and/or resolve sexual harassment complaints. The Title IX Coordinator is located at 25900 Leon Road, Homeland, California 92548, and may be contacted at jmurray@romoland.net or (951) 926-9244.

Defining Sexual Harassment. 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:

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.

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 the District exercises substantial control over the context and respondent:

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

Examples of Sexual Harassment. Examples of types of conduct which are prohibited, 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

Instruction/Information. Students in all district schools receive age-appropriate information on sexual harassment. Such instruction and information include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained
4. A clear message that student safety is the District's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, will be investigated and action will be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the District's procedures for investigating complaints and the persons to whom a report of sexual harassment should be made
7. Information about the rights of students and parents to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, supportive measures will be implemented to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

Notification of Policy. In addition to the notification provided in this document, the following are the circumstances under which a copy of the written policy on sexual harassment, along with the name, title and contact information of the Title IX Coordinator is made available to students and parents:

1. Posted in the main administrative offices and other areas where rules, regulations, procedures, and standards of conduct are posted.
2. Provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session.
3. Appear in any publication that sets for the school's or District's comprehensive rules, procedures, and standards of conduct.
4. Posted on the District's website in a manner that is easily accessible to students and parents.

Reporting Complaints. A student or parent 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 principal or other school employee will forward the report to the Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student must, within one school day, report the observation to the principal or Title IX Coordinator. The report must be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

If the Title IX Coordinator determines a complaint of sexual harassment involves off-campus conduct and the conduct may create or contribute to the creation of a hostile school environment, the complaint will 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 student or parent will be informed of the right to file a formal written complaint in accordance with the applicable district complaint procedure.

Records of all reported cases of sexual harassment are maintained to enable the District to monitor, address and prevent repetitive harassing behavior in its schools.

Complaint Procedures. All complaints and allegations of sexual harassment by and against students are investigated and resolved in accordance with law and district procedures. The Title IX Coordinator will 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 are investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints are investigated and resolved in accordance with BP 1312.3 - Uniform Complaint Procedures.

If, upon the conclusion of an investigation, sexual harassment is determined to have occurred, the Title IX Coordinator, or designee in consultation with the Coordinator, will take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

Student Success Team

The Student Success Team (SST) serves as the on-site committee to discuss students who may be experiencing difficulty at school. The team is composed of the Principal or Assistant Principal, classroom teacher, and the parent. The purpose of an SST meeting is to look at the whole child and identify additional strategies to help the student be successful. Referral for this process usually begins with the homeroom teacher, but parents may refer students as well.

Students Experiencing Homelessness

The Board of Trustees believes that identification of students experiencing homelessness is critical to improving the educational outcomes of such students and to ensure that they have access to the same free and appropriate public education provided to other students in the District. A housing questionnaire is administered at least once a year to help identify all students experiencing homelessness and unaccompanied youths enrolled at the school.

A student experiencing homelessness has rights, including, but not limited to:

1. Attendance at either the “school of origin” or the current school of residence.
2. Transportation to and from the school of origin.
3. Immediate enrollment even if the student is unable to produce records normally required for enrollment, does not have clothing required by the school, or has outstanding fees, fines, textbooks, or other monies due to the school last attended.
4. Priority access to an intersession program, if applicable.
5. Assistance with the proper transfer of records and grades.
6. Referral to all programs and services for which the student is eligible.
7. Representation by the District’s homeless liaison in disciplinary proceedings that could result in the student’s expulsion from the District.

The District’s homeless liaison will also ensure that students and families experiencing homelessness receive referrals for services, such as health care, dental, mental health, and housing.

District’s educational liaison for homeless youth:
Ms. Mireya Chavez-Martinez
School Engagement/Foster Youth Liaison
mchavez@romoland.net
(951) 926-9244

Students in Foster Care

Foster youth are provided with full access to the District’s educational program and will be placed in a school that is based on the student’s best interest.

A student in foster care has rights, including, but not limited to:

1. Attendance at either the “school of origin” or the current school of residence.
2. Immediate enrollment even if the student is unable to produce records normally required

for enrollment, does not have clothing required by the school, or has outstanding fees, fines, textbooks, or other monies due to the school last attended.

3. Priority access to an intersession program, if applicable.
4. No lowering of grades for any absence from school that is due to either of the following circumstances:
   a. A decision by a court or placement agency to change the student's placement.
   b. A verified court appearance or related court-ordered activity.
5. Assistance with the proper transfer of records and grades.
6. Notification to the foster youth's educational rights holder, attorney, and county social worker when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination of a foster youth with an IEP or Section 504 plan, prior to a change in the foster youth's placement.

District's educational liaison for foster youth:
Ms. Mireya Chavez-Martinez
School Engagement/Foster Youth Liaison
mchavez@romoland.net
(951) 926-9244

Student Technology Damage Policy

The California State Standards create the opportunity to improve education and address the technology needs of our students. Students need frequent and appropriate access to technology to become prepared for their future. In order to facilitate this, Romoland School District provides a laptop computer called a Chromebook to students in grades 6-8 and students participating in at-home instructional programs. Furthermore, the district recognizes that not every home has wireless Internet connectivity. As such, the district can provide a mobile hotspot for use with a student's Chromebook to support at-home instruction. ***Please note, all take-home student Chromebooks have a restriction in place so that they cannot be used 10:00pm - 6:00am every night.***

Student Responsibility

Each student will be responsible for devices that have been assigned to them. In the event that a device is lost (stolen, not returned, missing, etc.), liquid-damaged, or otherwise non-repairable due to extensive non-warranty damage, the student and parent/guardian will be responsible to pay the replacement cost of the device. This is very similar to the existing textbook replacement policy in use at Romoland School District and other school districts.

If a device is damaged and/or inoperable as a result of willful action or negligence, the student will be responsible for returning the device to the school site for repair and will be charged a $45 fine for damage repair. A loaner will be issued upon return of the damaged device so the student is still able to participate in class and complete homework assignments. Once the repair is complete the original device will be returned to the student.

DEVICES MUST BE RETURNED WHEN DISENROLLING FROM SCHOOL, OR BY THE REQUESTED DUE DATE. Failure to do so will result in the device being reported stolen and a fee assessed for the full replacement amount.

Type of damage	**Cost**
Chromebook: Repairable damage (per incident)	$45
Chromebook: Liquid intrusion or extensive physical damage	$265
Chromebook: Lost, stolen, or unable to be returned	$265
Hotspot: Lost, stolen, or unable to be returned	$100
Late fee for devices returned after due date (per device)	$25

Distrito Escolar de Romoland
Política de Daño de Chromebook

Los nuevos Estándares del Estado de California crean la oportunidad de mejorar la educación y desarrollar las capacidades tecnológicas de nuestros estudiantes. Los estudiantes necesitan acceso frecuente y adecuado a la tecnología para ser preparados para el futuro. Con el fin de facilitar esto, el Distrito Escolar de Romoland proporciona un tipo de computadora portátil llamado Chromebook a cada estudiante de grados 6-8. El distrito reconoce que no todos los hogares tienen conectividad de internet, y por eso el distrito ofrece hotspots móviles para usar con los Chromebooks del estudiante para soportar la instrucción en casa. Esto proporcionará un acceso equitativo a las experiencias de aprendizaje para todos los estudiantes. ***Por favor tenga en cuenta que todas las Chromebooks estudiantiles para llevar a casa tienen una restricción establecida que impide su uso entre las 10:00 p.m. y las 6:00 a.m. todas las noches.***

Responsabilidad del Estudiante

Cada estudiante será responsable del Chromebook que se le ha asignado. En el caso de que el Chromebook se pierda (o sea robado, o no se devuelva, desaparezca, etc.), o sea dañado por algún líquido, o de lo contrario no reparable debido al extenso daño fuera de garantía, el estudiante y el padre/guardián será responsable de pagar $265 para el costo de reemplazo de el Chromebook. Esto es muy similar a la actual política de reemplazo de libros de texto en uso en el Distrito Escolar Romoland y muchos otros distritos escolares.

Si el Chromebook está dañado o inoperable, como resultado de una acción deliberada o negligencia, el estudiante será responsable de devolver el disposito a la escuela para la reparación y se le cobrará una multa de $45 por reparación de daños. Se le prestará un Chromebook en cuanto regrese el aparato dañado para que el estudiante siga participando en clase y complete sus tareas. Una vez que la reparación sea completada el Chromebook original será devuelto al estudiante.

Tipo de daño	**Cost**
Chromebook: Daño reparable (por incidente)	$45
Chromebook: Derrame de lÍquidos, o daño físico extenso	$265
Chromebook: Perdida, robada, o no puede ser devuelto	$265
Hotspot: perdida, robada, o no puede ser devuelto	$100
Cargo de demora después de la fecha de vencimiento	$25