

## ACADEMIC INFORMATION

### Standards

Moreno Valley Unified School District has set standards of achievement for all students in grades kindergarten through eighth grade to be achieved by the end of each school year. All students are expected to meet grade level standards. The classroom teacher communicates grade level standards of achievement to parents.

### Report Cards

Report cards will be issued three times during the year for students in grades kindergarten through fifth. They are sent home approximately every sixty days. Parent conferences are usually held during the first trimester. Students who are in danger of failing receive a progress report from the school leaving approximately twenty days into the trimester to improve his/her work before the end of the grading period.

### Grading Policy

Assessment of student learning is a complex process based on many factors and variables. Therefore, individual teachers are allowed a certain amount of professional discretion when establishing grading standards. Actual report card grades are standardized as follows:

Kindergarten	
O	= Outstanding Progress
S	= Satisfactory Progress
L	= Limited Progress
U	= Unsatisfactory Progress

  

Grades 1-5	
A	= Outstanding Achievement
B	= Above Average Achievement
C	= Average Achievement
D	= Below Average Achievement
F	= Little or No Achievement

A combination of assessment tools may be used by teachers when determining the above grades.

Please note that all assessments are not necessarily used together in any particular grading period or subject area. Frequently, tests and special projects may carry a higher weight while daily assignments and/or homework may not count as heavily in the final grade. At the beginning of each school year, usually during Back-To-School Night, each teacher discusses classroom standards, grading procedures, instructional programs, homework, etc., for the year. Parents are encouraged to attend and become familiar with what is required of their child for the academic year. Your child's teacher will be happy to review these with you if needed.

### Textbooks

Students will be held accountable for each textbook that is assigned to him/her. It is both the student's and the parent's responsibility to ensure that textbooks and other loaned materials are handled in such a manner as to keep them safe from damage with no more than usual wear and tear and to return materials to school in a timely manner. Charges for lost/damaged materials will be made either to restore damaged materials to reasonable condition or to replace lost materials.

### Library Books

Library books are checked out through the library staff and used short term. Students are expected to return the books, undamaged, in a timely manner. Unreturned or damaged library books are subject to the same fines and penalties as described for textbooks.

### Content of Instructional Materials

Staff follows a process for selecting textbooks, supplemental materials, and library books. The process includes ensuring that material selected is

both age appropriate and connected to the curriculum.

### Homework

Homework will reinforce and extend basic skill development. Family participation and discussion is encouraged. Assignments also will develop good personal study habits and may include occasional special projects. Assignments and the time required for completion may vary according to the abilities of the student.

The following general guidelines for weekly homework assignments are:

Kindergarten	1-2 hours/week
Grades 1-2	2-3 hours/week
Grades 3-5	3-5 hours/week

### Promotion/Retention

All students are responsible for demonstrating progress toward grade level standards. Promotion/retention decisions shall be made in accordance with the guidelines listed below:

Grade	Point Weight
A or 0	4
B	3
C or S	2
D or L	1
F or U	0

- In grades K-5 students must earn a minimum of five points over three trimester grading periods or earn four points over the final two trimesters in each designated subject. Report cards will be converted to points as follows:
- In kindergarten, the point requirement must be met in language arts and mathematics. Kindergarten students may not be retained without consent of parents.
- In grades 1-4 the point requirement must be met in reading AND EITHER language arts OR mathematics.
- In grade 5 the point requirement must be met in reading, language arts, AND mathematics.

Students **not** making satisfactory progress towards meeting grade-level standards will be recommended to attend intervention programs to reinforce skills in the core subject areas of reading, language arts, and mathematics.

Students retained in the previous academic year should be closely monitored and have a written Personalized Learning Plan in place at the beginning of the new academic year. As soon as practicable, a site retention committee or student study team (SST) will review and revise, as necessary, the student's Personalized Learning Plan. Recommendations from the site retention committee or (SST) will be considered in the decision to promote or retain a student for the second time in grades kindergarten through fifth.

The law requires teachers to keep documentation to substantiate their retention/promotion decisions. Therefore, all student interventions and communication with parents must be documented. Teachers are further required to ensure that all documentation supporting a retention decision is in order and turned in to the site principal BEFORE the end of the school year.

### Internet and E-Mail Use

Internet and electronic mail (E-Mail) are rapidly being integrated into the school's instructional program. Our goal in providing access to the Internet and E-Mail is to promote educational excellence by helping students gather and share information.

Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. Parents and students will be required to read and sign an Acceptable Use contract

prior to use of the Internet and/or electronic mail. This document will be kept on file for the current school year and must be renewed annually.

### District Independent Study

District Independent Study is an individualized educational program designed for students whose education and/or emotional needs can best be met outside the regular instructional program. The objective of the program is to return the student to the regular program as soon as possible. Referrals to the District Independent Study program can be made through the site principal or counselor. The Alternative Education Committee reviews and approves any placements.

Some sites have a site-based, short-term Independent Study Program.

## GENERAL INFORMATION

### Emergency Form and Emergencies

Parents must fill out an emergency form that is filed in the school office. IT IS ABSOLUTELY ESSENTIAL THAT THE INFORMATION ON THE FORM BE KEPT CURRENT. In case of an emergency or disaster (earthquake, etc.), students will be released only to those individuals listed on the card. In case of an emergency, the site will always call your home or place of employment. If the parent or emergency contact cannot be reached, the site will use their best judgment in getting medical attention for an injured or ill child.

Students may not use the school phone except in an emergency. An emergency is something that affects the student's health or safety.

Students are trained to respond and evacuate appropriately to emergencies through fire drills conducted on a regular basis. Teachers are trained in emergency procedures and emergency supplies are located at the school.

### Late Arrival

If your student is tardy, he/she is to report to the office for a pass.

### Change of Address and Telephone

If you have moved or have a new telephone number, contact the school office and a new emergency card will be given to you. A new emergency card must be filled out within 48 hours when any changes occur.

### Telephone Calls To and From School

The school phone is for business purposes. Students may not use the school phone except in an emergency. An emergency is something that affects the student's health or safety. They are not permitted to call home for permission to go to someone's house after school, etc. All arrangements are to be made before school.

Messages for students will be taken by the office staff. Children will not be allowed to leave class in order to take phone calls.

### Leaving the School Grounds

Students are NOT allowed to go home for lunch unless the school has permission in writing from the parent. Students are never allowed to leave the campus during the school day without permission from the office. If you take your children out of school during school hours, YOU MUST SIGN THEM OUT in the office. Students must remain on campus during the entire regularly established school day unless they have written authorization from a parent/guardian. Authorization for permission for a student to leave school for a specific purpose must be received by the school office before the school day begins. Avoiding dismissal traffic is not a permissible purpose for leaving school early. Students WILL NOT be released to

anyone who is not listed on the emergency card. Office personnel will verify identity.

### **Lunch**

Students are required to eat lunch at school. Students may bring a sack lunch or purchase a cafeteria lunch. Parents are encouraged to prepay for the week or the month because children can lose lunch money. The school does not have funds to loan lunch money. Checks should be made payable to Moreno Valley Unified School District.

Moreno Valley Unified School District employs noon duty supervisors to supervise the children in the cafeteria and on the playground during the lunch period. All children are to obey the noon duty supervisors.

Parents who wish to apply for the Free or Reduced Lunch Program can obtain an application from the school office or the district office.

### **Safety**

Both the school and parents share the responsibility of training children to go directly to and from school. It is important to know the time your child is due home.

All students should:

1. CROSS the street at the corner or in a crosswalk.
2. WATCH for cars before crossing a street and cross only when it is safe.
3. STAY alert while crossing a street. Drivers can make mistakes.
4. WALK on the side of the road facing oncoming traffic if there is no sidewalk.
5. FOLLOW the safest route to school. Go with your child the first few days and point out the hazards.
6. USE safe areas for playing. Stress the importance of NOT playing in the street.
7. RESPECT property on the way to and from school.
8. AVOID strangers. Never get into the car with someone that he/she doesn't know. If your child is threatened or harmed on the way to or from school, call the police and notify the school.

Parents MUST send a note if the child is to change his/her regular walking or bus routine. Young children have difficulty remembering what a parent told them to do at the end of a long school day. A student without a note will be sent home in the usual manner.

### **Back-to-School Night/Open House**

Back-to-School Night is an evening near the beginning of the school year set aside for parents to familiarize themselves with the school atmosphere and their child's classroom. Teachers will be available to review their classroom procedures and goals.

In the spring, an Open House is scheduled to give students the opportunity to share their school experiences with parents. Questions and problems concerning specific students may be discussed at a parent-teacher conference. This evening also allows parents to visit other classrooms and view outstanding student work.

### **Personal Property**

Students shall leave valuable personal property at home. The school is not responsible for lost or damaged personal property.

### **Loss of/or Damage to School Property**

Replacement fees will be charged for loss of or damage to school property. All fees should be paid prior to the end of the grading period in which the replacement cost is assessed. Report cards may be held until all fees are paid.

### **Pets**

Animals are not to be brought to school under any circumstances without the permission of the classroom teacher. Wandering pets are a nuisance and of possible danger to children. Animal control will be called to pick up any wandering/stray pets. Please remind your children not to encourage stray animals to follow them to school.

### **Insurance**

Application forms are available in the school office for a low-cost accident insurance protection policy for your child. THE SCHOOL DISTRICT DOES NOT PROVIDE INSURANCE FOR CHILDREN.

### **Parent/Teacher Conferences**

Parent conferences are held toward the end of the first trimester. These are scheduled conferences held at the school. The conferences afford an opportunity for teacher and parent to sit down together and discuss a student's progress. You will receive notification of the date and time of the conference from your child's teacher. Additional conferences may, of course, be set up at any time during the school year by contacting your child's teacher.

### **Procedure to Contact Teacher**

If you wish to talk to a teacher:

1. Please call when the class is not in session (before or after school).
2. Leave your number with the office staff so the teacher can return your call.
3. Send a note with your child to the teacher. Teachers will be happy to phone you as soon as they are able.
4. If you need to have work for your child when he/she is ill, please contact the office. Teachers need 24 hours notice to provide requested work.

### **School Volunteers**

1. Volunteers may be used to assist the classroom teacher and also to assist in the supervision of students when on field trips or engaged in a school activity.
2. Volunteers shall work with students under the immediate supervision of certificated employees. (Education Code Section 35021)
3. Volunteers must sign in and out at the school office for each day of service.
4. Individuals who perform ten or more hours of specific volunteer service with or around students shall:
  - a. Provide evidence that they are free from active tuberculosis (clear TB test). A chest x-ray will be required only if the intradermal tuberculin test is positive.
  - b. Submit to fingerprinting.

### **Field Trips**

Field trips will be coordinated with academic learning. Parents will be asked to chaperone. STUDENTS MAY NOT GO on a field trip without a permission slip signed by a parent. Preschool children may not accompany chaperones on field trips. Students may not be released to their parents for transport after the event unless authorized by the principal.

### **Physical Education Requirements**

California Education Code requires that all students participate in physical education. Students are expected to wear appropriate clothing and shoes for running, jumping, climbing, and calisthenics (sit-ups, push-ups, etc.).

A student may be excused from physical education if he is ill or injured. Parent notes excusing a student will be honored by the teacher for one to three day absences. A doctor's note is required to

excuse a student from physical

education for more than three consecutive days or for recurring illness. Students with casts, crutches, recent surgeries or severe injuries will not participate in physical education.

### **Latchkey**

Latchkey is a before school, after-school, and full-day childcare program funded through Senate Bill 303. The Latchkey Grant from the State Department of Education is subcontracted with the Riverside County YMCA. Moreno Valley Parks and Recreation Department also provides childcare on several district school sites. Contact your school office for location information.

### **Classroom Visitations/Visits to School**

Parents are welcome to visit the school. VISITORS MUST SIGN IN AT THE OFFICE UPON ARRIVING AT THE SCHOOL TO OBTAIN A PASS.

Immediately upon entering any school building or the school grounds, any person who is not a student of the school, an officer, or employee of the district shall, when school is in session, report his/her presence and the reason for visiting the school to the principal or designee, and receive special visitor identification. Any person requested by the principal or designee to leave the school grounds shall promptly comply. (Board Policy/Administrative Regulation 1250)

Any visitor who fails to register immediately upon entry to the school grounds or who fails to leave school grounds upon request of the principal or designee, or who returns after leaving school grounds pursuant to such request, has committed an unlawful act and may be prosecuted according to law.

The principal or designee may refuse to register any visitor whose acts or presence he/she judges would disrupt normal school operations, threaten the health and safety of students or staff, or cause property damage. (Penal Code 627.4)

To ensure "minimum" interruption of the regular classroom program, school visits should be first arranged with the teacher and principal or designee with a 24-hour notice. If a conference is desired, an appointment should be set with the teacher for a time before school, after school, or during the teacher's preparation period. Visitation of individual classrooms shall be prearranged, with the purpose noted. The visit shall be limited to twenty (20) minutes. Longer visits shall be by special arrangement with the teacher(s) and the site administrator. In addition to meeting the goal of the observation, our purpose at all times is to cause minimal disruption to the instructional process and normal operations of the campus. The Board recognizes that under California law, any person whose conduct materially disrupts class work or extracurricular activities, or causes a disturbance on school grounds, may be guilty of a misdemeanor and subject to a fine, imprisonment, or both. (Education Code 44811, Penal Code 415.5) When such conduct occurs, the Superintendent may take action leading to the imposition of these penalties. Students not enrolled at the school will not be allowed on campus unless accompanied by a parent or guardian.

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor and shall be subject to a fine of not more than \$500. (Education Code 32210)

## **TRANSPORTATION**

### **Bus Information**

School buses are on a very tight schedule; therefore, all children must be at the designated bus

stops, READY TO BOARD, when the bus arrives. Bus times may vary the first few days of school as the driver and the children adjust to the route. Occasionally the bus will break down. When that occurs, please be patient. The bus drivers will attempt to keep the announced schedule.

### Bus Rules

- Remain seated at all times facing the front of the bus.
- No loud talking or distracting noise.
- Keep all parts of the body inside the bus.
- Keep center aisle clear.
- Do not throw anything on the bus.
- No eating or drinking on the bus.
- Obey the bus driver.
- Do not loiter at the bus stop.
- Face traffic when walking.
- No fighting, pushing or crowding.
- Be at the bus stop at least five minutes before the arrival of the bus, but not more than ten minutes early.
- Do not throw stones, etc., or damage other people's property.
- Smoking is not permitted.
- Animals will not be transported.

### Parent/Guardian Pick Up Policy

Parents wishing to pick up students at school must send a note indicating the time of pick up and identifying the person picking up the child. Students will not be allowed to miss a bus in order to be picked up. The student must be picked up prior to the bus arriving. The student will be placed on the bus if his/her ride does not get to the school before the bus does. **Adults picking up their children before school is dismissed, must come into the office and sign the student out before the student can be dismissed.**

### Fog Conditions

Parents of children who ride school buses are reminded that regular schedules will be delayed when fog prevents the safe operation of buses.

Radio stations KFRG (FM 95.1), KGGI (FM 99.1), and KDIF (AM 1440 Spanish), as a public service, have agreed to broadcast announcements regarding transportation schedules on foggy mornings. On mornings when fog or extreme storm conditions may limit visibility, parents are urged to listen to one of the above stations for announcements regarding emergency change in bus schedules. No announcement means regular schedules will be followed.

In the interest of safety, bus students should be cautioned, especially on these mornings, to wait at the designated bus stop areas and to stay out of the street. When picking up or letting off students at the bus stop, stop on the same side of the road as the bus stop is located as a safety precaution. Walking students should walk as far off the roadway as possible and use extra caution when crossing streets.

**Listen to the above radio stations for delay information or call Moreno Valley Schools at (951) 571-17840.**

### Bicycles/Bicycle Safety

Students in third through fifth grade may ride their bicycles to school. Moreno Valley Unified School District assumes no liability for stolen or damaged bicycles. By law, bicyclist must wear helmets. Students in grades first and second must have a written note from their parents on file in the office in order to ride their bike to school and must have the principal's approval. Bicycles must be STORED AND LOCKED in bike racks. Bicycles are not to be ridden on SCHOOL GROUNDS.

If this rule is violated, the bike will be kept at the school and returned after a parent conference has been held. A SECOND VIOLATION will result in cancellation of bike ride privileges. Skateboards, roller skates, etc., may not be brought to school at any time.

Good bicycle riders ALWAYS:

- Wear a helmet (required by law).
- Wear proper clothing for riding.
- Check the bike brakes before starting.
- Ride WITH traffic - NEVER against traffic.
- Use proper hand signals before turning.
- Have both hands on the handlebars while pedaling.
- STOP at all stop signs.
- Write down the serial number stamped on the frame and put it in a safe place at home.
- With your parent, register the bike at the local fire station.

## SCHOOL COUNSELING AND GUIDANCE PROGRAM

The Moreno Valley Unified School District (MVUSD) school counselor program is based on the National Standards for School Counseling Programs developed by the American School Counselor Association (ASCA).

### Foundation

MVUSD adopted the ASCA National Standards in 1998. The standards address three domain areas:

- Academic Development
- Career Development
- Personal/Social Development

The standards serve as the framework for the development of measurable student competencies based upon the local needs and concerns of each site.

### Delivery

Professional school counselors provide educational support through the following delivery system:

- Guidance curriculum delivered in classroom or group sessions.
- Individual and group student planning, advisement and guidance.
- Responsive services such as personal counseling, conflict resolution and peer mediation, crisis intervention, collaboration with parents, teachers and administration and referral to outside resources.
- Supporting the school system through program planning, consultation and collaboration with school and community resources.

### Management and Accountability

School counselors use data to drive decisions, develop yearly action plans to reflect student needs and monitor student progress. School counselors measure the results of their program on a yearly basis and use this information to make decisions regarding program improvement.

### Classroom Guidance Lessons

Elementary school years set the tone for developing the knowledge, attitudes, and skills necessary for children to become healthy, productive learners. Some elementary school counselors provide classroom guidance lessons. Currently, *Get Real About Violence (GRAV)* is the comprehensive guidance curriculum in elementary. The areas of vulnerability, contributors and alternatives to violence are addressed. The role of the bystander to violence is emphasized. Other topics may be provided to meet specific site needs.

### District/Site Crisis Teams

The District Crisis Team has received 90 hours

of direct education in support and grief training. The team members are assigned to rotating teams that respond to a crisis at the request of an administrator.

Many schools also have a site-based crisis team whose members have received 18 hours of training in crisis response.

### Parenting Classes

The District hosts more than 80 parenting classes and programs. Please refer to the 2005-2006 Parenting Programs Calendar for dates and locations.

### Conflict Management

Most schools in the district have a conflict mediation program in place. Sites have tailored their program to meet the needs of the students, counselors, and staff. At some sites, the elementary school counselor coordinates the conflict management programs. This prevention and intervention program utilizes the Community Board's curriculum and teaches students peaceful ways to resolve problems and conflicts.

### Safe and Drug Free Schools and Communities and Tobacco-Use Prevention Education, Programs, and Activities

**Too Good For Drugs (TGFD)** is a comprehensive research-based drug prevention education program designed to reduce risk factors and enhance protective factors related to use of alcohol, tobacco, and other drugs. There are ten lessons at each grade level. The district is phasing in this program over three years to replace Here's Looking at You (HLAY) in grades K-5.

**Here's Looking at You (HLAY)** is a comprehensive drug education program that covers the three areas proven to be effective in prevention programs: bonding, information, and refusal skills. HLAY is taught districtwide in grades kindergarten through fifth. A minimum of ten lessons is required; however, most teachers teach the entire program.

**Red Ribbon Week** is held during the month of October. Red Ribbon Week activities are typically coordinated by PTA. Activities vary from site to site and include assemblies, poster contests, door decorating contests, the wearing of red ribbons, and other drug prevention activities.

**Great American Smoke-Out** is held during the month of November. Each school promotes activities designed to prevent students from using tobacco. Classroom guidance lessons and other smoking prevention materials are sent to each site for use in the classroom.

**Yellow Ribbon Week, Violence Prevention Week** is held during the month of January. Each school promotes school safety and anti-violence activities that vary from site-to-site.

**Masonic Lodge Elementary Drug Awareness Campaign** is a drug prevention poster contest sponsored by the Moreno Valley Unified School District and the Moreno Valley Masonic Lodge. The poster theme changes from year to year.

**The Carol Addiss Annual Drug Alcohol & Tobacco Use Prevention Poster Contest** is a countywide poster contest. The drug, alcohol, and tobacco prevention theme changes from year to year. Twelve winning posters are selected and published as a countywide calendar and are distributed to schools throughout the county.

**Friday Night Live (FNL)** is one of the premiere substance abuse prevention and positive youth development programs in California. FNL chapters ("clubs") are supported by Riverside County and are established at individual school sites at all levels, overseen by one or two adult

advisors. Friday Night Live Kids (elementary school level chapters) allows students to actively plan and prepare activities that promote a safe, drug-free and healthy learning environment. The elementary program emphasizes leadership skills and positive decision making. FNL Club members teach a message of tolerance and non-violence and they become involved in community service events.

## **HEALTHSERVICES**

### **General Information**

The health office is staffed by a health clerk technician. The health clerk technician's major task is to make sure all immunizations are up to date, administer medications, help with health screenings, and perform first aid services for injuries and illnesses that occur at school. The school has a nurse available to them any time during school hours via pager or telephone. A nurse is on site at least one day per week.

When a child becomes ill at school, it is standard practice to try to contact a parent first. If we are unsuccessful in reaching a parent, we will then try to contact an alternative person listed on the child's emergency card. The health office is not equipped to take care of sick or injured patients for any length of time.

Parents are responsible for their children and MUST pick up their student or have someone listed on the emergency card do so when this is requested by the school.

It is absolutely imperative that emergency cards be kept up to date.

Sick children should not be sent to school. Symptoms such as fever, runny nose, stomachaches, cough, headache or vomiting during the night or previous evening may indicate a contagious condition. If your son/daughter is not covered by your private health insurance, short-term insurance is available at a low cost and will cover injuries that may occur at school.

### **Physical Examinations**

All students entering kindergarten and first grade must have a physical exam. Physicals done within six months of entering kindergarten will be acceptable for the first grade. The child must be at least four years and three months old at the time of the physical exam. Students who had a physical exam in preschool may start kindergarten without another physical exam. However, a new physical exam will be required prior to enrollment in first grade.

### **Contagious Disease**

Please notify the school immediately if your child has a contagious disease. You will be advised by the health clerk technician or the school nurse of what is required depending on the particular disease. If your child has a contagious disease, the school will take steps to prevent a possible epidemic. Measles need to be verified in writing by a physician and the health department.

Contagious disease may be life threatening to some students. Your child may be readmitted to school when the contagious period of the disease is past by seeing the health clerk or school nurse.

### **Immunizations**

Before your child enters school, the state requires the following immunizations:

1. D.P.T. – At least four doses with the last one given after second birthday.
2. Polio – At least three doses with the last one given after second birthday.
3. Rubella (sometimes called three day or German Measles) – one dose on or after first birthday. Two doses suggested.

4. Rubeola (sometimes called ten-day Measles or Red Measles; two doses required for kindergarten; one dose for first through twelfth; two doses suggested.
5. Mumps – one dose on or after first birthday.
6. Tuberculosis (TB) – Negative TB test within one year of entry.
7. HIB – one dose for children under age four and a half. Given on or after fifth birthday.
8. Hepatitis B – three dose series for kindergarten entry and younger beginning 8/1/97.

Upon enrollment, students must present evidence of full immunization as documented by a physician, nurse, or clinic in the manner prescribed by the State Department of Health. Students seven years old or older shall not be required to be immunized against pertussis or mumps. (Health & Safety Code 3381)

Any student without such evidence shall be excluded from school until the immunization is obtained or until the student presents a letter or affidavit of exemption from his/her parent guardian or physician. Exemption is allowed when the parent/guardian states in writing that immunization is contrary to his/her beliefs. Exemption is also allowed to the extent indicated by a physician's written statement describing the medical condition of the child and probable duration of the medical condition or circumstances that contraindicate immunization. (Health & Safety Code 3381, 3385, 3388) In the event any student is diagnosed with one of the diseases for which immunizations are available, all students who are not protected with immunizations will be excluded from school for the duration of the incubation period (10-21 days).

Not only is this a state requirement, but your student's protection from certain diseases is dependent upon getting these immunizations. They may be obtained from your doctor or from free clinics sponsored by the Riverside County Health Department. For the date of a clinic in your area, please contact the health department at 909-358-6000 or your school health office.

Parents are urged to keep accurate health records from birth to present. It is frequently necessary to research a child's health history. Each time your student transfers to another school, you will need to present documented proof of immunizations.

### **Head Lice**

Per district policy, students who have been identified with head lice will be excluded from school until all NITS (eggs) are removed from the hair. These students must be seen in the health office prior to readmission to school.

### **Physical Limitations**

Students who have casts, splints, are using crutches, have serious injuries or have had recent operations will not have access to playground use (recess or PE) until released by a doctor for regular physical activity. This is necessary to minimize any further injury and maintain maximum safety for each student. Please notify the health office if your child has a physical limitation.

### **Medications**

If it is necessary for your son/daughter to take medication of any kind at school, it MUST BE DISPENSED BY THE SCHOOL NURSE, HEALTH CLERK TECHNICIAN, OR OFFICE PERSONNEL. Any medication, including over the counter medications such as aspirin, cough drops, etc., that need to be taken during school hours, must be turned into the office. Medication must be kept in the health office. Students

should not keep medications in their classroom.

Parents must obtain written directions from a physician concerning dispensing the medication including over the counter medications. Parents are required to fill out and sign a district short-term medication (for antibiotics) form to authorize school personnel to give the medication. If the medication needs to be given for a long period of time (more than ten days), the school must also have a medication form signed by the physician. These forms are available in the health office. The medication should be in the original pharmacy container with the directions written on it. If you have any questions regarding the procedure, please contact the school nurse or office staff.

### **Disaster Preparedness -**

#### **Medications At School**

An earthquake or other disaster may necessitate your child remaining at school for an extended period of time. If your child has a life threatening condition that requires medication or a special procedure daily at home, it is important that the school have on hand a three-day supply of any medication or supplies in this category. Drugs in this category might include insulin, Glucagon, heart, asthma or seizure medication.

If this situation pertains to your child, please advise the health office at your child's school.

### **Pesticide Usage**

The Moreno Valley Unified School District is limiting the usage of pesticides at each school to comply with the Healthy Schools Act of 2000 and for the health and safety of students, staff, and the community. When pesticide usage is necessary, only trained professionals will be applying these products to ensure they are being utilized safely and minimally. Students with health concerns that are aggravated by the use of pesticides may wish to preregister with the school requesting to be notified prior to any pesticides being applied. Contact the school office for a preregistration form.

### **Vision and Hearing Screening**

The district school nurses conduct a vision and hearing screening each fall that seeks to identify those students who may have either vision or hearing disorders. All students in grades first, second, fifth, all special education students and students new to the state of California and those referred by their teachers, are screened. If any problems are discovered, the parents are notified.

### **Scoliosis**

Scoliosis screening for fifth grade girls may be done by the nurse (time permitting) in April or May. Letters are sent home to notify parents of the day screening will be done. Parents of those girls identified with a problem are notified.

### **Home and Hospital Instruction**

Home and Hospital Instruction is provided for any student who has been physically unable to attend school for a period of at least two weeks due to a temporary disability. To qualify for Home Hospital Instruction, the disability must be diagnosed and verified in writing by a licensed physician. A student receiving the services of special education may also be placed on Home Hospital Instruction by recommendation of the Individual Education Program (IEP) team and the school psychologist.

Forms for requesting this service are available in the health office. Home and Hospital Instruction will not be assigned later than 20 days prior to the end of the school year.

While on Home and Hospital Instruction the student may not participate in extra/cocurricular activities.

A physician's clearance to return to school must be submitted prior to the student's return to school.

### **SPECIAL EDUCATION PROGRAMS**

**Special Education Local Plan Area (SELPA)** is a state-mandated administrative organization responsible for the delivery of special education services as required by state and federal law. The MVUSD implemented its own SELPA in July 1992. The following programs are available for students that qualify for special education services:

**Programs for Students with Mild Disabilities** are available following assessment and an Individual Education Program (IEP) team meeting. Services to determine eligibility are usually provided at the student's home school. The general education classroom is considered the least restrictive environment.

- **Resource Specialist Programs (RSP)** are designed to serve students whose education is adversely affected by mild processing problems that cause significant differences between their ability and their achievement. RSP students are served in either a pull-out or in-class support model that is designed to assist students in specific core academic areas. The students remain in a regular education setting for the majority of the day, normally at their home school.
- **Special Day Class** programs are self-contained classrooms for students who require the services of a special education teacher and program for more than 50 percent of the school day.
- **Communicatively Disabled** classes serve students who, because of their severe delays in language (in the areas of sentence structure, grammar, vocabulary, and/or the social use of language), require more intensive remediation than can be provided through a pull-out or collaborative Designated Instructional Services (DIS) program. These classes are centralized and available to students first through eighth grade. High school students are served at their home schools with DIS and/or Resource Specialist Program (RSP) or Special Day Class/Learning Disabled (SDC/LD).
- **Learning Disabled** classes are for students whose education is adversely affected because of moderate processing problems, which cause significant discrepancies between their ability and their achievement.

The following classes are available through centralized programs:

- **Basic Skills Special Day Class Programs** are centralized programs which serve students whose academic achievements are significantly below grade level because of developmental delays. The basic skills program emphasizes functional academics and preparing students for everyday life as they transition from the school environment.
- **Infant** programs are available to eligible families and infants from birth to the age of three. These services are provided in a combination of in-home services and center-based activities.
- **Preschool** programs are available to eligible students from ages three to five. Services may include: itinerant speech and language, adapted physical education, and classroom placement. Preschool services are delivered in a noncategorical model and include students who may be nonseverely disabled or severely disabled.
- **Developmentally Delayed** programs are designed to assist students with profound delays in all domains. The District operates programs from kindergarten to the age of 22 for students exhibiting these intense needs. Typically, these

students are dependent upon adult help for toileting, feeding, and self-help skills.

- **Severe Disability** programs emphasize the development of functional skills that can be translated to lifelong survival skills. The programs emphasize in-class and community-based instruction. Students served in this program typically display functioning levels at a much lower level in comparison to same-age peers. These programs are available to students from birth to age 22.
- **Emotionally Disturbed (ED)** programs are designed to assist students who have been diagnosed as having a serious emotional disturbance that profoundly inhibits their ability to interact with peers and adults and has a profound negative affect upon their educational progress. The emphasis of these programs is on the development of appropriate social interaction skills and delivery of the core curriculum.
- **Autistic** programs are behaviorally based, early intervention treatment programs providing intensive training in socialization and communication to students who are identified as exhibiting an autistic spectrum disorder. The programs are operated at the preschool, kindergarten through first, and second through third grade levels.
- **Visually Impaired (VI) Itinerant Services** are available for student with significant visual impairments who require specialized instructional materials (e.g., large print, magnifiers, Braille) and/or services.
- **Orthopedic Impairment (OI)** serve students with severe orthopedic impairments; impairments that greatly impede their mobility capabilities. Adaptive technology is frequently used in these classrooms to allow students greater access to their environment and learning.
- **Audiologically Handicapped (AH) Itinerant Services** are available to students with a qualifying hearing loss. Services provided may include initial audiological exam, specialized equipment/servicing, and direct or consult support of the student in the classroom.
- **Designated Instructional Services (DIS)** and related services are designated to provide support to special education students in order for students to benefit from their educational placement. The determination for need of services is based on an assessment by the specialist(s) and recommendation of the IEP team. The following are DIS services:
  - **Speech, Language and Hearing Services** are provided to students who qualify on a pull-out basis or an in-class model. The services may include assistance with fluency/voice disorders, speech, or language development.
  - **Psychological Services** are provided in the form of assessments and interpretation to determine eligibility for services and program planning for special education students. These services include consultation with teachers, staff, administrators, and parents regarding students and program; support services for programs and students as well as staff development activities for staff; and assistance to school personnel and parents.

### **Nonpublic Schools**

School districts and SELPAs are mandated to provide a full range of services and programs for all students with disabilities. These services and programs include those available through nonpublic schools or nonpublic agencies. Moreno Valley Unified School District/

SELPA provides such services through a series of contracts with nonpublic agencies in the greater western Riverside County area. Students are placed in these programs via the Individual Education Plan process.

### **CHILD WELFARE AND ATTENDANCE**

The Board of Education believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy. Attendance specialists meet with school personnel to maintain a system of attendance monitoring, make home visits, assist with Student Attendance Review Board (SARB) hearings, and monitor students with attendance problems.

All suspensions are monitored by the CWA office. The coordinator works with the School Resource Officers to promote school safety and to provide instructional support for drug and violence prevention. All expulsion actions are handled through CWA including expulsions, expulsion appeals, and assurance of due process rights for all families.

#### **Attendance**

Each person between the ages of 6 and 18 years (unless they have passed the California High School Proficiency Examination) is subject to compulsory full-time education. (Education Code 48400)

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse for three days in one school year or tardy or absent for more than 30 minutes during the school day without valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the district's attendance supervisor or to the superintendent of the school district. (Education Code 48260)

Irregular attendance will be defined as absent from school for five (5) or more days out of twenty (20) school days or a pattern of irregular attendance. Parent volunteers may be used to contact parents regarding student attendance. Those parents who wish to be contacted only by a school official, must inform the school principal.

#### **Absences and Excuses**

If any minor pupil in any district of a county is an habitual truant, or is irregular in attendance at school, as defined in this article, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a school attendance review board or to the probation department for services if the probation department has elected to receive these referrals. The supervisor of attendance, or any other persons the governing board of the school district or county may designate, making the referral shall notify the minor and parents or guardians of the minor, in writing, of the name and address of the board or probation department to which the matter has been referred and of the reason for the referral. The notice shall indicate that the pupil and parents or guardians of the pupil will be required, along with the referring person, to meet with the school attendance review board or probation officer to consider a proper disposition of the referral. (Education Code 48263)

### **Habitual Truant**

Any pupil deemed a habitual truant who has been reported as truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either the reports required by Education Code Section 48260 or Section 48261. (Education Code 48262)

### **Inactive Procedure for Non Attendees**

Students who are removed from school or who fail to attend school without a valid reason is to be considered truant from school (Education Code 48260). Students, who are removed from school for vacations, travel, or other reasons not approved by the district, and have not made arrangements for independent study or other approved interventions, are considered truant. Students in grades kindergarten through eighth grade who are not in school attendance for eleven consecutive days without an approved excuse or have not made contact with the school during that time will be considered inactive. The school will notify the parent in writing of the absentee problem and the intent to place the student on the inactive list. After the eleventh day and the mailing of the parent notification, the family will not be guaranteed the same track, classroom placement, class schedule, or even school site if school enrollment is impacted. The student will be allowed to reenter the school without going through the registration center unless the student has missed more than 45 consecutive days. The parent may be required to go to the registration center when the site has met its enrollment limit to be placed at an alternate site. Students who have missed 45 consecutive days are dropped from classes and are considered dropouts.

### **School Attendance Review Board**

School Attendance Review Boards (SARBs) were created in 1976. The SARB provides intensive guidance and coordinated community services to address the needs of students with attendance and discipline problems. The Moreno Valley SARB is made up of representatives from the district, public agencies, and community at large. SARB members work collaboratively to assess individual circumstances and develop comprehensive interventions. SARB is intended to be a help to students and parents, but it also is part of a progressive process for enforcing compulsory education laws. When students or parents do not comply with directives of SARB, additional steps may be taken, including informal probation, truancy mediation action by the District Attorney, and prosecution in Juvenile Court.

### **"Knock and Talk Program"**

As a part of Moreno Valley's truancy prevention program, Student Services, Child Welfare and Attendance Office, and the Moreno Valley Police School Resource Officers conduct a program called, "Knock and Talk." On selected evenings from 4-8 p.m., a member of Child Welfare and Attendance staff and School Resource Officers conduct home visits to elementary, middle, and high school students who have been declared truant by the sites. The team meets with families to review attendance, behavior, and academic records. The parent/guardian is encouraged to make an appointment with the school counselor to resolve the issues discussed. If the truancy

continues, a referral will be made to the School Attendance Review Board.

### **Use Of Signaling Devices**

Using electronic signaling devices (beepers/cell phones with picture taking capabilities/signaling equipment) are disruptive to the education process. The possession or use of such devices by students on campus can be, by law, regulated or prohibited by the Board of Education or its designee to the extent necessary to prevent the disruption of school instruction or activities. An exception shall be made only when the principal or designee has determined with doctor's authorization that the beeper/cell phones/signaling equipment is essential for the students health. Cell phones with picture taking capabilities are not allowed on campus. Any beeper/cell phones/signaling equipment so allowed shall be used only for health purposes. (Education Code 48901.5)

### **Insulting And Abusing Teachers**

Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or pupils and at a place which is on school premises or public sidewalks, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such place in connection with assigned school activities is guilty of a misdemeanor, and is punishable by a fine of not less than \$1000 nor exceeding \$1000. (Education Code 44812)

## **DRESS AND GROOMING RULES AND REGULATIONS**

Students are expected to attend school in clean, neat clothing. It is the mission of the school district not only to provide academic education but also to provide education in morals, manners, dress, and grooming because these are elements of good citizenship. Research has shown that student dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. Their purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students in attendance, and minimize distraction of other students so as not to interfere with the educational process. It is also intended to help protect the health and welfare of the individual student. The final decision as to whether a student's dress or grooming is, in fact, disruptive or distracting shall be made by the principal or designee.

All students shall abide by the following:

1. Hair and physical appearance shall be clean and neatly groomed. Aerosol cans of any kind are not permitted at school, i.e., hair color, hair spray. No excessive makeup is allowed.
2. Shoes must be worn at all times. For safety purposes sandals must be held in place with a heel strap. Steel-toed shoes, skate shoes, or boots are not permitted.
3. Lettering or printing will be allowed on shirts, sweatshirts, and other apparel as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, gang-related names or symbols, or those that are sexually suggestive are not allowed. This district reserves the right to declare unacceptable any item of clothing, printing or accessory depicting any logo that has been identified to be gang related.
4. Pant size must be appropriate. The fullness must not interfere with normal school ac-

tivities. If the student removes the belt, pants must not fall more than 2" below the hipbone. The crotch should not drop lower than the fingertips of the extended hand. The length of the pant should not extend past the heel of the shoe. When side seams are pulled out straight and then are crossed to the front, the edge of the pants should not cross the mid-point of the leg.

5. All clothing shall be within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to conceal undergarments at all times.
6. Dress or skirt length shall be within the bounds of decency and good taste and no shorter than mid-thigh.
7. No bare midriffs. No low-cut or revealing tops. No "off-the-shoulder" blouses.
8. No garment may be worn that is cut-off, ragged, or torn.
9. No "see through" or "fish net" type of blouse or shirt may be worn. Students must wear shirts at all times. No muscle shirts, undershirts or tank tops are permitted.
10. No gang related apparel (as determined by district guidelines).
11. Jewelry and accessories such as spiked bracelets, chokers, spikes embedded in the body, etc. are not permitted.

### **Hats**

Recent legislation has allowed individuals to wear clothing to prevent skin disease. The Moreno Valley Unified School District will allow the restricted use of hats as sun protective clothing. The hat must have a full 3" brim which circles the hat (like a fishing hat) and must be able to be folded to fit in a pocket or backpack. The hat must be worn outside only and only when the sun is shining. The hat must not have any markings or colors that could be construed to be offensive or gang-related. The hat cannot have other items attached to it. i.e., pins, cloth, labels, patches, etc. Other hats may be worn with the authorization of the principal.

### **Wearing of Shorts**

Students may be allowed to wear Bermuda shorts, walking shorts, or shorts of this type within the following guidelines:

1. Shorts must be hemmed and straight legged.
2. The length of the shorts must be within the bounds of decency and in good taste as appropriate for school. The shorts length should not be shorter than the end of the extended fingertips.
3. Short shorts are not to be worn at school.

Shorts that do not meet the above criteria are not allowed. Tops worn with shorts must adhere to the guidelines previously stated.

### **Colors**

Students shall not wear clothing or apparel identified by school personnel as "colors." The term "colors" is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior.

Students violating any part of this dress code will be issued one warning and sent home to change into appropriate clothing if necessary. The second violation of the same nature will result in the student being referred to the principal for discipline.

### **Gang Symbols**

The Governing Board desires to keep district

schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use or disruptive behavior. The Board, therefore, prohibits the presence of any apparel, jewelry, accessory, (i.e., bandannas, hair nets, chains, etc.), notebook, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group. Should any item be declared gang related due to the manner in which it is used or worn, proper notification of parents and students will be made prior to enforcement.

Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership shall be referred to the principal or designee.

In order to refrain from giving gangs publicity, any gang graffiti shall be quickly removed, washed down, or painted over as soon as discovered.

### **EDUCATION CODE 48900 GROUNDS FOR SUSPENSION/EXPULSION**

“The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education for the government and discipline of the schools under its jurisdiction.” Education Code Section 35291.

Incidents for Suspension under Education Code Section 48900: A pupil shall not be suspended from school nor recommended for expulsion unless the principal of the school that the pupil is enrolled determines that the pupil has done any of the following:

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person.  
2. Willfully used force or violence upon another student, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any other object, the pupil had obtained written permission to possess the item from a certified school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance (commencing with Section 11053 of Division 10 of the Health and Safety Code), alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or any intoxicant of any kind.
- (e) Committed robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possession of imitation firearm.

- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (r) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provision of this section.

**48900.2 & 212.5** Sexual harassment of any kind.

**48900.3** Students in grades 4-12 that have caused, attempted to cause, threatened to cause, or participated in any act of hate violence to deface, damage, or destroy real property of any other person for the purpose of intimidating or interfering with the constitutional rights of another person because of the person's race, color, religion, ancestry, national origin or sexual orientation, as defined in Education Code 33032.5.

**48900.4** Students in grades 4-12 who intentionally engage in harassment, threats, or intimidation, directed against a pupil or a group of pupils that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

**48900.7** Made terroristic threats against school officials or school property or both.

No pupil shall be suspended or expelled for any of the acts enumerated unless such act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to: (1) while on school grounds; (2) while going to or coming from school; (3) during the lunch period, whether on or off the campus; or (4) during or while going to or coming from, a school sponsored activity.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from assigned school activities.

We would like to advise you that it is the policy of the Board of Education that a suspended pupil:

1. Shall complete any assignments and tests missed during the suspension if required by Teacher(s).
2. Shall have the right to request an appeal hearing.
3. Shall have the right to have access to his/her records.
4. Shall not be allowed to loiter on or around any school grounds.
5. Shall not be allowed to participate in any school activities.

### **APPEAL PROCESS FOR SUSPENSIONS**

Under Education Code 48914, the parent or guardian of a suspended pupil has the right to request a meeting with the superintendent or superintendent's designee. The procedures for appealing a suspension are in Board Policy. If a parent desires to further review the case, or additional information regarding the appeal procedure, the parent should request an appeal form from the school office. A conference with the principal will be scheduled. Further appeal can

then be made to the superintendent's designee, after the principal's conference, if the issues are not resolved.

### **DUE PROCESS**

All suspensions will be preceded by an informal conference between the student and a school administrator during which the student shall be informed of the reason for the suspension and the evidence that supported the action. The student will be given the opportunity to present his/her version and evidence in self defense. In emergency situations, this opportunity may not be afforded, but a conference shall be held within 72 hours or as soon as practicable.

It is the policy of the school to telephone parents at the time of suspension, but in all cases, a notice is mailed within 24 hours.

Usually a parent conference is requested to take place as soon as is practicable. (Parents or guardians are requested to respond to such conferences.)

Suspended students may be allowed to complete all assignments and tests missed during suspension that can be reasonably provided and, upon satisfactory completion of the work, shall be given full credit.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

Weapons and dangerous instruments include, but are not necessarily limited to:

1. Firearms - pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, laser penlights, and any device capable of chemically propelling a projectile.
2. For school purposes, this includes air-guns, CO<sup>2</sup> guns, paint guns, BB guns, pellet guns and dart guns, and nonoperating devices made to look like a firearm which might be used for intimidation.
3. Cutting and puncturing devices, dirks, daggers, legal knives, illegal knives (knives longer than two and one-half inches, folding knives with a blade that locks into place), razors with an unguarded blade, Kirpans, and any other device capable of cutting or puncturing.
4. Explosive and/or incendiary devices: pipe bombs, time bombs, tear gas and tear gas weapons, i.e. pepper spray, cap guns, caps, containers of inflammable fluids, and other hazardous devices.
5. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, bill club, nunchaku, and club, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.
6. Other - any other objects that could be used to inflict harm.

### **SEARCH AND SEIZURE**

The Governing Board recognizes the need to ensure a safe environment for students. Therefore, school properties may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of weapons and dangerous instruments are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel.

### **ZERO TOLERANCE**

Students, grades K-12, who are found by the hearing officer to have committed the following offenses shall receive a one year expulsion from District schools:

1. Possessing, selling or otherwise furnishing a

firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

## **NOTICE OF UNIFORM COMPLAINT PROCEDURE**

The Board of Education recognizes that the District is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination based on ethnic group discrimination, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state or federal financial assistance. The District shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, childcare and development programs, child nutrition programs, and special education programs.

Complaints concerning special education programs shall be addressed in accordance with the District's Special Education Local Planning Area.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to attempt to resolve their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignment of the complainant.

### **Notifications**

The Superintendent or designee shall meet the notification requirements of 5 (California Code of Regulations [CCR] 4622, including the annual dissemination of District complaint procedures and information about available appeals, civil law rem-

edies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include:

- Riverside County Office of Education
- Department of Fair Employment and Housing
- Office for Civil Rights
- Equal Employment Opportunity Commission

### **Procedures**

The following procedures shall be used to address all complaints that allege that the District has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

Investigations of discrimination complaints shall be conducted in a manner that protects the confidentiality of the parties and the facts. (5 CCR 4630)

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

### **Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District with the appropriate compliance officer named above. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall help him/her to file the complaint. (5 CCR 4600)

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subject to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630) All other program complaints must be received no later than thirty (30) calendar days from the date of the incident or when complainant first received knowledge of the facts that generated concern.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

### **Step 2: Mediation**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's timeliness for investigating and resolv-

ing the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

### **Step 3: Investigation of Complaint**

The compliance officer shall hold an investigative meeting with ten (10) days of receiving the complaint or unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his or her representative and district's representatives to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other's witnesses. (5 CCR 4631)

### **Step 4: Response**

Within forty-five (45) calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step 6 below.

### **Step 5: Appeal to the Board**

If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five (5) calendar days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the decision of the compliance officer shall be the District's final written decision.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the District's initially receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

### **Step 5: Final Written Decision**

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District shall arrange a meeting at which a community member will interpret it for the complainant.

The report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any. (5 CCR 4631)
2. The rationale for the above disposition. (5 CCR 4631)
3. Notice of the complainant's right to appeal the decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631)
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

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

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 calendar days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision. (5 CCR 4652)

Notwithstanding any other provision of law, a person who alleges that he or she is a victim of discrimination may not seek civil remedies until at least 60 days have elapsed from the filing of an appeal to the State Department of Education pursuant to Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations. The moratorium imposed does not apply to injunctive relief and is applicable only if the local educational agency has appropriately, and in a timely manner, apprised the complainant of his or her right to file a complaint.

If dissatisfied with the California Department of Education's resolution of a complaint regarding a Chapter I program, the complainant may request its review by the U.S. Secretary of Education. (34 Code of Federal Regulation, 200.74)

### **NONDISCRIMINATION POLICY**

Federal Regulations, (Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973)

The Governing Board is committed to equal opportunity for all individuals in education and in employment and does not discriminate on the basis of sex, race, color, national origin, religion, age, handicap or physical or mental disability or any other unlawful consideration. Questions or concerns involving adults' rights or allegation of disability discrimination should be directed to the Section 504 Coordinator, Willie Hasson, (951) 517-7600, ext. 17575. Complaints concerning students' rights on allegations of disability, discrimination should be directed to Ann Vessey, (951) 517-7600, ext. 17590. Questions or concerns regarding race, color, and/or national origin, contact Willie Hasson (951) 517-7600, ext. 17575. Questions or concerns regarding sex discrimination including sexual harassment, contact Willie Hasson (951) 517-7600, ext. 17575.

The Board of Education designates the following compliance officer to receive and investigate complaints and ensure District compliance with law:

Superintendent/Designee  
25634 Alessandro Boulevard  
Moreno Valley, CA 92553  
(951) 571-7600

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

### **STUDENT SEXUAL HARASSMENT**

#### **Board Policy 5145.7(a)**

The Board of Education is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or any school-related activity.

The principal or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall be assured that they need not endure, for any reason, any harassment that impairs the educational environment

or a student's emotional or physical well being at school or any school-related activity.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser, sexual harassment also may be considered a violation of the laws relating to child abuse.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to the Director, Certificated Employee Services, who is also the District's Title IX Coordinator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. The principal or designee shall immediately investigate any report of sexual harassment of a student. Upon verifying that sexual harassment has occurred, he or she shall ensure that appropriate action is taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of sexual harassment can be filed in accordance with Administrative Regulation 1312.3 - Uniform Complaint Procedures.

The District prohibits retaliatory behavior against any complainant or participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

### **NONDISCRIMINATION NOTICE**

The Moreno Valley Unified School District is committed to the protection of employees and students from violation of human rights and discrimination. Alleged charges relative to school sites pertaining to students shall be directed to the site principals and alleged charges relative to any employee of the district may be directed to Willie Hasson, Director, Human Resources for investigation as the initial step in the complaint procedure.

### **SAFE SCHOOLS**

The Moreno Valley Unified School District is committed to maintaining safe schools by providing additional personal/social support for students. In some cases, recommendations for referral to the school counselor, mediation programs, or Insight group is listed in the Sequential Discipline Standards to provide intervention services. It is also the intent of the counselors to identify and provide interventions to students with ten or more days of suspension for violent acts.

**ELEMENTARY SEQUENTIAL DISCIPLINE STANDARD 2005/2006**

SASI Code	Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd Subsequent Intervention/Consequence
<b>A1</b>	Attempted or caused battery on student or school personnel <u>without injury</u> .* Not mutual combat. E.C. 48900(a1)	<ul style="list-style-type: none"> <li>• Loss of recess</li> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>
<b>A2</b>	Assault or battery on student <u>with injury</u> .* Willful use of force or violence. E.C. 48900(a2)	<ul style="list-style-type: none"> <li>• Behavior contract if not serious injury</li> <li>• Suspension</li> <li>• Recommend for expulsion depending on level of injury</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract if not serious injury</li> <li>• Suspension</li> <li>• Recommend for expulsion depending on level of injury</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>
<b>A3</b>	Assault or battery on School Personnel*. E.C. 48900(a2); E.C.48915, E.C. 44014	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>
<b>A4</b>	Fighting (mutual combat). E.C. 48900(a1)	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Behavior Contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>
<b>A9</b>	Initiating threatening calls, messages to school, i.e. bomb threats, etc. E.C. 48900(a1), E.C. 48900.7	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Notify police and CWA</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Notify police and CWA</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Notify police and CWA</li> <li>• Recommend for expulsion</li> </ul>
<b>B1</b>	Possessed, sold, or otherwise furnished any firearm, knife, explosive, or dangerous object having no reasonable use, that is used in a threatening manner. E.C. 48900(b)	<ul style="list-style-type: none"> <li>• Notify CWA immediately</li> <li>• Suspension 5 days</li> <li>• Retain weapon/object</li> <li>• Recommend for expulsion</li> <li>• Call police if possession of a firearm or if brandishing weapon</li> </ul>	<ul style="list-style-type: none"> <li>• Notify CWA immediately</li> <li>• Suspension 5 days</li> <li>• Retain weapon/object</li> <li>• Recommend for expulsion</li> <li>• Call police if possession of a firearm or if brandishing weapon</li> </ul>	<ul style="list-style-type: none"> <li>• Notify CWA immediately</li> <li>• Suspension 5 days</li> <li>• Retain weapon/object</li> <li>• Recommend for expulsion</li> <li>• Call police if possession of a firearm or if brandishing weapon</li> </ul>
<b>B2</b>	Possession of dangerous object of no reasonable use including, but not limited to: firecrackers, razor blades, laser pen, poppers, bomb bags, stink bombs, paint guns, projectiles, etc., or items of no reasonable use that do not pose an immediate and significant threat to others. All objects will be assessed based on quantity, size and potential to do harm. Also see K8. E.C. 48900(b), 48915(a) and (c)	<ul style="list-style-type: none"> <li>• Suspension 1-5 days</li> <li>• Retain weapon/object</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 3-5 days</li> <li>• Retain weapon/object</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Retain weapon/object</li> <li>• Recommend for expulsion</li> </ul>
<b>C1</b>	Possession or use of controlled substance, intoxicant, or caustic of any kind (including super glue, toluene or mixture) if brought or used as a controlled substance. E.C. 48900(c)	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> </ul>
<b>C2</b>	Selling or providing alcohol or controlled substance, intoxicant, or caustic of any kind (including super glue, toluene, or mixture), if brought or used as a controlled substance. Sharing does not necessarily fall under this provision. E.C. 48915(a), 48900(c)	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> </ul>
<b>D1</b>	Selling or offering a controlled substance, alcohol, or intoxicant of any kind, and then sold or delivered a placebo in lieu of and representing it as a controlled substance. If sales suspension 5 days. Recommend expulsion. E.C. 48915(c), 48900(d)	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> <li>• Notify police and CWA</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> <li>• Notify police and CWA</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> <li>• Notify police and CWA</li> </ul>
<b>E1</b>	Robbery/extortion, use of force or fear. Robbery: taking property by the use of violence. Extortion: using threats to obtain money or property from others. E.C. 48900(e), 48900(e)	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>
<b>F1</b>	Fire-setting/arson if it poses a significant threat of harm to others. E.C. 489000(f), 48904	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Contact Risk Management for costs/reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Contact Risk Management for costs/reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Contact Risk Management for costs/reimbursement</li> <li>• Recommend for expulsion</li> </ul>

\*Assault is the unlawful attempt, coupled with the present ability to commit a violent injury.

\*Battery is defined as unlawful use of force or violence on a person with bodily harm or a clear intent to do harm.

**ELEMENTARY SEQUENTIAL DISCIPLINE STANDARD 2005/2006**

SASI Code	Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd Subsequent Intervention/Consequence
<b>F2</b>	Caused or attempted to cause damage to school property or private property, including graffiti, tagging, etching, vandalism, etc. E.C. 48904, 48900(f)	<ul style="list-style-type: none"> <li>• Loss of recess</li> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> <li>• Contact Risk Management for costs/reimbursement of school property.</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> <li>• Contact Risk Management for costs/reimbursement of school property.</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> <li>• Contact Risk Management for costs/reimbursement of school property.</li> </ul>
<b>G1</b>	Theft or attempted theft of school property or private property. E.C. 48900.5, 48900(g)	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Behavior contract</li> <li>• Suspension</li> <li>• Contact Risk Management for costs/reimbursement if school property.</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Suspension</li> <li>• Contact Risk Management for costs/reimbursement if school property.</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Contact Risk Management for costs/reimbursement if school property.</li> </ul>
<b>H1</b>	Smoking, use or possession of tobacco or any placebo. E.C. 48900(h)	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Saturday School</li> <li>• Refer to counselor for intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Refer to counselor for intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>
<b>I1</b>	Written, verbal, or physical act(s) when viewed as obscene. E.C. 48900.5, 48900(i)	<ul style="list-style-type: none"> <li>• Loss of recess</li> <li>• Detention</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>
<b>I2</b>	Habitual use of profanity or vulgarity. E.C. 48900(i)	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Suspension</li> </ul>
<b>J1</b>	Possession of drug paraphernalia. E.C. 48900(j)	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>
<b>K2a</b>	Exhibiting pre-fight behavior such as name-calling, insults, challenging to fight, squaring off, using words likely to cause a physical altercation, etc. E.C. 48900.5, 48900(k)	<ul style="list-style-type: none"> <li>• Loss of recess</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>
<b>K2b</b>	Violation of hands-off (i.e., pushing, grabbing, hitting, spitting, etc.). E.C. 48900.5, 48900(k)	<ul style="list-style-type: none"> <li>• Loss of recess</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>
<b>K3</b>	Gang gesturing/writing.	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>
<b>K6</b>	“No show” to administrator-assigned detention. E.C. 48900.5, 48900(k)	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>
<b>K7</b>	Inappropriate use of school phone, cell phone, or public phone. 48900(k)	<ul style="list-style-type: none"> <li>• Confiscate item</li> <li>• Loss of recess</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>
<b>K8</b>	Possession of water balloons, squirt guns, water or food fights of any kind, poppers, laser pen. E.C. 48900.5, 48900(k)	<ul style="list-style-type: none"> <li>• Confiscate item</li> <li>• Loss of recess</li> <li>• Detention</li> <li>• Saturday School</li> <li>• Behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscate item</li> <li>• Detention</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscate item</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>
<b>K9</b>	Unauthorized area. E.C. 48900(k)	<ul style="list-style-type: none"> <li>• Loss of recess</li> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>
<b>K11</b>	Falsifying or altering documents, misuse of pass, wrongful possession of school materials, etc. E.C. 48900(k)	<ul style="list-style-type: none"> <li>• Loss of recess</li> <li>• Detention</li> <li>• Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>
<b>K14</b>	Violation of dress code. E.C. 48900(k)	<ul style="list-style-type: none"> <li>• Allow student to change</li> <li>• Call parent</li> <li>• Loss of recess</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Allow student to change</li> <li>• Call parent</li> <li>• Loss of recess</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Allow student to change</li> <li>• Call parent</li> <li>• Loss of recess</li> <li>• Detention</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>
<b>K15</b>	Tampering with or signaling false fire alarm, fraudulent or unauthorized use of 911.	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>

**ELEMENTARY SEQUENTIAL DISCIPLINE STANDARD 2005/2006**

SASI Code	Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd Subsequent Intervention/Consequence
<b>K16</b>	Any form of pornographic material, whether in written or electronic form. E.C. 48900(k)	<ul style="list-style-type: none"> <li>• Confiscate material</li> <li>• Loss of recess</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscate material</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscate material</li> <li>• Suspension</li> </ul>
<b>K17</b>	Possession or use of matches or lighter. E.C. 48900(l)	<ul style="list-style-type: none"> <li>• Confiscate item</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscate item</li> <li>• Detention</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscate item</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>
<b>K18</b>	Habitually unprepared for class.	<ul style="list-style-type: none"> <li>• Loss of recess</li> <li>• Call parent</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> </ul>
<b>K19</b>	Habitual or flagrant disruption of school or classroom activities (i.e., horseplay, play fighting, running, and other interruptions of the learning process). E.C. 48900(k)	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>
<b>K20</b>	Habitual or egregious cheating. E.C. 48900(k)	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>
<b>K22</b>	Reckless riding, continued defiance of bike rules, riding skateboards, roller skates/blades, etc. E.C. 48900(k)	<ul style="list-style-type: none"> <li>• May confiscate item</li> <li>• Loss of recess</li> </ul>	<ul style="list-style-type: none"> <li>• May confiscate item</li> <li>• Detention 1-3 days</li> <li>• Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscate item</li> <li>• Revoke bike contract</li> <li>• Saturday School</li> <li>• May suspension</li> </ul>
<b>K28</b>	Defiance of authority. E.C. 48900(k)	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>
<b>K30</b>	Intimidating or menacing school personnel or students, including hand gestures, written materials, verbal comments, etc. E.C. 44014	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Saturday School</li> <li>• Behavior contract</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Behavior contract</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>
<b>L1</b>	Knowingly received stolen school or private property. E.C. 48900(l)	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>
<b>M1</b>	Possession of imitation firearm. E.C. 48900(m)	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Notify CWA</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Notify CWA</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Notify CWA</li> </ul>
<b>N1</b>	Committed or attempted to commit a sexual assault or committed a sexual battery (includes restraint against victim's will for purpose of sexual arousal). E.C. 48900(n)	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>
<b>O</b>	Harassed, threatened, or intimidated a witness. E.C. 48900.2	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>
<b>S1</b>	Aiding or abetting infliction or attempted infliction of physical injury (cannot expel solely for this incident). E.C. 48900(s)	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Behavior contract</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Behavior contract</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>
<b>W2a</b>	Physical sexual harassment: intentional or obvious unwelcome touching or sexual advances. Could include "de-pantsing." Grades 4-12 only. E.C. 48900.2	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Behavior contract</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>
<b>W2b</b>	Visual sexual harassment: offensive posters, cards, cartoons, writing, graffiti, drawings, objects, or gestures. Grades 4-12 only. E.C. 48900.3	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Saturday School</li> <li>• Behavior contract</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Behavior contract</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>
<b>W2c</b>	Verbal sexual harassment: offensive comments, jokes or slurs, graphic verbal comments about an individual's body and graphic or verbal comments of a sexual nature. Grades 4-12 only. E.C. 48900.2	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Behavior contract</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Recommend for expulsion</li> </ul>
<b>X3a</b>	An act of hate violence, i.e., any words or actions that reflect negatively on a person's disability, gender, nationality, race/ethnicity, religion, sexual orientation, or association with person/group with one or more of these characteristics. E.C. 48900.3	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Saturday School</li> <li>• Behavior contract</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Behavior contract</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>

**ELEMENTARY SEQUENTIAL DISCIPLINE STANDARD 2005/2006**

SASI Code	Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd Subsequent Intervention/Consequence
<b>X4a</b>	Continual threats, intimidating or menacing another student, hostile environment, bullying, etc. Grades 4-12 only. E.C. 48900.4	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• May recommend for expulsion</li> </ul>
<b>X7a</b>	Terroristic threats: any statement, written or verbal, that is so unequivocal, unconditional, immediate, and specific as to convey to a person fear for his own safety. E.C. 48900.7	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension 5 days</li> <li>• Recommend for expulsion</li> </ul>
<b>Z1</b>	Tardy	<ul style="list-style-type: none"> <li>• Refer to school site plan, use SARB process</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to school site plan, use SARB process</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to school site plan, use SARB process</li> </ul>
<b>Z2</b>	Truancy	<ul style="list-style-type: none"> <li>• Refer to school site plan, use SARB process</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to school site plan, use SARB process</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to school site plan, use SARB process</li> </ul>
<b>Z3</b>	Teacher Class Suspension E.C. 48900	<ul style="list-style-type: none"> <li>• Refer to District policy and use District-adopted suspension form</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to District policy and use District-adopted suspension form</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to District policy and use District-adopted suspension form</li> </ul>

The Sequential Discipline Standard was developed for all schools within the Moreno Valley Unified School District and outlines the consequences for inappropriate student actions which have been referred to the Principal, Assistant Principal, Dean of Students. It should be noted that although the Sequential Discipline Standard affords a framework for dealing with inappropriate student behavior in a comprehensive and consistent manner, each disciplinary issue will be reviewed within the context of its unique circumstances and the educational needs of the student. Each administrator must use his/her judgment in applying its provisions within the limits stated. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with District policy and the California Education Code 48900. Any exception to the Sequential Discipline Standard will be documented and a copy sent to Student Services.

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**EL DISTRITO ESCOLAR UNIFICADO DE MORENO VALLEY**  
**Guía de Información Para Alumnos/Padres**  
**Reconocimiento de Recibo**

Corta Aquí

ALUMNO:

Yo he recibido la Guía de Información para Alumnos/Padres que compartiré con mi(s) padre(s) o con mi(s) guardián(es). Yo leeré la información incluida y obedeceré a las reglas descritas. Yo entiendo que si yo decido quebrar las reglas, estoy escongiendo aceptar las consecuencias de mis acciones.

Estoy informado(a) de las Políticas del Consejo 5131.7, 5131.6, y 5114.1(g) 5144.1 que están en resumen abajo.\*

\_\_\_\_\_  
Firma del alumno/a

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Grado

PADRE/GUARDIÁN:

Yo he recibido la Guía de Información para Alumnos/Padres y ayendaré en casa, academicamente y con el comportamiento de mi hijo/a para que tenga éxito en la escuela. Le doy permiso a mi estudiante para que participe en la encuesta anónima de Alcohol/Droga patrocinado por el Distrito para ayudar en el programa diseñado para la prevención.

Estoy informado(a) de las Políticas del Consejo 5131.7, 5131.6, y 5114.1(g) 5144.1 que están en resumen abajo.\*

\_\_\_\_\_  
Firma del padre/guardián

\_\_\_\_\_  
Fecha

ARMAS Y INSTRUMENTOS PELIGROSOS:

\*Excerptos de la Política del Consejo 5131.7:

“Alumnos no tendrán armas o instrumentos peligrosos de cualquier tipo en el campo escolar o edificios escolares, ni en los camiones escolares, ni en ninguna actividad relacionada con o patrocinada por la escuela que toma lugar fuera de la escuela con la excepción del permiso escrito del director de la escuela. Traer a la escuela o la posesión de dichas armas o instrumentos en la escuela o campo escolar también puede ser una violación del Código Penal, y por eso cualquier violación de esta regla será reportado a la agencia local de policía. **Alumnos que violan esta regla estarán sujetos a expulsión temporaria inmediata en espera de expulsión permanente por el Consejo de Educación.**” **Alumnos que se les encuentren en posesion recibirán dos semestres de expulsión. En caso que sea una pistola o blandian un cuchillo recibirán un año de expulsión.**

**NARCÓTICOS O OTRAS DROGAS ALUCINOGENICAS, RESTRICTADAS, O PELIGROSAS, O ALCOHOL:**

\*Excerptos de la Política del Consejo 5131.6:

“Alumnos que se encuentran en posesión ilegal de, o que han usado, vendido, o preveído, o que están bajo la influencia de cualquier sustancia controlada estarán **expulsados/as** en la primera violación de vender, proveer, o una segunda violación de posesión o de estar abajo de la influencia, a pesar del tiempo entre cualquier dos violaciones.” **Alumnos que se les encuentren vendiendo sustancia controlada recibirán un año de expulsión.**

\*Excerptos de la Política del Consejo 5144(g), 5144.1:

“El director...recomendará la expulsión de alumnos a causa de...causar herida seria a otros alumnos, con la excepción de defender a sí mismo..(o) Robo o extorsión.” (El asalto sexual-un año de expulsion.)

Keep copy of form in student's file.