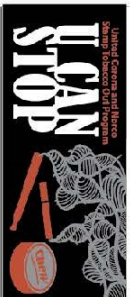
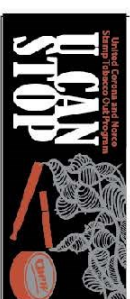




# 2015-2016 Parent-Student Handbook



**U CAN STOP**  
United Corona and Norco Stamps Tobacco Out Program  
(Programa de Corona y Norco Unidos Erradica el Tabaco)



**CORONA-NORCO UNIFIED SCHOOL DISTRICT IS A TOBACCO-FREE SCHOOL DISTRICT**

**EL DISTRITO ESCOLAR UNIFICADO DE CORONA Y NORCO ES UN DISTRITO ESCOLAR LIBRE DE TABACO**

Student Name/El nombre del alumno: \_\_\_\_\_

Student Number/Número estudiantil: \_\_\_\_\_

School of Attendance/Escuela a la que asiste el alumno: \_\_\_\_\_

Grade/Track/Año que cursa y Ciclo: \_\_\_\_\_

I/We have received a copy of the 2015-2016 Parent-Student Handbook.

Yo (Nosotros) he (hemos) recibido una copia del Manual Para Padres d Familia y Alumnos de 2015-2016.

Parent/Guardian Signature/Firma de padres o tutor: \_\_\_\_\_ Date/Fecha: \_\_\_\_\_

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## INTERMEDIATE SCHOOLS

Auburndale Intermediate	736-3231
Cesar Chavez Academey	736-4640
Citrus Hills Intermediate	736-4600
Corona Fundamental	736-3321
El Cerrito Middle School	736-3216
Home Gardens Academy	736-3219
Norco Intermediate	736-3206
Ramirez Intermediate	736-8241
Raney Intermediate	736-3221
River Heights Intermediate	736-2155

## HIGH SCHOOLS

Centennial High	739-5670
Corona High	736-3211
Kennedy Middle College High	738-2200
Lee V. Pollard High	736-3367
Norco High	736-3241
Orange Grove High	736-3339
Roosevelt High	738-2100
Santiago High	739-5600

## Welcome

The State of California requires that all school districts provide parents and guardians with certain notices from the State Administrative Code, the State Education Code and other state codes and regulations relative to the operation of our local public school system. Throughout the year you will receive additional important information from your child's school. Questions concerning the content of the Parent-Student Handbook should be directed to the principal of the student's school of attendance or contact the Department of Student Services at (951) 736-5111. We encourage you to visit your child's school and to communicate frequently with the teachers and other staff members.

## Student Registration

Registration for new students will take place at your child's home school according to your home address. The Corona-Norco District has a lookup feature on the district website to verify the school your child should attend. Go to the CNUSD link look up feature at [www.cnusd.k12.ca.us](http://www.cnusd.k12.ca.us)

## Free and Reduced Priced Meals

Education Code 49520 informs parents of needy children of provisions for nutritionally adequate free, or reduced priced meals. Applications are available at each school, online at <https://cnsmealapp.cnusd.k12.ca.us>, or may be obtained through the Corona-Norco Unified School District, Child Nutrition Services

## Lost or Stolen Articles

The Corona-Norco Unified School District is not responsible for lost, stolen, or damaged articles such as cell phones or other electronic devices.

## Release of Directory Information

The district makes directory information available in accordance with State and Federal laws. The California Education Code further requires that parents and guardians be notified of changes in rights and privileges. The release of directory information means that the student's name, birth date, birthplace, address, ethnicity, participation in school activities, dates of attendance and awards will be available, upon request, to specified agencies. In addition, height and weight of athletes will be made available.

A House bill, H.R. 637 regarding military recruiting of seniors requires that high schools release student names, addresses and home telephone numbers. If you do not want directory information to any agency outside of education, you must complete a Request for Confidentiality, available at each high school. The release of directory information of a pupil identified as a homeless child or youth, as defined, is prohibited unless a parent or eligible pupil has given consent that such information may be released.

## Parent Involvement Policy

The Corona-Norco Unified School District Board of Education believes that every child's education is the joint responsibility of the community, school, the family, and the student.

The Corona-Norco Unified School District Board of Education has adopted a school parental involvement policy describing how the school district:

- Involves parents in the joint development of the Local Education Agency Parental Involvement Policy,
- Supports effective parent involvement at schools to improve student achievement and performance,
- Builds a parent capacity for strong parental involvement by encouraging school sites to actively engage parents and community members as volunteers,
- Conducts, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy.

At each CNUSD school site, parental involvement means the participation of parents in a regular, two-way, and meaningful communication involving student academic learning which ensures:

- Parents/guardians play an integral role in assisting their child's learning,
- Parents/guardians are encouraged to be actively involved in their child's education at school,
- Parents/guardians are full partners in their child's education, Parents/guardians are involved in decision making and advisory committees.

Each CNUSD school site has a parental involvement policy contained in its *Single Plan For Student Achievement*. This policy will be distributed to all parents of students enrolled at the school site at the beginning of the school year. Following the initial distribution of the policy, new enrollees at a school site will receive the policy as part of their site registration material.

## Nondiscrimination Policy

The Board of Education is committed to equal opportunity for all individuals in education and in employment and does not discriminate on the basis of actual or perceived sex, sexual orientation, gender, ethnic group, identification, race, ancestry, national origin, religion, color, mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics. A pupil shall be permitted to participate in sex-segregated school programs and activities and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records (EC 221.5). Questions or concerns regarding these rights or allegations of discrimination under Title VI or Title IX should be directed to the Human Resources Department, 2820 Clark Avenue, Norco, California 92860, telephone (951) 736-5069. Allegations under Section 504 of the Rehabilitation Act of 1973 should be directed to the Student Services Department, 2820 Clark Avenue, Norco, California 92860, telephone (951) 736-5111. (EC200)

## Corona-Norco Unified School District

District Office: 951-736-5000

Transportation: 951-736-8234 or 951-736-8232

### ELEMENTARY SCHOOLS

Adams Elementary	736-3313
Anthony Elementary	739-5655
Clara Barton Elementary	736-4545
Cesar Chavez Academy	736-4640
Corona Ranch Elementary	736-4626
Coronita Elementary	736-3389
Eastvale Elementary	738-2180
Eisenhower Elementary	739-5960
Foothill Elementary	736-3441
Franklin Elementary	739-5645
Garretson Elementary	736-3345
Harada Elementary	739-6820
Highland Elementary	736-3308
Home Gardens Academy	736-3219
Jefferson Elementary	736-3226
Lincoln Alternative	736-3336
McKinley Elementary	736-7190
Norco Elementary	736-3348
Orange Elementary	736-3455
Parkridge Elementary	736-3236
Parks Elementary	736-7305
Prado View Elementary	736-3474
Riverview Elementary	736-3245
Reagan Elementary	736-7737
Sierra Vista Elementary	736-3311
Stallings Elementary	736-3249
Todd Elementary	736-7035
Temescal Valley Elementary	736-7110
VanderMolen Elementary	739-7120
Vicentia Elementary	736-3228
Washington Elementary	736-3326
Wilson Elementary	739-5820
Victress Bower	736-4646

P.I.	Pyrethrins .5% Piperonyl Butoxide 4.0%
PT Cykick (CS and Aerosol)	Cyfluthrin
PT515 Wasp Freeze	d-trans Allethrin
PT565 XLO	Pyrethrin
Recruit II termite bait	Hexaflumuron 0.5%
Roundup Pro	Glyphosate, N-(phosphonomethyl) Glycine
Sentricon Recruit II	Hexflumaron
Suspend SC	Deltamethrin
Temp 20 (WP and WP Power Pak)	Cyfluthrin
Termidor	Fiponal
Tri-Power Selective Herbicide	Dimethylamine Salt of MCPA/MCPP-p
Pendulum 2G	Pendmethalin 2%
Phantom	Fipronil
PT Cykick (CS and Aerosol)	Cyfluthrin
PT515 Wasp Freeze	d-trans Allethrin
PT565 XLO	Pyrethrin
Recruit II termite bait	Hexaflumuron 0.5%
Ronstar G	Oxadiazon 2%
Sentricon Recruit II	Hexflumaron
Cyfluthrin	
Termidor	Fiponal
Ultricide	Pyriphroxyfen .10%/ Pyrethrins .05%
Vikane Gas Fumigant	Sulfuryl fluoride 99%
Wilco Gopher Getter	Strychnine Alkloid .
Zinc Phosphide Ag Bait	Zinc Phosphide 2%
Ortho Funginex	Triforine 6.5%
Wasp Freeze	d-Trans Allethrin .129% / Phenoxybernzy .12%

For additional information on pest management products, you may access the California Department of Pesticide Regulation website at [www.cdpr.ca.gov](http://www.cdpr.ca.gov). Most products used fall under the safest “caution” category. All pesticide management products are applied when children are not present. Applicators receive annual safety training, strictly follow the U.S. EPA label instructions and only apply pesticides when necessary. If you wish to receive notification of individual pest management products applications at your child’s school please call the Maintenance Department at (951) 736-3316 and request the “Parent/Guardian Request for Notification” form. Fill out the form and return it to the Maintenance Department. You will then be notified of each scheduled herbicide/pesticide application.

## Residency

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located. A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children’s institution within the boundaries of the school district pursuant to a commitment or placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a care giving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district.

A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week. (EC48200, EC48204)

## No Child Left Behind Required Notification

No Child Left Behind Act of 2001 requires that parents of students attending schools receiving Title I funding be notified that they may request, and the District will provide to parents on request and in a timely manner, information regarding the profession and qualifications of the student’s classroom teachers, at a minimum the following:

Whether the Commission on Teacher Credentialing has licensed or qualified the teacher for grades and subjects he or she teaches.

- Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria has been waived.
- The teacher’s college major any advanced degrees the teacher may hold, and the subject of the degree.
- Whether the teacher’s aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like any of this information, please call the principal at your child’s school.

## News Media Access & District Publications

Representatives of the news media, from time to time, arrive at school campuses to cover stories of breaking news, human interest stories, or to follow-up on previous stories. When visiting our campuses, news media are required to check in at the front office and always be accompanied by a District staff member on campus to avoid any possible interruption of your child’s education. Parents should be aware, however, that because of First Amendment rights, District staff cannot prohibit

children from making statements to the news media, allowing their pictures to be taken, aken, or even giving their name for potential publication. We would encourage every parent to discuss this with their child(ren) and, based upon your family decisions, instruct them whether or not to have contact with news media. In addition, there are many activities and accomplishments that take place in our schools which the Corona-Norco School District (CNUSD) feel are positive, newsworthy and of interest to the community. **District** representatives will, from time to time, use still photography or videography for the purpose of highlighting student achievements or chronicling classroom/school activities. Those images may be used in informational newsletters, school brochures and other printed material published by CNUSD. It is possible that those images might be used on school and/or District Websites and posted to school and/or District social media accounts. They may also be submitted to the news media for possible publication.

## Substitute Teachers

Substitute teachers both day-to-day and long-term, meet all of the credentialing requirements of the California Commission for Teacher Credentialing and the California State Department of Education.

Substitute teachers who may be assigned to teach your child's class, though fully authorized to teach in California classrooms, have not necessarily met the Federal guidelines for "highly-qualified" teachers. All substitute teachers are required to pass the Educational California Basic Skills Test (CBEST), receive induction in-service, and comply with fingerprinting regulations prior to being assigned to the classroom. Questions about teacher qualifications may be directed to the Human Resources Division at (951) 736-5060.

## ATTENDANCE

### Allowed Absences

A pupil shall be excused from school when the absence is:

Due to his or her illness.

Due to quarantine under the direction of a county or city health officer.

For the purpose of having medical, dental, optometric, or chiropractic services rendered.

For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

For the purpose of jury duty in the manner provided by law.

Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

Verbal Warning  
Revocation of Riding Privilege  
After-school Detention  
School Bus Riding Contract

Parent Conference  
Written Warning  
Suspension of Riding Privilege  
Saturday School

Site Administrators shall ensure that all students, parents and employees have a tobacco free environment. Students and employees using tobacco on district property or at school events are subject to disciplinary action.

Information about tobacco cessation support programs will be made available, and participation is encouraged at all district sites.

## Annual Notification of Anticipated Pest/Weed Management Product Applications

To meet requirements of the Healthy Schools Act of 2000, the Corona-Norco Unified School District is providing annual written notification to staff, parents and guardians regarding the intended application of pest management and or weed management products. For the 2015-2016 school year, the Corona-Norco Unified School District may apply the following pest/weed management products as necessary.

### Product:

Advance Granular Ant Bait Frm. 1

Avert Flowable Roach Bait

Bandini Pro Choice Weed & Feed 26-3-5

Barricade 4FL

Barricade 65 WG

BP-100

Cy-Kick C/C Residual

Cy-Kick CS

Delta Dust Insecticide

Delta Granules

Diphacinone Treated Oats

Dragnet SFR-FT

Fastrac Fumatoxin

Fusilade II

Gallery 75 Dry Flowable

Generation Mini Bocks

Genrol IGR Conc.

Maxforce Ant Killer Gel

Maxforce Roach Killer Bait Gel

Niban-FG

PCQ Squirrel Bait

Phantom

### Active Ingredient:

Abamectin B1

Abamectin .050%

2,4-D/Mecoprop/Dicamba

Prodiamine 40.7%

Trifluoromethyl-m-phenylenediamine 65%

Pyrenthins/Piperonyl Butoxide

Cyfluthrin 1.1%

Cyfluthrin 0.1%

Deltamethrin

Deltamethrin

Diphacinone .005

Permethrin

Bromathalin Aluminum Phosphide

Phenoxypropanoate 24.5%

Isoxaben 75%

2H-1-benzothioopyran-2-noe"....0025%

Hydroprene

Fipronil .001%

Fipronil .01%

Orthoboric Acid

Diphacinone

Fipronil



## Authority of School Bus Drivers

The California Code of Regulations, Title 5, Section 14103, states: Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the Governing Board of the District.

## Prohibited Items

Students must not bring food, beverages, animals, glass, aerosol products, tobacco/nicotine products, knives, firearms, flammable/controlled substances, or laser pointers on the bus. Bulky items such as class projects or musical instruments may be carried only if the item does not displace any rider, does not obstruct the aisle or emergency exit, and does not obstruct the driver's vision in any direction. The District and the school bus contractor are not responsible for loss of personal property.

## Bus Stops

School bus drivers are only allowed to pick up and release students at stops approved by the District. Students not eligible for transportation may not ride District buses to friend's homes, meetings, sports practice, etc. A list of stops are available at each school and on the district website.

## Bus Stop Safety

Students are expected to respect the privacy and property of homeowners near the bus stop, and conduct themselves in an orderly manner while waiting for the bus. Littering, smoking, throwing any object, vandalism, dangerous play, taunting animals or harassing of others may result in loss of the riding privilege.

## School Bus Safety Rules

Follow the Driver's Instructions	Keep Hands, Feet and Objects to Yourself
Stay Out of the Danger Zone	Be Polite and Talk Quietly
Remain Seated, Facing Forward	No Eating, Drinking, Smoking or Gum

Students may be asked to display bus passes. Repeated failure to show passes may result in loss of riding privilege.

## Consequences for Violations

School bus drivers report violations to school administrators, who may assign a range of consequences, including:

For justifiable, personal reasons, including, but not limited to, an appearance in court, attendance at a funeral services, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the election code.

For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

School authorities may excuse any students in grades 7th—12th from school to obtain confidential medical services without the consent of the student's parent/guardian.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore, the teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (EC48200, EC48205)

## Chronic Absence and Truancy

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular school days in the district, exclusive Saturdays and Sundays.

When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness shall be verified by a physician.

Truant means a student who is absent from school without a valid excuse three full days, or class periods equaling three full days, in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

REMINDER: Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments

are considered excused absences. Absences without a written excuse are recorded as unexcused.

## Truancy

Education Code 48260 definition: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for three (3) full days in one (1) school year or tardy or absent for more than 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor.

## BULLYING

### Anti—Bullying

The Corona-Norco Unified School District Board of Education is committed to providing all students with a safe and healthy school environment. To that end, the District, its schools, and the community have an obligation to promote mutual respect, tolerance and acceptance, and not tolerate behavior that infringes on the safety of any student, including bullying. Students and staff shall immediately report any suspected or observed bullying to site administration for investigation and appropriate action. Bullying is defined as the harassment of students, intimidation, a hazing or initiation activity, ridicule, extortion, or any other verbal, written, electronic communication, or physical conduct, repeated over time, that causes or threatens to cause bodily harm or emotional suffering, creates a hostile learning environment, or disrupts the normal operation of a school, classroom, or school related activity. Bullying includes cyber bullying, which involves the use of electronic communications to post harassing messages, threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies.

Students who engage in bullying (including cyber bullying) on campus, traveling to or from school, at school activities, or in a manner otherwise related to school attendance, shall be subject to school district disciplinary procedures. A student shall be subject to school district disciplinary action for off-campus expressions (including via electronic means), when such expressions are obscene, libelous, or slanderous, or when such expression poses a threat to the safety of other students, staff or school property, or disrupts the educational program. Education Codes 32261(f)(g), 48900, 48900.2, 48900.3, 48900.4, 48910, 48911, 48915, 48915.5, 48918, 48918.5

## DRESS CODE

Dress and grooming should fit in the school situation. “A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of

## Interdistrict Attendance

The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. Transfers will only be approved if space is available. If approved, the district may select another school other than the requested school.

## TRANSPORTATION

### High School Drivers

High school student driven vehicles are subject to a search of the student’s vehicle while the student is on school grounds.

### Bus Passes/School Bus Transportation

Bus passes are required for all students who are bus riders. Buses are operated by First Student, a private contractor. The company provides home-to-school, Special Education, and field trip busing. They may be reached at (951) 736-3304. Transportation costs are partially offset by School Bus Pass fees. Bus passes may be purchased at the District website ([www.cnusd.k12.ca.us](http://www.cnusd.k12.ca.us)), or at the District Transportation Department, 300 S. Buena Vista Avenue, Corona, (951) 736-8230. All riders must show bus passes. Low income families may be eligible for exemption from fees, but must submit a separate application.

### Eligibility

Busing for regular students will be provided to students who reside in areas designated for transportation by the District.

Busing may be requested from the student’s primary residence, or from a daycare address provided by the parent and verified by the provider. Students for whom joint custody has been ordered by a court may use either parent’s address inside the District boundary.

### Authority of School Bus Drivers

The California Code of Regulations, Title 5, Section 14103, states: Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the Governing Board of the District.



## Student Study Team

The Student Study Team is a school site team that includes the parent and the student in a positive, problem-solving intervention process. It is a general education process. It assists students by ensuring that the school and community are most successful when there is a strong spirit of cooperation between home, school, and community. Because of this shared responsibility the SST meets at school to explore possibilities and strategies that will best meet the educational needs of the students and support teachers and parents.

The purpose of the Student Study Team (SST) process is to create a learning environment that contributes to the success of individual students. It assists teachers to plan interventions that will lead to improved student achievement. It creates a positive, written plan for success for students that may be struggling in academic, behavioral or social areas.

The parent and/or student meet with a group of teachers at the school site (30 to 40 minutes). The group talks about the student's strengths, gathers pertinent history and information, and discusses present interventions. The team discusses concerns that the teacher, parent or student have, brainstorms interventions, and chooses interventions to complete a plan of action for student success.

Through the SST process, the parent provides valuable information and another viewpoint for planning an effective program. This process helps develop a positive intervention plan for the student. For more information, please contact your child's school.

## TRANSFERS

### Intra and Inter-District Transfers

Both Inter and Intra District Transfer Requests for the 2015-2016 school year must be submitted during Open Enrollment.

Inter District Transfer Requests from districts outside the boundaries of Corona-Norco Unified School District may require a release from the home district. Intra District Transfer Requests (school of choice) can be submitted to Student Services at 2820 Clark Avenue, Norco. This form is available online at [cnusd.k12.ca.us](http://cnusd.k12.ca.us). Requests submitted after the open enrollment period will be considered after June 1<sup>st</sup>. Transfer requests will be approved on space availability, and it may not be possible to approve transfers at each grade level. (EC35160.5b)

### Intradistrict Open Enrollment

Residents of the School District may apply to other schools within the District for their child to attend on a space available basis. Parents of high school athletes should check on CIF sports eligibility rules before pursuing open enrollment. Transportation to any other school is the responsibility of the parent.

dress, may be sent home to be properly prepared for school, or shall be required to prepare himself (herself) for the schoolroom before entering." (California Administrative Code, Title 5, Division 2, Section 302) The following minimum standards shall be enforced in the Corona-Norco Unified School District in order to meet the requirements of the California Administrative Code regarding grooming, dress, and appearance and the Education Code regarding free expression: Any clothing, makeup, hairstyle or wig that has been demonstrated to contribute to the substantial disruption of the orderly operation of the school is inappropriate/unacceptable for school attire. Dress should be suitable and comfortable for normal school activities. Clothing should correspond with the demands and purpose of the activity in which students participate. Clothing should be clean and in good repair.

Skirts and shorts shall be worn at an appropriate/acceptable length for sitting as well as standing so that undergarments shall not show. Skirts and dresses may be of any style if all slits, openings and length are no higher than half the distance between the knees and waist and do not expose one's underclothing. Shorts may be worn but must be in good taste. No undergarments or posteriors shall show. Pants must fit at the hip so they will stay on without a belt. Under garments shall not show. Footwear must be worn at all times and have hard soles. (Tennis shoes are appropriate/acceptable.) Apparel with emblems, printing, etc., that are obscene, libelous, or slanderous, or that incite students as to create a clear and present danger are not permitted on campus and may not be worn. [Skin art, which is obscene or libelous or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, must be covered.] The following items of clothing are considered inappropriate/unacceptable for school attire:

Strapless, halter tops, or tube tops

Bare midriffs (no skin showing)

Undergarments showing

Chains or weapons (chains such as those attached to belts or wallets present a safety hazard.)

No Shirts

Lack of undergarments

Shirts, tops or sweaters unbuttoned below the sternum

Bathing suits (except in the swimming pool areas and locker rooms)

Hats\*\*, visors of any kind, or sunglasses inside classrooms or office areas

Other items or manner of wearing clothing may be inappropriate/unacceptable according to A-E above.

\*\*Each school site will develop policies regarding the type of clothing to be allowed for outdoor use of sun-protective clothing.

# EDUCATIONAL SERVICES

## Career Counseling

It is the policy of the State that elementary and secondary school classes and courses, including non-academic and elective classes be conducted without regard to the sex of the students enrolled in such classes. Any school personnel acting in a career counseling or course selection capacity to any pupil shall explore with the pupil the possibility of careers, or courses leading to careers that are non-traditional for the pupil's sex. Parents have a right to participate in counseling sessions and decisions regarding course selections. Participation in a particular physical education activity or sport, if required of students of one sex, shall be available to students of each sex. Career counseling is designed to guide students through a successful transition from school to a viable postsecondary option and to develop the career self-management skills necessary for life-long career success. If you have any further questions please contact your student's school counselor.

## Grade Reduction

Education Code 48980 (I) states that no pupil shall have a grade reduced or lose credit for any absences excused pursuant to EC 48205 for missed assignments and tests that can reasonably be provided and completed.

## Advanced Placement Exams

Economically disadvantaged students may apply for grant funds to cover the cost of advanced placement examination fees. Please check with your local high school counselors for more information.

## High School Exit Exam

Starting with the graduating class of 2005-2006, California State Law (SB2, 1999) requires high school students to pass the California High School Exit Examination (CAHSEE) to earn a high school diploma. The CAHSEE measures how well students have learned the required California Content Standards approved by the California State Board of Education. There are two sections on the CAHSEE: (1) a mathematics section and (2) an English-language arts (reading and writing) section. Both mathematics and English-language arts sections must be passed to fulfill the CAHSEE graduation requirement. Once a section of the CAHSEE is passed, a student is not required to take that section over again. Students must earn a scale score of at least 350 to pass a section. For example, a student who earned a scale score of 350 or higher on the mathematics section passed that section of the CAHSEE. Students who did not take a section of the test or did not pass a section must retake that section. Both sections of the CAHSEE must be passed in order to fulfill the State mandated graduation requirement.

A student may qualify for special education services if a student meets eligibility in one of the thirteen disability categories identified in the Individuals with Disabilities Education Act (IDEA 2004) and there is a need that adversely affects the student's educational performance. The thirteen disability categories are:

Intellectual Disabilities	Deafness
Speech or Language Impairment	Hard of Hearing
Visual Impairment	Deaf-Blindness
Emotional Disturbance	Multiple Disabilities
Orthopedic Impairment	Autism
Other Health Impairment	Traumatic Brain Injury
Specific Learning Disability	

Procedural Safeguards which are an overview of parent rights are distributed at least annually to parents of students with disabilities and are available at the Special Education Department.

If you believe that your child is in need of special education services or you would like more information regarding special education, please contact your school site administrator or the Special Education Department at (951) 736-5090.

# STUDENT SERVICES

## Section 504

In accordance with Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the District ensures that it does not discriminate against qualified individuals with disabilities in the operation of its programs and activities. (29 U.S.C. & 794 (a)). The District has in place Section 504 policies and procedures, including procedural safeguards which provide parents or guardians with written notice of all District decisions concerning the identification, evaluation or educational placement of students under Section 504. The District's Section 504 policies and procedures also provide an opportunity for parents or guardians to examine pupil records and provide for an impartial hearing, including a review procedure, to resolve disputes which may arise under Section 504. For more information, parents or guardians may request a copy of the District's Section 504 policies and procedures and/or contact the District's Section 504 Coordinator as follows: District Section 504 Coordinator, Corona-Norco Unified School District, 2820 Clark Avenue, Norco, CA 92860, (951) 736-5093.

and action.

Allegations of sexual harassment of a student by a student may not be dropped, dismissed, nor concluded without the approval of the Superintendent's designee, the Administrative Director of Pupil Services.

Disciplinary Action for Students: Students who have been found to have sexually harassed other student(s) shall be subject to disciplinary consequences outlined in Board Policy 5211 and 5222, including, but not limited:

Disciplinary conferencing with the student and/or parent,  
Suspension and referral for counseling,  
Recommendation for expulsion for repeated violations.

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

Civil Law Remedies: Nothing in this Policy and Administrative Regulation precludes a complaint from pursuing available civil remedies, such as medication centers, public/private interest attorneys, injunctions, restraining orders, etc. There are numerous free and low cost assistance agencies available locally. Please contact your school site or the District Office for a listing.

## **SPECIAL EDUCATION**

The Special Education Department of the Corona-Norco School District is dedicated to meeting the educational needs of all students eligible for special education from birth through age twenty-one by working collaboratively with others to ensure success for students with disabilities.

Special education services are specially designed instruction provided at no cost to parents that meet the unique needs of students with disabilities. Special education services are provided in a variety of settings that allow students with disabilities to be educated in the least restrictive environment (LRE) which means that students with disabilities receive their education, to the maximum extent appropriate, with students without disabilities and that students with disabilities are not removed from general education classes unless, even with supplemental aids and services, education in general education classes cannot be achieved satisfactorily.

Special education and related services are provided to eligible students with disabilities as described in an individualized education program (IEP) as part of free appropriate public education (FAPE).

Students have several opportunities to take the CAHSEE tests. Students are eligible to take the test for the first time in the spring of their tenth grade year, two times in eleventh grade, and three more times in twelfth grade. Seniors may also take the CAHSEE during summer school after their normally scheduled graduation date and/or as a student enrolled in Adult Education. Naturally, the questions change from test administration to test administration, but the content and skills tested remain the same.

For further information in CAHSEE, please see the following California Department of Education web site: <http://www.cde.ca.gov/ta/tg/hs/index.asp>. Your child's school is committed to help every student learn the California Content Standards measured on this test. Please contact your child's guidance counselor should you have any questions concerning this test.

## **Career Technical Education**

Public Law 98-254, Section 204(b) requires that school districts receiving Federal (Carl Perkins) funds for vocational education notify students and parents prior to ninth grade of the vocational education available and the eligibility requirements for enrollment in such vocational programs.

A complete list of vocational programs and the eligibility requirements for enrollment may be obtained from the Educational Services, 2820 Clark Avenue, Norco, California 92860, telephone (951) 736-5110, or any high school counselor.

### College Admission Requirements and Higher Education Information

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their Education after high school. In order to attend a community college you need only be a high school graduate or 18 years of age. In order to attend CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are required if your GPA is 3.0 or above. In order to attend a UC you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following WebPages:

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

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

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

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

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: [www.cde.ca.gov/ds/si/](http://www.cde.ca.gov/ds/si/)

## HEALTH

### Tobacco Free School District

The district tobacco-free policy prohibits the use of tobacco products and vapor-emitting electronic devices any time in district owned or leased buildings, on district property, and in district vehicles. This includes athletic events after school and on weekends.

Site Administrators shall ensure that all students, parents and employees have a tobacco free environment. Students and employees using tobacco on district property or at school events are subject to disciplinary action.

Information about tobacco cessation support programs will be made available, and participation is encouraged at all district sites.

### Concussion and Head Injury

Required, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. These provisions would not apply to an athlete engaged in an athletic activity during the regular school day or as part of a physical education course. (EC49475)

### Immunizations

All students are required, upon enrollment and at other specified times, to present proof of adequate immunization and tuberculosis skin testing, according to the requirements set forth by the State of California and County of Riverside. Students not meeting requirements will be excluded from attending school until requirements are met. In addition, all students entering grades 7 through 12 will be required to provide proof of Whooping Cough (Tdap) Booster.

### Child Health and Disabilities Prevention Program

Health and Safety Code Sections 124100 and 124105 require a notice to parents of kindergarten and first grade children of the requirement for a physical examination for first grade enrollment.

### Asbestos Management Plan

Code of Federal Regulations, Title 40 states that each school site in the district

of the same gender as the victim, to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This policy shall apply to students in grades K through 12.

Conduct which constitutes sexual harassment is prohibited and will not be tolerated at school or in connection with any school program or activity. Individuals who commit sexual harassment are subject to disciplinary action up to and including suspension and expulsion from the school district, dismissal from school district employment, the filing of criminal charges with the proper authorities, and liability through civil litigation as well. Suspension and expulsion as a disciplinary consequence for sexual harassment shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Any student of the school district who believes that he or she has been the victim of sexual harassment is urged to bring the problem to the attention of the proper school authorities so that appropriate action may be taken to resolve the problem.

Reporting of Sexual Harassment: Reports of sexual harassment should ordinarily be made to administrators of the school (principal, assistant principal). Administrators must complete approved District forms for this purpose. The District recognizes that, due to the nature of sexual harassment, students may instead choose to make a report to another trusted adult such as a counselor, nurse, or teacher. Employees who receive such reports shall take appropriate action to ensure that students are not subjected to sexual harassment. All incidents of sexual harassment shall be reported to the principal, or the principal's supervisor, by the employee.

Complaint of sexual harassment of student by District employee: A complaint of sexual harassment of a student by a District employee must also include a report of such allegations to the Superintendent/designee for appropriate investigation and action. When the complaint constitutes an allegation of child abuse or the Principal/designee taking the complaint suspects that child abuse may have occurred, a report must be filed with the appropriate law enforcement/child protective agency, as well. Allegations of sexual harassment of a student by an employee may not be dropped or dismissed, nor shall the investigation of such allegations be concluded, without the approval of the Assistant Superintendent of Human Resources or designee.

Disciplinary Action: Employees are reminded that employee conduct which constitutes sexual harassment will not only subject the employee to disciplinary action up to and including dismissal, but may be personally responsible for the costs of defending such action and for personally paying any judgments rendered.

Investigations of Sexual Harassment of Student by Another Student: Ordinarily, sexual harassment of a student by another student may be investigated and resolved at the school site by school site staff with assistance from central office staff. A complaint of sexual harassment of a student by another student must result in a report of allegations to the Superintendent's designee, and include a summary of the investigation

decides that personally identifiable information is no longer needed to provide educational services to a child. Once parents/guardians have been notified that personally identifiable information is no longer needed, they have the option of requesting access to and/or copies of pupil records prior to destruction, and to request that pupil records be destroyed, unless the District determines that the information could be needed to provide educational services in the future or is needed for auditing purposes (34 CFR 300.624, 5 CCR 16026). Unless classified as permanent records, all other pupil records are destroyed five years after the information is no longer needed to provide educational services (5 CCR 16027).

## SCHOOL SAFETY

### Drug Detection Canines— Interquest

The district utilizes drug detection canines at all Intermediate and High School sites. These dogs 2 to 3 times a month. The dogs are used to search common areas such as: lockers, vehicles, and classrooms. The dogs will never be utilized to search a person. At the beginning of each school year, an assembly is held to demonstrate the capabilities of the canines and to reiterate the district's position in

## SEXUAL HARASSMENT

The Corona-Norco Unified School District is committed to providing quality instructional services in a manner which affirms the dignity and self-worth of every student, regardless of their gender. Conduct which constitutes sexual harassment of students impairs the ability of students to make full and effective use of the instructional program due to embarrassment, feelings of powerlessness, reduced ability to perform schoolwork, and increased absenteeism and tardiness.

California Education Code section 212.5 defines "sexual harassment" as verbal, visual, or physical conduct of a sexual nature when:

Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, or progress.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

For the purpose of this policy, and according to Education Code section 4890.2, the conduct described in section 212.5 must be considered, by a reasonable person

has an AHERA Report (Asbestos Hazard Emergency Response Act) which identifies where asbestos is located at the school and the conditions of those areas. This report is updated every three months. A copy of the school report is available at the school.

## Student Insurance

The Corona-Norco Unified School District does not provide or cover your child with medical insurance for accidents or illness. A student accident and health insurance plan is available for purchase at your school.

## Confidential Medical Services

Education Code 46010 states that the governing board of each school district shall, each academic year, notify pupils in grades 7-12, inclusive, and the parents or guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without consent of the pupil's parent or guardian.

## Presence of Pupils with Temporary Disabilities

It is the primary responsibility of the parent/guardian of the pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to Section 48207 of the pupil's presence in a qualifying hospital. (EC48208, EC48207)

## Pupils with Temporary Disabilities

Education Code 48206.3 states that pupils with a temporary disability which makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible shall receive individual instruction provided by the district in which the pupil resides.

## Medications at School

All medications taken at school, whether prescription or over-the-counter require an "Authorization for Medication Administration" completed by the parent and physician. All medications must be brought by the parent to the health office in the original container, appropriately labeled. Student are not allowed to carry medications on campus unless it is for emergency use, as specified by physician.

## HIV/AIDS Prevention Education

Education Code 51934 requires that all pupils in grades 7 to 12, inclusive, receive HIV/AIDS prevention education at least once in intermediate or middle school and at least once in high school.

Education Code 51938 states that a parent or guardian of a pupil has the right to excuse their child from all or part of the HIV/AIDS prevention education and comprehensive sexual health education. Before a pupil receives instruction in comprehensive sexual health education or HIV/AIDS prevention education, the school district will notify the parent or guardian about the instruction.



## Excuse from Health Education

Education Code 51240 states that whenever any part of the instruction in health, family life education and sex education conflicts with the religious training and beliefs of the parent or guardian of any pupil, on written request of the parent or guardian, the pupil shall be excused from the part of the training which conflicts with such religious training and beliefs. As used in this section, "religious training and beliefs" include personal moral convictions.

## Sex Education Courses

Education Code 51938 states that a parent or guardian of a pupil has the right to excuse their child from all or part of the comprehensive sexual health education. Any written and audiovisual educational materials used in sex education are available for inspection by the parent or guardian. Parents or guardians will be advised as to whether the comprehensive sexual health education will be taught by school district personnel, by outside consultants or in an assembly by guest speakers. Parents or guardians have the right to request a copy of Education Codes related to comprehensive sexual health. Parents or guardians may request in writing that his or her child not receive comprehensive sexual health education. Our District requires that parents or guardians must respond in writing that they do not want their child to participate in comprehensive sexual health education prior to receiving instruction.

Education Code 51932 states this section does not apply to description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, on physiology, biology, zoology, general science, personal hygiene, or health. Education Code 51939 states a pupil may not attend any class in comprehensive sexual education if the school has received a written request from the pupil's parent or guardian excusing the pupil from participation.

## Immunizations

Requires the school district exclude any pupil not properly immunized and to notify the parent or guardian that they have two weeks to supply evidence that the pupil has been properly immunized or that the pupil is exempt from the immunization requirements as specified in HSC 120365 or 120370. Notification to also refer the parent or guardian to usual sources of medical care and to obtain the immunization(s). School districts must apply the immunization requirements in concert with the immediate enrollment mandates for homeless and foster youth.

Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

If you wish to review records located at your child's school, please contact the Principal's office, or submit a written request that identifies the records you wish to inspect. Records shall be reviewed in the presence of the site principal or his/her designee. If you wish to review records located at the District office, please contact the District Custodian of Records. The Principal or District office has five (5) business days from the day of the receipt of a request to provide access to the records.

*Challenging the Content of Records:* You have the right to challenge the content of any pupil record by filing a written request with the District Superintendent to correct or remove any information recorded in the written records concerning your child which you allege to be any of the following: (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside the observer's area of competence, (4) not based on the personal observation of a named person with the time and place of the observation noted, (5) misleading, or (6) in violation of the privacy or other rights of the pupil.

Within thirty (30) days of receipt of such request, the Superintendent or his designee shall meet with the parent or guardian and the certificated employee who recorded the information in question, if such employee is presently employed by the District. The Superintendent shall then sustain or deny the allegations. If the Superintendent, sustains any or all of the allegations, he shall order the correction or removal and destruction of the information; destruction to be performed by the school employee originally responsible for the custody of the school records.

*Copying Costs:* You may receive copies of your child's pupil records. A reasonable charge (.25 per page) may be made for copies of records requested by the parent/guardian. Such charge may be waived by the principal in case of hardship.

*Transfer of Records:* The district is required to transfer a copy of your child's permanent pupil records upon receipt of request within 5 schooldays to the school your child intends to enroll.

*Complaints:* You have the right to file a complaint with the United States Department of Education, concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (20 USC Section 1232g).

*Destruction of Pupil Records:* The Governing Board of the District is required to retain indefinitely the original or an exact copy of mandatory permanent pupil records (Class I - Permanent Records) which schools have been directed to compile by California regulations; maintain for stipulated periods of time mandatory interim pupil records (Class 2 - Optional Records) until the information is no longer needed to provide educational services to a child and are retained until reclassified as Class 3 - Disposable Records, and then destroyed as per California regulations (5 CCR 432). Prior to destroying pupil records of a child who has received special education services, the IDEA requires parental notification when the District



by the District or required to be maintained by a District employee in the performance of his/ her duties, whether recorded by handwriting, print, tapes, film, microfilm or other means. Pupil records include a pupil's health record.

*Responsible Officials:* The site Principal is responsible for the maintenance of pupil records located at your child's school. For pupil records maintained at the District office, the responsible official is the District Custodian of Records.

*Location of Log/Record:* The law requires that a log or record be maintained for each pupil's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests therefore. For records maintained at your child's school, the log is located in the Principal's office. For records maintained at the District office, the log is located in the Student Services office or Special Education office.

*School Officials and Employees/Legitimate Educational Interests:* School officials and employees who are authorized to review pupil records are school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, certificated employee, or support staff member (including, but not limited to, para-educator, health or medical staff and school law enforcement personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, educational consultant or therapist); other public agencies providing services to pupils, as well as employees of other public schools or school systems where educational programs leading to high school graduation are provided or where a District pupil intends to or is directed to enroll. Legitimate educational interests are described in California Education Code section 49076 and in District Board Policy 5125.

*Right of Access and Review/Expungement:* Parents have an absolute right to access any and all pupil records related to their child/children, which are maintained by the District. Parent means a natural parent, adopted parent or legal guardian. If the parents are divorced or legally separated, only the parent having legal custody of the pupil may challenge the content of a record or offer a written response to a record pursuant to Section 2 and 3 of CNUSD Board Policy, or consent to release records to others

EC 49073, Section 2 (F) states that a pupil 16 years of age or older who has completed the 10th grade may have access to their own records. However, they still considered an adult and has access to their records. If a student, who has reached the parents still have a right of access to the pupil records.

As of January 1, 2014, AB 1068, an individual who has completed and signed the records to a pupil who is 14 years of age or older if the pupil is both a homeless child or youth and who is considered an unaccompanied youth.

Beginning January 1, 2014, the signed waiver to exempt a pupil from meeting immunization requirements shall include a form prescribed by the State Department of Public Health signed by 1) the health care practitioner who provided information to the parent or legal guardian regarding the benefits and risks of the immunization and the health risks of the communicable diseases; and 2) the parent or legal guardian, indicating that he or she received the information provided by the health care practitioner.

## Oral Health Assessment

California Law, Ed Code Section 49452.8 now requires that your child have an oral health assessment (dental check-up by May 31 in either kindergarten or first grade, whichever it is his or her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional.

## INFORMATION TECHNOLOGY

The use of the Internet network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students shall report any security problem or misuse of the Internet network to the principal, assistant principal, or teacher. All students using these resources shall receive instruction in their proper use. Students in grades K-12 shall be authorized to use the district's network and related services in accordance with the user obligations and responsibilities below; unless a parent on behalf of their child specifically chooses to opt out:

The student, in whose name an Internet account is issued, is responsible for its proper use at all times. Student users shall keep personal account numbers, home addresses, telephone numbers, and other information such as age, financial information, parent's work address or telephone number private. They shall use the system only under their assigned account number or name.

The system shall be used only for purposes related to education. Commercial, political, fraudulent and/or personal use of the district's system is strictly prohibited. The district reserves the right to monitor any online communications for improper use. Attempts to bypass district security systems will result in a suspension of the user's account.

Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.

Users shall not transmit material that is threatening, obscene, disruptive, sexually explicit, protected by trade secret, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.

Copyrighted material may not be placed on the system without the author's permission. Plagiarism is prohibited. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user, including so-called "hacking".

Users shall not read other users mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy modify or forge other users mail or files. The use of another student's or teacher's account or password is permitted. Trespassing in another's work or files is prohibited.

Any commercial Internet services shall not be installed or used for e-mail and/or Internet access on computers using the district's Internet network. Students may only establish web based e-mail accounts on commercial services through the district's Internet system with express permission from their teacher and parent.

Users are expected to keep electronic mail messages brief, to use appropriate language, and to abide by generally accepted rules of network etiquette. The use of real-time conference sessions, such as talk/chat/Internet relay chat, is prohibited. (Abstract from Board Policy and Administrative Regulation 6774).

## MyCNUSD

From the district website click on the red parents button to access information about the schools your students attend. Find bell schedules, upcoming events, and more! Students can use the blue students button to access information about their school and web resources that help them achieve! MyCNUSD: Find. Learn. Grow.

## PARENT RIGHTS

### Uniform Complaint Procedure

The Governing Board of the Corona-Norco Unified School District ("District") recognizes that the District has primary responsibility for insuring that it complies with state & federal laws & regulations governing educational programs. The District shall investigate & 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 or failure to comply with the law in Adult Basic Education (Ed. Code Section 8500 et seq.), Consolidated Categorical Aid Programs Ed. Code Section 64800(a), Migrant Education, Career Technical & Technical Education/Training Programs (Ed. Code Section 52300-52480), Child Care & Development Programs (Ed. Code Section 8200 et seq.), Child Nutrition programs (Ed. Code section 49490 et seq.) & Special Education Programs (Ed. Code sections 56000 et seq. & 59000 et seq.) & laws regarding unlawful discrimination on the basis of ethnicity, religion, age, gender, sexual orientation, color, physical or mental disability (including AIDS), medical condition (cancer related), marital status, ancestry, or political belief or affiliation in any program or activity conducted

A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to, have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision.

As used in this section, "school property" includes, but is not limited to, electronic files and databases.

Committed sexual harassment as defined in Education Code 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating hostile, or offensive Educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive, (EC48900.2).

Caused, attempted to cause, threatened to cause, or participated in an act of, hate, violence, as defined in subdivision of Section 33032.5 for pupils grades 4-12.

Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect or materially disrupting class work, creating substantial disorder, and invading the rights of the pupil or group of pupils by creating an intimidating or hostile educational environment, for pupils in grades 4 to 12. (EC48900.4).

Making terrorists threats against school officials or school property, or both (EC48900.7).

Education Code 48900.1 authorizes teachers to require parents or guardians suspended by a teacher to attend a portion of the school day in his or her child's or ward's classroom. The attendance shall be limited to the class from which the pupil was suspended.

## PUPIL RECORDS

### Pupil Records EC 49063

Board Policy 5410 states that parents or legal guardians have the right to inspect and review any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder

*Types of Pupil Records:* A pupil record is any item of information directly related to an identifiable pupil, other than directory information, which is maintained

Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

Engaged in, attempted to engage in, hazing as defined in Section 32050.

Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

Electronic Act means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, pager, including, but not limited to, any of the following:

A message, text, sound, or image.

A post on a social network Internet Web site, including, but not limited to:

Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed.

Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

Creating a false profile for the purpose of having one or more of the effects listed. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. An electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

While on school grounds.

While going to or coming from school.

During the lunch period whether on or off campus.

During, or while going to or coming from, a school sponsored activity.

by a local agency funded by or that receives benefits from state financial assistance. Complainants are notified that matters listed under "Referring Complaint to Appropriate Agencies" are not issues covered by these procedures.

Complaint Officer: The Board designates CNUUSD Coordinator, Human Resources, 2820 Clark Avenue, Norco, California 92860-1903, telephone (951) 736-5069, as the District's compliance officer to receive and direct the investigation of complaints, maintain records of complaints and subsequent related actions, and insure District compliance with the law.

Notifications: The District shall annually notify in writing its students, employees, parents & guardians, school advisory committees and other interested parties of these procedures and the person responsible for processing complaints. Complainants are hereby notified that they may have alternative local civil law remedies via governmental agencies such as OCR, DFEH, EEOC, local bar associations, law schools, the Superintendent, or mediation services.

Filing of Complaint: A written complaint of alleged non-compliance with a federal or state law or regulation governing education programs must be filed with compliance officer. When the subject matter of a complaint is not covered by this policy, the complainant shall be so advised. 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 subjected to unlawful discrimination. The complaint must be filed no later than six (6) months from the date of the alleged discrimination or when the complainant first obtained knowledge of the facts of the alleged discrimination. For good cause, the State Superintendent of Public Instruction, may grant an extension of up to ninety (90) days upon written request of the complainant.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, District staff shall assist in filing the complaint. The Complaint Procedure Forms are available in the Human Resources Division, 2820 Clark Avenue, Norco CA 92860.

Investigation of Complaint: In the discretion of the compliance officer/designee, and with the consent of the parties, the compliance officer/designee may undertake a resolution of the dispute via mediation. This step is optional.

The compliance officer/designee shall hold investigative meetings promptly upon receipt of the complaint or following an unsuccessful mediation. Complainant and representatives & the District representatives may present relevant information.

To ensure that all pertinent facts are made available, the compliance officer/designee and/or the complainant may request other individuals to attend this meeting and provide additional information. Complainants are protected by law from retaliation for their participation in the complaint investigation process. By filing a complaint, complainant authorizes the District to investigate and make disclosures as may be reasonably necessary to the investigation and resolution of the complaint

Written Decision: Within sixty (60) days of receiving the complaint, the compliance officer/designee shall prepare and send to the complainant a written report of the District's investigation and decision, including:

Corrective actions requires personnel action, the specifics of such actions may not be disclosed to the complainant;

The rationale for the above disposition;

Notice of the complainant's right to appeal the decision to the California Department of Education, and procedure to be followed for initiating such an appeal.

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.

Referring Complaint Issues to Appropriate Agencies: In accordance with 5 C.C.R. 4611 the following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to these complaint procedures.

Allegations of child abuse: Riverside County Department of Public Social Services, 10281 Kidd Street, Riverside, California 92503.

Health and safety complaints regarding a child development program: Riverside County Department of Public Social Services, 10281 Kidd Street, Riverside, California 92503.

Discrimination issues involving child nutrition programs; Administrator, U.S. Department of Agriculture, Food and Nutrition Service, 3101 Park Center Drive, Alexandria, Virginia 22302, or Secretary of Agriculture, Washington D.C. 20250, or U.S. Department of Agriculture, Food and Consumer Service, Western Regional Office, 550 Kearney Street, #400, San Francisco, California 94108.

Title IX of the Educational Amendments of 1972; United States Office for Civil Rights (OCR), U.S. Department of Education, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, California 94102-4987.

Employment discrimination complaints; State Department of Fair Employment and Housing (DEFH), 1845 S. Business Center Drive, Suite 127, San Bernardino, California 92408.

Allegations of fraud shall be referred to the responsible State or Federal Department Division Director and its legal office; California Department of Education, P.O. Box 944272, Sacramento, California 94244-2720. Depending on the nature of the complaint, the complainant may also have available civil law remedies, and may consult his/her attorney.

Appeal and review procedures are available. See 'Appeals to the California Dept of Education' below; P.O. Box 944272, Sacramento, California 94244-2720 Appeals to the California Department of Education: If a complainant is dissatisfied with the District's decision, the complainant may appeal in writing to the California State Department of Education within fifteen (15) days of receiving the District's decision.

a-1) Caused, attempted to cause, or threatened to cause physical injury to another person.

a-2) willfully used force or violence upon the person of another, except in self-defense

Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless in the case of possession of any object of this type, 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.

Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, and alcoholic beverage, or an intoxicant of any kind.

Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

Committed or attempted to commit robbery or extortion.

Caused or attempted to cause damage to school property or private property.

Stolen or attempted to steal school property or private property.

Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of, possession by, a pupil of his or her own prescription products.

Committed an obscene act or engaged in habitual profanity or vulgarity.

Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

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.

Knowingly received stolen school property or private property.

Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

Committed or attempted to commit sexual assault as defined in Section 261, 266c, 286, 288, 281, or 289 of the Penal Code or committed sexual battery as defined in Section 243.4 of the Penal Code.



## THESE REGULATIONS APPLY AT ANY SCHOOL RELATED ACTIVITY.

Duty Concerning Conduct of Pupil Education Code 44807 states that every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, assistant principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provisions of Section 49000.

### Causes for Mandatory Recommendations for Expulsions

Caused serious bodily injury EC48900(a-1) and EC48900(a-2). (loss of consciousness, broken bones, 3 or more stitches, injuries requiring medical attention).

Possessed, used, sold, brandished, or otherwise furnished any firearm, knife, explosive or other dangerous object EC48915 and EC48900(b).

Furnished or sold any controlled substance EC48900(c).

Possession, use, or under the influence of a controlled substance-second offense EC48900(c).

Robbery or extortion or attempted robbery or extortion EC48915 and EC48900(e).

Threatened, attacked or committed sexual assault on school personnel (Penal Code 240, 242) EC48915 and EC48900(a).

Committed or attempted to commit sexual assault or battery EC48915 and EC48900(n).

Committed or threatened to commit a terrorist threat EC48900.7

Possession of an explosive device EC48900(b).

### Suspension and Expulsion

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

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has violated Education Code 48900:

When appealing, the complainant must specify the reason (s) for the appeal and must include copies of the complaint and the District's decision.

Upon notification by the Superintendent of Public Instruction that the District decision has been appealed, the compliance officer/designee shall forward the following to the Superintendent of Public Instruction:

The original complaint; A copy of the District decision; A summary of the nature and extent of the investigation conducted by the District, if not covered in the decision. A report of any action taken to resolve the complaint; A copy of this complaint procedure; Such other relevant information as the Superintendent of Public Instruction may require.

### Other Complaints

It is the intent of the Corona-Norco Unified School District's Board of Education to provide for informal resolution of conflicts and complaints. This procedure may be used to address complaints that are not covered under the District's uniform complaint procedure.

It is desirable that complaints or conflicts not listed under the uniform complaint procedure categories, be initially addressed between the people involved, and if not resolved, may be processed in the following sequence.

Level 1: The complainant shall discuss the complaint and/or conflict with the supervisor at the school or work site level.

Level 2: The complainant shall discuss the complaint and/or conflict informally by telephone or appointment with the Coordinator of Human Resources or his/her designee.

Level 3: The complainant shall submit formal written description of the complaint or conflict to the Coordinator of Human Resources Department on the appropriate complaint form.

The specific nature of the complaint and a brief statement of the facts related to the conflict. The previous steps taken to resolve the complaint/conflict. The action which the complainant wishes taken and the reasons why such action will resolve the problem. The Coordinator of Human Resources shall provide a written summary of the resolution to the complainant.

A written description of the complaint or conflict must be filed no later than six (6) months from the date of the alleged complaint or conflict, or when the complainant first obtained knowledge of the facts regarding the alleged complaints or conflict. For good cause, the District Superintendent may grant an extension of up to ninety (90) days upon written request of the complainant.

If the complainant is unable to put a description of the complaint or conflict in writing due to conditions such as illiteracy or other handicaps, District staff may assist in

filing the written description.

Level 4: Should the matter not be resolved to the complainant's satisfaction, the complainant may request in writing that the complaint be considered by the Board of Education.

The Board of Education, after reviewing the complaint, the Coordinator's report, information submitted by the complainant, and the Superintendent's recommendation may grant the complainant an opportunity to address the Board of Education or before a committee of the Board of Education.

The complainant shall be advised, in writing, of the Board of Education's decision, which shall be final.

Pupil Fees, ABI575 per Education Code 49010- 49013, A pupil fee may not be charged for educational activities

## PUPIL DISCIPLINE

### Safe Schools Notification

#### DANGEROUS OBJECTS (KNIVES, FIREARMS, EXPLOSIVES):

Possession, sale or furnishing of any knife, explosive or other dangerous object, including but not limited to Swiss-army style knives, exacto knives, box cutters, single-edged razor blades, pepper spray, aerosol cans, air soft guns, and imitation firearms:

**First Offense:** The student will be suspended and recommended for expulsion from the Corona-Norco Unified School District.

Possession, sale or furnishing any firearm:

**First Offense:** The student will be expelled from the Corona-Norco Unified School District for a minimum of 12 calendar months.

#### TOBACCO PRODUCTS:

Prohibits the use and possession of products containing tobacco or nicotine, including but not limited to cigarettes, snuff, smokeless tobacco, chew packets, betel, electronic nicotine delivery systems such as electronic cigarettes, vape pens, or any other vapor emitting devices, with or without nicotine content, such as electronic hookah or hookah pens, or any other type of device that serves as a nicotine delivery system or that mimics the use of tobacco products and paraphernalia.

**First Offense:** The student will be assigned to Saturday School with parent contact.

**Second Offense:** Student will be assigned to Saturday School with Tobacco Education

Lesson with parent contact, and Voluntary Tobacco Awareness Program.

**Third Offense:** ACP / Suspension with parent contact and mandatory Tobacco Education Group.

#### SEXUAL HARASSMENT:

As defined by Education Code Section 212.5, "Sexual harassment" means unwelcome sexual conduct including advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature

#### SEXUAL BATTERY/ASSAULT:

Sexual battery, which involves unlawful and unwanted touching of another, or sexual assault, will result in a recommendation for expulsion.

#### CONTROLLED SUBSTANCES (ILLEGAL DRUGS OR ALCOHOL):

Using or possessing a controlled substance (illegal drugs, alcohol, or unauthorized prescription medication, or being under the influence:

**First Offense:** The student will be suspended and recommended for assignment to Orange Grove High School (grades 9-12) or the STAR Program (Students Taking Active Responsibility) (grades 7-8).

**Second Offense:** The student will be recommended for expulsion.  
Selling or furnishing a controlled substance (illegal drugs or alcohol):

**First Offense:** The student will be recommended for expulsion.

#### FIGHTING/THREATS/BULLYING/RACIAL SLURS

Fighting, attempting to fight, repeated threats to fight, bullying, or racial slurs will result in suspension or other disciplinary actions. Disciplinary actions will apply which may include suspension and/or expulsion (grade K-8).

**Second Offense for Fighting:** The student will be recommended to Orange Grove High School (grades 9- 12).

#### SERIOUS BODILY INJURY/ TERRORIST THREATS

For causing serious bodily injury, striking a district employee or making terrorist threats

**First Offense:** The student will be recommended for expulsion from the Corona-Norco Unified School District.

(Any offenses involving drugs, alcohol, dangerous objects, causing serious bodily injury or making terrorist threats will be reported to the proper legal authorities.)