

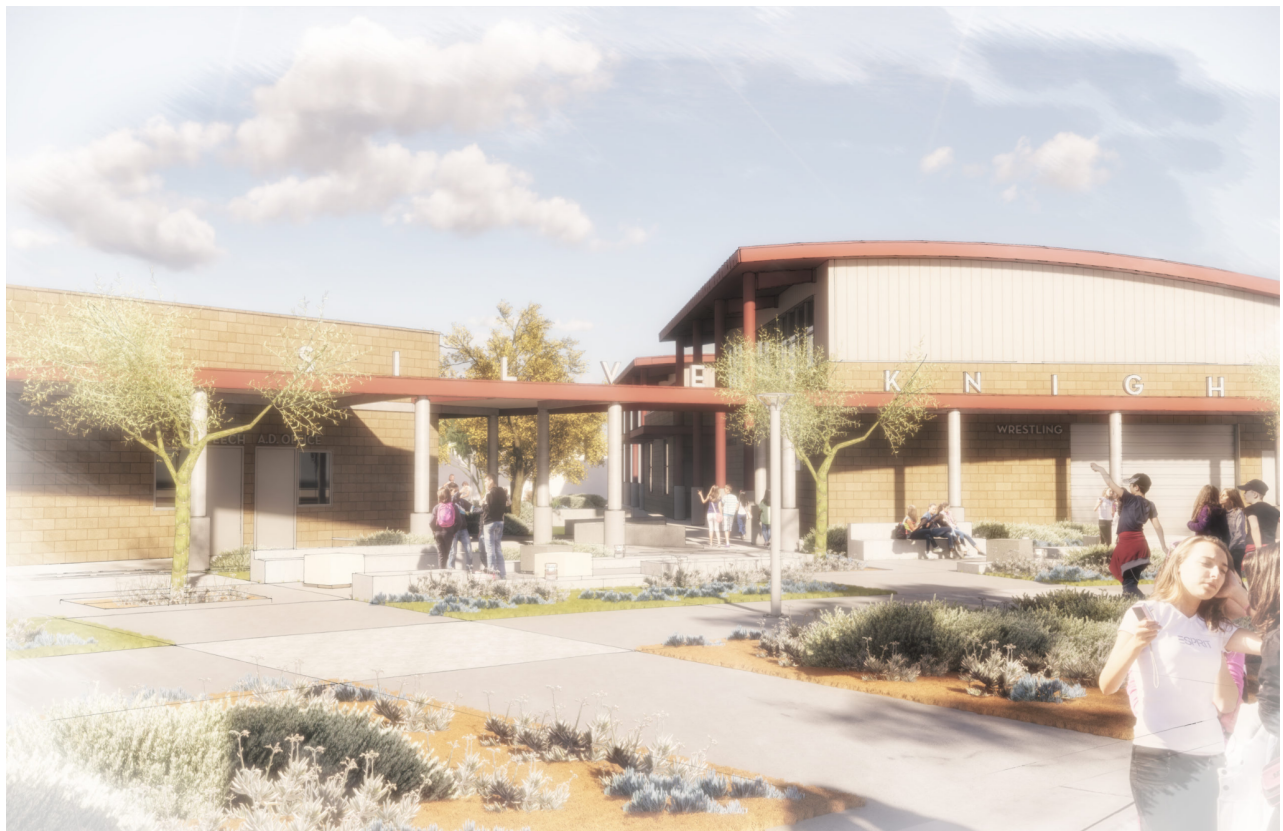


**RIVERSIDE PREPARATORY
MIDDLE SCHOOL**



2022-23

STUDENT & PARENT HANDBOOK



Revised July 2022

Table of Contents

Visions & Values	3
Administration, Counselors, and Office Staff	4
Bell Schedules	5
Admissions	6
Campus Procedures	6
Attendance Policies & Procedures	9
Disaster Preparedness	11
School Activities & Events	12
Athletics	13
Counseling & Academic Advising	16
Procedures for Parents	17
Dress Code	19
School Bus Expectations	20
OGSD Bus Expectations Review	23
Honor & Behavior Code	24
Internet Acceptable Use Policy (AUP)	25
Transcripts Request	28
ABI Parent Link - Connecting Parents to School Info	30
Legal Notices	31
Uniform Complaint Procedure	39

Vision and Values

“Preparing students to be successful adults.”



Values

INDIVIDUALS

We create schools where ALL students;

- **BELONG**- Our schools are safe and welcoming for ALL students. We connect with each student and care about them as a person first.
- **THRIVE**- We ensure quality instruction in essential skills. We support the social emotional and physical wellness needs of our students.
- **SUCCEED**- We teach our students to have hope and develop goals so they are successful in school and life.

HIGH EXPECTATIONS

We will always;

- **ADVOCATE**- We teach all students effectively and enthusiastically. We believe in each student and refuse to let them fail.
- **BELIEVE**- We believe all students deserve equity in opportunities to be successful based upon the inherent value of each student and capability of each staff member.
- **CARE**- We work to provide for the individual needs of all students. We express to all students that we care about them, and will act on their behalf.

Riverside Preparatory Middle School

Address

19900 National Trails Hwy
Oro Grande, CA 92368
Phone: (760) 245-1993
Fax: (760) 243-5960
Office Hours: 7am- 3:30pm

Administrative Staff

Amy Sarkesian, Principal
Peter Snyder, Assistant Principal
Sylvia Houser, Assistant Principal

Guidance/Counseling Staff

Kina Buchanan, A-M Counselor
Fernanda Santana, N-Z Counselor

Office Staff

Erika Dominguez, Office Manager
Monique Silva, Attendance Clerk
Veronica Sais, Family Engagement Specialist
Kelly Clark, Family Engagement Specialist



RIVERSIDE PREPARATORY MIDDLE SCHOOL



22-23' Bell Schedule

Regular Day		Minimum Day (Friday**)	
1st Period	7:15am- 8:10am	1st Period	7:15am- 7:45am
2nd Period	8:15am- 9:10am	2nd Period	7:50am- 8:20am
3rd Period	9:15am- 10:10am	3rd Period	8:25am- 8:55am
4th Period	10:15am- 11:15am	4th Period	9:00am- 9:30am
A Lunch*	11:15am- 11:45am	5th Period	9:35am- 10:05am
5B Period	11:20am- 12:15pm	A Lunch*	10:05am- 10:35am
5A Period	11:50am- 12:45pm	6B Period	10:10am- 10:50am
B Lunch*	12:15pm- 12:45pm	6A Period	10:40am- 11:20am
6th Period	12:50pm- 1:45pm	B Lunch*	10:50am- 11:20am
7th Period	1:50pm- 2:45pm	7th Period	11:25am- 11:55am
Assembly Schedule		Finals Schedule (Periods 1-6)	
1st Period	7:15am- 7:37am	1/2 Period	7:15am- 8:30am
2nd Period	7:42am- 8:04am	3/4 Period	8:40am- 9:55am
3rd Period	8:09am- 8:31am	Lunch	9:55am- 10:35am
4th Period	8:36am- 8:58am	5/6 Period	10:40am- 11:55am
Assembly	9:04am- 9:52am	Finals Schedule (Period 7)	
5th Period	9:57am- 10:19am	7th Period	7:15am- 8:30am
A Lunch	10:19am- 10:49am	1st Period	8:35am- 8:59am
6B Period	10:24am- 10:58am	2nd Period	9:04am- 9:28am
6A Period	10:54am- 11:28am	3rd Period	9:33am- 9:57am
B Lunch	10:58am- 11:28am	4th Period	10:02am-10:25am
7th Period	11:33am- 11:55am	A Lunch*	10:25am-10:55am
* A Lunch is for Rooms 430-447 and PE. B Lunch is for Rooms 410-427. ** Minimum Days may be held on days other than Fridays.		5B Period	10:30am-10:55am
		B Lunch*	10:55am- 11:25am
		5A Period	11:00am-11:25am
		6th Period	11:30am- 11:55am

Admissions

State law requires that parents present evidence of the immunizations listed below for each student upon enrollment. **All students in grades 7-12 are required by state law to have the TDaP booster and 2nd Varicella prior to entering school.** Required immunizations must be current and include the following:

- Polio (IVP or IPV)
- Diphtheria
- Tetanus, and Pertussis (DTaP)
- Measles, Mumps, Rubella (MMR)
- Varicella (chickenpox)

Individual Education Plans (IEP) and Psychological Educational Reports need to be submitted along with the enrollment application, if applicable, in order for the application to be considered complete.

Completed enrollment packets should be submitted to the enrollment center, at 19900 National Trails Highway, Oro Grande CA, 92368; Phone: (760) 243-5884.

Campus Procedures

Campus Safety

While the Board of Education has a strong commitment to providing safe campuses for all students, there are times when outside influences affect campus life. To minimize the effect that drugs and/or alcohol has on our students, the Board has authorized contraband detection dogs to periodically visit our campuses to help deter the student use of drugs/alcohol and to keep all of our students safe.

The dogs are a non-aggressive breed and will never make contact with our students. Parents will receive notification from administration about any random searches that are conducted on campus, as well as the result of those searches when it pertains to their individual student.

In addition, Oro Grande School District has contracted with the San Bernardino County Sheriff's Department to have a School Resource Officer assigned to all Riverside Prep Campuses throughout the duration of the school day, as well as before and after school events. Our SRO is here as a support to our community, our students, as well as our staff. Safety is our number one priority.

Closed Campus

In order to keep students in a supervised and safe environment, Riverside Preparatory is a closed campus. Students shall not leave the school grounds at any time during the day, unless a parent or guardian comes to pick him/her up. Students who leave school without authorization shall be classified truant and subject to disciplinary action and possible fines.

All visitors must go through the front office to sign in. They must also wear a visitor's badge any time they are on campus and must follow all school rules, including the dress code and no gum policy. Upon

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

In addition, students and parents should be aware that there are out of bounds areas on campus that students cannot access during the school day. Out of bounds areas are located behind all of the buildings, in between air conditioners and the athletic fields other than at P.E.

Arrival and Departure

The school opens for student drop off at 7:00 a.m. Students should walk directly onto campus after exiting the bus or their personal vehicle. The first bell for class will ring at 7:15 am and classes begin promptly at 8:30 a.m. Students are expected to be in class, seated and ready to learn when school starts. Students entering after the start of class time will be considered tardy and will need to have a tardy slip from the office in order to be admitted into class.

Please contact the office no later than 12:15 p.m. if any transportation changes arise. **Transportation changes will not be accepted after 1:45 p.m.** If a student needs to depart from campus earlier than the end of the day (2:45 p.m.) parents or guardians must sign their student/s out in the attendance office. Anyone picking up a student from campus must be 18 years of age or older, must be prepared to present valid identification, and must be listed in the student's file or on their emergency card. **NO EXCEPTIONS.**

In addition, students may not change their method of transportation during the school year without permission from the transportation department that a move or other viable circumstance will necessitate an updated bus route. Students may not ride the bus with friends or ride different routes throughout the school year.

Senior students leaving campus early due to their schedule must have a signed permission slip from a parent/guardian that is kept on file in the secondary office. Seniors leaving early must sign out with the office (*see page 12 for more information on partial attendance waivers for seniors*).

Parent Pick-up and Drop-off

We ask that all parents follow drop-off and pick-up procedures. **The life of a child is not worth the attempt to save a few minutes.**

All secondary students should be picked up or dropped off along the street between the middle school and high school campuses, next to the gym. No students should be released to the front of the school, in front of the attendance office, or along the bus lane either before or after school. Parents dropping off their students should enter from the Riverside Prep School stoplight and should turn right at the end of the median to drop students off along the student drop-off lane located between the gym and the middle school

campus. Parents should refrain from stopping along the median or in the lanes in front of the attendance office parking lot to drop students off or pick them up. The speed limit on campus is 7 mph. Please follow all posted signs to ensure safety for all students and drivers. Any student who walks to school may not cross

over National Trails Highway or the train tracks.

Medication

If a student needs to take medication during school hours, we follow certain procedures to ensure the proper administration of the medication. An **adult** must bring all medication to the school in its original, labeled container (No baggies, etc.). California State law (E.C. 49423) requires that before any child is given medication at school, we must have written permission from both the parent/guardian and the physician; this includes over the counter medications such as aspirin or Tylenol. The proper permission form must be filled out by the physician each academic school year. If a child has been given permission to carry an inhaler, the office must still have the proper paperwork from a physician. These forms can be obtained from Mrs. Flores in the Attendance Office and should also be submitted upon completion.

Lost and Found

All items located in the lost and found that have not been picked up will be donated to charity at the end of each semester. Please be vigilant in locating all lost and confiscated articles of clothing and items as soon as possible. Lost and Found is located in the front middle school office and confiscated items are located in the administrative offices.

Celebrations

Balloons and other birthday gifts (including flowers) may not be given to students at Riverside Preparatory School during the school day so as not to distract from the learning environment. The secondary school will not allow private birthday celebrations during class or lunch. No classroom parties are permitted on campus.

Tobacco Free School

Our school complies with the Tobacco Free School regulations. Employees and other adults are not permitted to use tobacco on school property or in school buildings or vehicles. This includes electronic vaping devices. We thank you for your cooperation in complying with our policy.

Outside Food Policy

Due to several factors, including academic distraction, food sitting without proper temperature control and campus cleanliness to name a few, the administration of Riverside Preparatory Middle School does not allow outside food or drink to be brought onto the school campus for lunch delivery. This does NOT pertain to bringing your healthy snack for break in your lunch box or bringing your own lunch. Students who forget their lunch at home have many choices on campus for their lunch break and will not be denied an opportunity to eat. Parents/guardians and others will not be able to leave food and drink in the main office for their child.

Homework & Grading Policy

Homework will be minimal at Riverside Preparatory Middle School starting in the 6th grade and will increase in every grade level in order for teachers to prepare students for the rigors of high school.

Homework assignments are an extension of what has already been taught in the classroom, and these are planned learning assignments that require additional time and effort outside of a student's regular school hours. These assignments reinforce classroom learning and expand on the classroom experience. The purposes of homework assignments are to:

- Gain more information than would be possible in the classroom setting alone.
- Learn to manage time effectively.
- Encourage responsibility, planning and organizational skills.
- Extend learning beyond the school into the home and community.
- Practice skills already acquired in the classroom.
- Provide parents with a sense of what students are learning.

Attendance Policies and Procedures

Attendance is an integral component of the Riverside Preparatory Honor and Behavior Code. Parents and students are asked to follow these guidelines as part of their agreement to attend Riverside Preparatory School. If there is an extenuating circumstance that will affect your child's attendance, please contact the attendance office as soon as possible. Here are some helpful tips that will help you to follow the attendance guidelines:

- Please verify your child's absence through a phone call or note to the school. Mrs. Silva handles all verifications through the attendance office and can be reached at 760-245-1993 ext. 400.
- An "excused" absence is as follows: illness, doctor/dentist/orthodontist appointment for the student (with a note from their doctor), bereavement in the immediate family, or a court ordered appearance of the student.
- 15 excused and/or unexcused absences are allowed for the entire school year. At 3 & 6 absences a letter will be sent home. At 10 absences parents and students will be asked to meet with the assistant principal to review the attendance policies and discuss situational circumstances in an effort to support. After 15 absences, the student and family will meet with the Director of Student & Welfare Attendance to discuss next steps and possible dismissal.
- A pattern of early removal violates the Honor and Behavior Code and may require a parent/student meeting with the principal or executive committee. Three early removals count as one full absence.
- A pattern of tardies will result in a parent/student/administration meeting and possible dismissal from the school. Three tardies equal one full absence.
- Unless staying for a designated program (with signed permission form), students should be picked up on time at the end of each school day.

Absence Verification

The preferred choice of absence verification is a phone call on the day of your child's absence. If you decide to write a note, please include the following information:

- Date you are writing the note
- Student's first and last name
- Specific reason for absence
- Date of absence(s)
- Parent signature – Please put relationship to student by your signature

- Name of student's first period teacher

Excessive absenteeism may be considered a violation of the Honor and Behavior Code and may result in an attendance contract. Teachers will allow one day for each day of absence to make up missed assignments. Students are expected to make sure they complete any missed assignments and are responsible for getting all the information from their teachers. The school is not responsible for calling parents who have students who are absent. Absences that have not been verified by a parent/guardian **within three days** will be marked as truant.

Tardies

Like absences, tardies are also disruptive to your child's education. Please help your child arrive at school on time. Students who arrive late need to report to the office to receive a tardy pass. If students do not get this pass, they will be marked as absent. Without a medical note, all tardies are non-excused. Every three tardies will equal one unexcused absence per California's attendance law. Every three tardies will count as one absence against perfect attendance for the year.

Teachers will contact parents of students who have 1-5 tardies in any class. When students reach 6 or more tardies, students will meet with the assistant principal and will be issued a warning. At 11 or more tardies, students will be referred to the Assistant Principal for disciplinary action, including attendance contracts, parent conferences and Saturday school. At 16 or more tardies students and parents will meet with the principal for possible dismissal from the school.

Leaving School Early

Parents must sign their children out through the school attendance office for all early departures. It is the policy of Riverside Preparatory Middle School to call a child out of class **after** the parent/guardian has arrived in the office. All early departures should be for a valid reason such as a doctor's appointment.

Short-Term Independent Study

Parents may request short-term independent study when their student will be out of class for an approved reason. Examples of activities that would necessitate placing a student on independent study include:

- A scheduled surgery or medical treatment
- Recovery from an injury or illness
- Family bereavement

Short-term independent study is a minimum of five (5) school days and a maximum of twenty (20) school days. If a student requires longer than 20 days away from instruction, a meeting will have to be held with administration to discuss other options.

The following information applies to all requests for independent study:

- All independent study requests are handled through the Principal, Ms. Amy Sarkesian, at extension 402.
- All independent study requests must be made at least 1 week in advance.
- All independent study contracts require a meeting with the assistant principal to sign all necessary paperwork and attain all materials needed during the duration of the independent study agreement.

Disaster Preparedness

Disaster preparedness and safety are discussed and practiced in all classrooms. School-wide drills are conducted at least once a quarter in order to familiarize students and staff with all types of emergency procedures. Riverside Preparatory has a specific emergency plan that will be followed in case of an actual emergency, which is available upon request.

If an actual earthquake occurs, students and staff will immediately “duck, cover and hold.” After the earthquake, the buildings will be evacuated to the football field. In the event of a fire, buildings will be evacuated immediately. In the event of an active shooter event, all buildings will go into lockdown and all students and staff will hide in locked classrooms/ facility buildings out of sight. Staff and students will be released once the threat is neutralized and an “all clear” has been officially made by authorities. Staff members are assigned to teams that have been organized to carry out specific duties. First aid supplies are readily available and teachers are CPR and first aid certified.

We ask that you follow these guidelines in the event of an actual emergency:

1. Please do not telephone the school. Telephone lines are needed to request emergency services.
2. Parents and guardians can visit Riverside Prep’s ParentSquare page where updates will be provided during emergencies or disasters.
Tune your radios to local stations. The emergency broadcast system is KFI 640 (AM).
3. The school will keep your children safe until you are able to reach them, or until it is determined that it is safe to send them home.
4. Keep updated emergency information on file at the school. Students will not be released to anyone other than those individuals whose names are on file in our office, so please be sure that that information is updated regularly.

Parents picking up students must follow these procedures:

1. Parent Information Gate – Check in with the employees stationed at the Parent Information Gate at the Attendance Office.
2. The employee at the gate will verify that the name of the adult checking in is the person written on the locator card as one who can pick up the child. The employee will then send a runner to get your child(ren) for you. You will be required to sign your child(ren) out. It is most important for parents to remember that the school needs to keep track of all students. If you are upset and anxious and take your child without following procedures, we will not be able to maintain a safe and orderly environment for all of our students and staff.

Emergency Cards

In the event of an emergency, every attempt will be made to contact parents if a student requires immediate medical attention. If a parent cannot be reached during an emergency, the emergency phone number on file in the school office will be contacted. It is very important that every student has an updated list of emergency contacts on file with the school and that all emergency contacts are 18 years of age or older. **If at any time there is a change in address, telephone, or emergency contact information, please notify the school office as soon as possible.**

School Activities and Events

Performances and events at RPMS are intended for the enjoyment of family and friends; therefore, it is expected that all in attendance give their full and undivided attention to those performing. Attendees failing to adhere to this policy may be asked to leave the performance and the premises, and this may be grounds for removal from Riverside Preparatory Middle School facilities. All attendees should follow the Riverside Preparatory Honor and Behavior Code during school sponsored events, including the no gum policy and the dress code.

Field Trips & Sporting Events

Throughout the year, students will occasionally leave school to participate in classroom field trips or sporting events. For proper student preparation and safety, students who qualify to participate in a field trip need to have all field trip materials turned into his/her teacher or coach on the due dates assigned. All standard rules of conduct and procedures will be observed and enforced while on field trips, including the school dress code.

Parents are welcome to volunteer to help with field trips and sporting events, but all volunteers must be fingerprinted and cleared with the district office. Fingerprinting forms can be found in the front office. Parents who are willing to chaperone a field trip and who are driving their own vehicle may not check out siblings from school. This will be marked as an unexcused absence and will not be cleared by the office.

In addition, all students traveling to field trips or sporting events must travel to and from the event on the school bus or other form of district approved transportation.

Dances/ ASB Sponsored Events

Conduct at School Activities

The following dress code guidelines will be honored at all school events and dances. The following will apply:

- No revealing clothing may be worn including clothing where excessive cleavage is displayed
- No clothing cut down to the navel or below the top of the breast line
- No apparel that exposes the posterior
- No see through clothing
- No bare midriff
- No sagging pants
- No display of undergarments of any kind
- No clothing or jewelry that is sexually explicit
- Dresses must be no more than four (4) inches above the top of the knee

At all school functions or activities any consumption or possession of a controlled substance or alcohol shall be punished by the exclusion from that activity and further activities sponsored by the ASB. The administrators/chaperones in charge have the authority to apply these rules. Students will also be subject to district disciplinary regulations including suspension, dismissal, and/or expulsion.

Any infraction of the Oro Grande, and/or school rules and regulations, shall result in the student and/or guest's parents being contacted. The student and/or guest may be asked to leave with their parents. In some

cases, violators may be subject to criminal prosecution. Students may be suspended pending an investigation of their infraction incident. Guests, who violate the aforementioned rules and are students, may be subject to school discipline as well as criminal prosecution procedures. Anyone not admitted to an event or removed from an event due to a violation of these rules **will not be given a refund.**

The following rules also apply to Middle School dances and off-campus sponsored events:

- Dances- middle school students only
- Transportation not provided
- Events tickets are limited and presale only
- Refunds will not be provided if not attended

Academic Honor Roll

Honor Roll assemblies occur at the end of each semester. To make Honor Roll, students must have a qualifying GPA of 3.2 or higher, no D's or F's, and no N's or U's for citizenship. Honor Roll is for students with a GPA of 3.2-3.69, Principal's Honor Roll is a GPA of 3.70-3.99, and Superintendent's Honor Roll is a GPA of 4.0+.

Academic Awards shall be awarded by semester as follows:

- Superintendent's Honor Roll – 4.0 and above GPA
- Principal's Honor Roll – 3.70 – 3.99 GPA
- Honor Roll – 3.2 – 3.69 GPA

Parents are invited to attend honor roll assemblies at the end of each semester. Awards assemblies will be held in late January/early February for Fall Semester, and the following school year in late August/early September for the prior year's Spring Semester. Every student who qualifies for the honor roll will receive an academic medal, which may then be saved and worn during commencement ceremonies.

Athletics

Mission Statement

Riverside Preparatory Middle School considers interscholastic athletics to be an integral part of our educational program, and we are deeply committed to providing our athletes with positive educational experiences. Although athletic participation is but one means by which students can develop worthwhile values, we believe that through competition a student's basic education can be augmented in terms of achieving self-actualization.

At RPMS, our athletes will be provided with the opportunity and exemplary leadership to assist them in competing at the highest level of interscholastic athletics. While winning is a highly desirable goal for our programs, we will never compromise our integrity for the sake of winning. We have complete commitment to abide by the rules and to give our athletes the best possible experience. By working in collaboration with the parents and the community, our focus is to establish an athletic standard of excellence that will be a source of pride for the students and staff, and also within our desert communities.

Athletic Handbook

It is of paramount importance that this athletic packet be read and understood by the student and the parent(s) of the student. Before being allowed to participate in athletics at Riverside Preparatory Middle School, students and parents will be provided the RPMS Athlete and Parent Athletics Handbook as well as

all other necessary documents relating to the RP Athletics department and any medical and legal documents and information. All forms provided and required as a part of the athletic packet must be electronically signed on the athleticclearance.com registration platform by the student-athlete and legal parent or guardian prior to trying out for any individual sport team. Those students who choose to accept the challenge of interscholastic athletics must be prepared to make a commitment to both academic and athletic excellence.

At RPMS, student-athletes will be required to adhere to a strict code of conduct over and above that demanded of the non-athlete. Athletes are expected to be leaders and positive role models for the rest of the student body, and a source of pride for the school and our community.

Offered Athletic Programs

Riverside Preparatory Middle School offers the following athletic programs for grades 6-8:

Fall Sports Spring Sports

- Boys and Girls Cross Country
- Boys Baseball
- Girls Softball
- Girls Volleyball
- Boys and Girls Basketball
- Boys and Girls Soccer

Rules and Regulations

1. Prior to any try-out period, the student must fulfill all “Clearance” Requirements. The athletic department will submit the names of “cleared” student-athletes to each coach. No athlete will be allowed to try out for any athletic team or participate in **AFTER** school physical conditioning sessions at any time prior to or during the season without the coach first having written notification from the Athletic Director of the athlete’s clearance. Athletic clearance includes full completion of student-athlete by a legal parent or guardian as well as submitting a copy of an active physical (good for 12 months) completed by a Medical Doctor (M.D.) or Nurse Practitioner (N.P.) to the Athletic Director. This can either be uploaded on your athleticclearance.com registration, or a hard copy can be submitted to the Athletic Director or Certified Athletic Trainer prior to the first conditioning practice or tryout date.

2. The student-athlete shall accept the responsibility for all athletic equipment issued and will provide for its proper care, storage, and return. Student-athletes with equipment outstanding shall be suspended from any further athletic sports/ seasons until all equipment is either turned in or paid for by the student-athlete. Report cards will not be issued to athletes owing equipment or fees. Equipment will be worn at the practices and games **ONLY**. On game days the team is to dress nicely or wear a uniform or jersey as selected by the coach and at his or her discretion.

3. An athlete must notify the coach immediately. If he/she considers dropping from the team without consulting the coach shall result in immediate suspension from athletics for the rest of the season of that sport.

4. Athletes participating in athletic events where classes would be missed must clear this in advance with their instructors before the event. Student-athletes are required to make up and submit all missed work.

While dates and time for athletic contests are provided to teachers, it is strongly recommended that student-athletes work with their teachers to ensure that homework and in-class assignments are discussed prior to missing classes.

5. Each individual coach or staff will handle violation of the policies or rules established in each sport. Please be sure that you read and understand the rules. The Athletic Director will act as a conflict mediator or liaison in the event that a situation escalates to that point of needed additional support.

6. The administration of RPMS, in enforcing school and district policies, may suspend or remove a student-athlete from participation in athletics at any time following a violation. All issued equipment and/or uniforms will be collected at that time until an official verdict or return plan is decided upon.

7. RPMS competes within the Middle School division of the Cross Valley League. Student-athletes are required to participate in scheduled tryouts in order to make the team. Unfortunately, not all students are guaranteed a spot on the team. All tryout opportunities are officially documented by each individual coaching staff.

Fees and Administrative Regulations

It will be the responsibility of the Principal, or their designee, to determine if a particular student is financially unable to pay either fee. Students will be responsible for replacing or paying replacement fees for damaged or lost equipment and/or uniforms placed in their charge. Students with damaged or lost equipment charged to their Aeries account will not be granted access to competing for another sports season/ athletic team until the total amount due is rectified.

Attendance Requirements

All students who participate in interscholastic athletics are required to attend school in order to participate in practice and games. Failure to meet the minimum attendance requirements is at the discretion of Administration. All Athletes must attend school 50% of their school day in order to participate in practice or competition unless otherwise excused with proof of a medical/dental release from scheduled appointments approved by Administration.

In addition, students attending any athletic contests may not be privately transported to these events. All student athletes must ride the district provided transportation to each event. Parents can transport their child home from “away” events only if the “Transportation Release Waiver” has been completed and the student-athlete has been signed out by the parent or guardian from the head coach

G.P.A Requirements

All students who participate in interscholastic athletics are required to maintain a minimum G.P.A of 2.0 with (1) one or no “F” letter grade marks. Failure to meet this requirement will result in suspension from athletic contest play until the next official grading period reflects an eligible GPA as determined above.

Spectator Code of Conduct

In collaboration with the Cross Valley League, a spectator code of conduct will apply and be reinforced at all sporting events. Attendees are asked to follow all aspects of this code of conduct during any RPSS sporting event, and may be asked to leave the premises if these rules are violated.



All Cross Valley League students, athletes, parents and guests have the right to attend safe and positive sporting events. This code of conduct applies to ALL SPECTATORS in regards to their behavior towards referees, players, coaches, cheerleaders, band members and other fans.

FAILURE TO COMPLY COULD/ WILL RESULT IN REMOVAL FROM THE EVENT AND A CALL TO THE SAN BERNARDINO SHERIFFS DEPARTMENT- 760-552-6800.

Conduct towards Players & Coaches:

- *All cheers must be directed towards your own team.
- *All cheers must be positive.
- *Direct comments to an individual athlete or coach will not be tolerated.
- *No physical or verbal threats of any kind.
- *All signs must be approved and coordinated through school administration

Conduct towards Referees:

- *No interactions with referees such as: yelling, booing, throwing objects at or cursing.
- *Any other negative related actions.
- *The only interaction with the referees must take place through the team captain or coaching staff.

Conduct towards Cheer & Band Members:

- *No throwing objects.
- *No negative cheers.
- *Be respectful of members and equipment.
- *No direct comments to individual members.

Conduct towards Opposing Team's fans:

- *No negative comments/ yelling.
- *No negative exchanges between fans (both physical and verbal)

Per CA Education Code 44811-

Disruption of class work or EXTRACURRICULAR ACTIVITIES- (A) Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts classwork or EXTRACURRICULAR ACTIVITIES or involves substantial disorder is guilty of a misdemeanor.

Counseling and Academic Advising

Naviance

All students and parents have access to Naviance, college and career readiness software, starting in grade 6. Students and parents are encouraged to access Naviance on at least a monthly basis. The website for Naviance is <https://student.naviance.com/rpms>. Each student will be given a personalized log-on and password from the counseling department.

Class/Schedule Changes

If a student feels they have a legitimate class change request, they must complete a counseling request form with Mrs. Silva in the front middle school front office in order to meet with the counseling department to discuss the class change, but this does not guarantee any class changes will be completed. We have worked hard to provide schedules that maximize opportunities for student achievement. Since course changes made after the school year begins to interfere with the educational progress of your student and others, we are reluctant to upset schedules without careful examination of the degree of need for change. As such, course changes only will be approved on an academic basis and at the discretion of the counseling department and school administrative team. As a general rule, any course changes will occur in the first two weeks of the semester. In addition, students are not able to drop any course after the 8th-week mark in either semester.

Dual Enrollment

Riverside Prep Early College Academy (ECA+) students allow for a cohort of students to take college classes starting in their freshman year. The application process, screening and selection process begins during the student's 8th grade year. Please contact your counselor for more information and the application process required for the ECA+ program.

Transcript Requests

Students or parents who request transcripts must fill out a Transcript Request Form. Please allow 3-5

business days for all requests. All seniors will receive two official, sealed copies of their transcripts along with their diploma.

Procedures for Parents

Visitors and Volunteers

Parent involvement is a crucial part of any school and volunteers are always welcomed. Adult visitors to the school are welcome and greatly appreciated. Visitors should sign in at the school attendance office each time they come to visit. Classroom visits need to be arranged ahead of time with administration. A visitor badge will be issued to visitors/volunteers in the front office upon arrival. The badge will indicate to school personnel and students that you are authorized to be on campus. All visitors must uphold the dress code and all other school rules while on campus.

The goal of the classroom volunteer program is to reinforce the efforts of the teacher in the education of our students; therefore, teachers and parents should have a schedule set up before parents come into the class to volunteer. Volunteers will be providing students with the opportunity to work in small groups and on individual activities. The assistance of a capable adult in the classroom allows the teacher more time to use his/her professional skills in their academic areas. A volunteer's services are to support and enrich classroom programs. The value offered to students and teachers is tremendous. Here are a few basic reminders about volunteering:

- Parents should be dressed appropriately and not wear any clothing that is prohibited by the RPMS dress code.
- If parents are unable to volunteer during scheduled time, the teacher needs to be notified as soon as possible via email or a phone call.
- Teachers must train volunteers to use workroom equipment before volunteers use the equipment.
- Younger siblings may not accompany a parent in the classroom during instructional time during scheduled hours. Children should not be taken into the teacher prep areas.
- Confidentiality is extremely important. School business should be left at school and not become public gossip. Students' abilities in lessons, behavior problems, and grades are not to be shared outside of the school.

Volunteers will need to be fingerprinted and pass a background check before volunteering may begin. Mrs. Erika Dominguez handles all volunteer requests @ 760-245-1993 ext. 401.

Complaint Resolutions

If parents have a concern about class procedures, grades, or situations, Riverside Preparatory asks that parents/guardians follow these steps:

1. Contact the teacher by phone, person, or email.
2. Ask for a formal meeting to be set up with the teacher.
3. If the issue is not resolved through communication with the teacher, ask to speak to the administration.
4. Set up a formal meeting with site administration and the teacher.

Parent/Teacher Conferences and Report Cards

During the school year, the school will keep parents informed about student progress. Teachers communicate on an informal basis throughout the school year, and formal progress reports are prepared at the midway point in each quarter. The school will hold parent/teacher conferences to discuss academic and social growth at the end of first and third quarter. Students may be placed on an Academic Contract if they receive any D's, F's, N's or U's on their report card. Parents are advised to contact teachers to discuss concerns about their child's progress or grades. Parent/teacher conferences are encouraged, and may be scheduled by parents or teachers at any time. If you are concerned about your child, please call the teacher directly to set up an appointment time. All teachers have a school phone and are available in the evenings until 6:00 p.m. *Please refer to page 38 for information on how to set up an account on Aeries Parent Portal to access updated information on student grades and attendance.*

Internet, Valuables and Electronic Devices

Expensive jewelry and other personal items should not be brought to school. **The school cannot be responsible in the case of any lost or stolen valuables.** Only enough money necessary for lunch and other school related needs should be brought to school.

The use of electronic devices is a disruption to the educational process and may be brought to school for use only during lunch or passing period. **If such items are lost or stolen, the school is not responsible for such items.** In no case may these electronic devices be active during academic time. Items brought by middle school students that become a distraction to the learning environment will be confiscated and parents will need to pick the item up from administration.

Cell Phones

We recognize that cell phones present a convenient way for families to communicate; however, cell phones can be a disruption to the teaching and learning environment. If a parent allows a student to carry a cell phone, it must remain in the off position and put away during all classroom time unless the teacher has given explicit permission that the device be used for research or other instructional related tasks. If a student uses a cell phone for any reason that is not pre-approved during class time, it may be confiscated and a parent may need to pick it up from administration. Students are responsible for the content of their cell phone; therefore, students should not let other students use their cell phone. All students in PE will be assigned a locker, and students should be sure to place any valuables or electronics into a locked locker for storage during PE class. Students should not charge phones or leave any valuables out in the locker rooms or in any classrooms. As with other electronic devices, lost or stolen cell phones are not the responsibility of the school.

Computer Usage

Students must sign an Internet Acceptable Use Permits (AUP) stating that they will abide by the required guidelines for safe Internet usage. Firewalls on the Internet have been put in place to protect students from inappropriate content. Please be aware that while on the RPMS/OGSD network the computer use, email messages, and even what is on the screen at any given time may be monitored. Any inappropriate use will result in loss of computer privileges as well as disciplinary action. While on the RPMS/OGSD network there is no expectation of privacy. Any misuse of computers will result in immediate termination of use and will be considered a violation of the school's behavior code. Examples of misuse include, but are not limited

to:

1. Plagiarism
2. Cheating
3. Attempts to disable the firewall or safety settings
4. Visiting inappropriate sites (such as YouTube, SnapChat, Instagram, chat rooms, and content streaming websites)

Any student who does not turn in the Internet Acceptable Use Permit (AUP) will not be given access to the Internet. *Please turn to page 22 for the Acceptable Use Permit (AUP).*

Riverside Preparatory School Dress Code for Middle Students

Education Code 35183 authorizes schools to adopt dress codes. Parents are asked to assist the Riverside Preparatory School in enforcing the School's dress code. Please look carefully at the dress code prior to purchasing clothing for wear at school. Violations of the Dress Code are considered violations of the Behavior Contract. The Dress Code for Riverside Preparatory School for secondary school students is as follows:

1. All students must wear provided Riverside Preparatory PE clothing during PE classes and during sports programs. PE shoes must be safe and appropriate for PE activities. In addition to RP sweats and sweatshirts, students may also wear solid gray or black sweats or sweatshirts during cold weather. PE teachers may designate specific attire for a particular sport based on the safety needs.
2. Shoes will be worn at all times. Sandals, slides, or flip-flops may be worn during warm months so long as feet are kept clean. Students may not wear slippers or house shoes on campus.
3. Colored hair must not be temporary as to run or cause discoloration if wet. ie. kool aid dips or temporary sprays.
4. Shirts worn by both girls and boys must cover the midriff when both arms are raised to the side of the body.
5. Halter-tops and strapless tops are not allowed. Clothing must conceal undergarments at all times. Sheer or lace shirts may not be worn unless another layer is worn underneath and no skin or undergarments are visible. All straps need to be 1 inch and cover the undergarments..
6. Oversized apparel, including baggy pants worn low on the waist (known as sagging) may not be worn at school. Torn jeans must fit all other dress code conditions and not expose undergarments.
7. Skirts, shorts, or dresses cannot be shorter than 6 inches from the top of the knee or with an 8 inch inseam. The outermost layer of clothing, including, skirts, shorts and dresses worn over leggings or any other article of clothing, cannot be shorter than 6 inches from the top of the knee or with an 8 inch inseam
8. Pajama bottoms, athletic tights, tights, or nylons may not be worn as pants.
9. Clothing or accessories shall be free of writing, pictures, or any other insignia that are crude, violent, obscene or sexually suggestive. Clothing which advocates hate speech, as identified by the Southern Poverty Law Center, or the use of tobacco, drugs or alcohol, or gang-related are otherwise considered inappropriate, should not be worn on campus.
10. Earrings, jewelry, or accessories that present a safety hazard to the wearer or others are not suitable for school. All jewelry, including facial piercings, must be removed during physical education and athletic participation.

11. Only prescription sunglasses with a note from the prescribing doctor may be worn inside during class. Other types of sunglasses may be worn outside of class or outdoors. The school will not be responsible for any item lost or broken at school, including glasses and sunglasses.
12. Any apparel identified by local law enforcement or school administration as gang-related or gang-type paraphernalia are prohibited.
13. All hats and visors must be worn properly, with the bill in the front. Hats may not be attached to pants (i.e. to belt loops) or connected to bags. (must comply with #9)

Students in violation of the dress code shall be sent to the office loaner clothes will be provided when available and parents will be contacted. Please check your student's dress before they leave for school. Additional items may be added to this list as the need arises, and at the discretion of the administrative team. In general, any item of clothing that either distracts from the educational process or may impose on the safety of the students at Riverside Preparatory School shall be excluded.

Students who are determined to violate the terms of the dress code will first be given the option to change into their personal PE clothes. If no PE clothes are available, office loaner PE clothes will be given to the student to wear for the remainder of the school day. All dress code items will be held in the administration office until the end of the school day.

School Bus Rules of Conduct and Discipline Procedures

The school transportation service is provided for the mutual welfare of all that participate. It is important to understand that riding a school bus is a privilege and not a right, and this privilege will be revoked if necessary. Section 14103 of Title 5 of the California Administrative Code states that "Pupils transported in a school bus shall be under the authority of, and direct responsibility to, the driver of the bus."

Rules of Conduct

Students must adhere to the following rules of conduct:

1. Obey the directions of the bus driver at all times.
2. Remain seated at all times.
3. Never throw any objects.
4. Keep your mouth free of any objects. No gum, candy, or food is allowed on the bus.
5. Keep the bus aisle clear.
6. Refrain from bringing glass containers
7. Keep all parts of the body (hand, arm, head, etc.) inside the bus at all times
8. Behave in an orderly manner (no wrestling, fighting, or loud voices or noises).
9. Profanity or vulgar language is absolutely prohibited.
10. Students may not be in possession of any controlled substance (tobacco, alcohol, etc.)
11. Do not disturb or damage property on the bus or at the bus stop.
12. Get on/off the bus only at regular bus stops. Students who are required to cross the street or highway at a bus stop will cross in front of the bus with the red flashing lights, and under the direction of the bus driver.
13. Keep quiet at the Railroad Tracks.
14. Do not play with emergency exit handles or doors.
15. Students will ride the same bus route everyday. Students are not able to change their bus routes or

temporarily ride on a different route. Any transportation changes (i.e., as a result of moving, custody changes, etc) must be pre approved by the transportation office.

16. No skateboards, razor scooters or any other similar device are allowed on the bus. They may not be brought onto the bus or stored under the bus.

Bus Discipline Procedures

Secondary school students who violate the rules of conduct are subject to having the privilege of riding the buses revoked. The consequences for breaking bus rules include, but are not limited to:

1. Assigned seating
2. Written/Verbal warning with parent notification (bus ticket)
3. Short-term bus suspension

Bus Danger Zones

Bus drivers shall give instructions to students regarding the danger zone prior to departing on all activity trips and during the required safe riding practice instruction that is given at least once each school year. Students who are boarding and leaving school buses shall do so very carefully, walking clear of the danger zone. If students are not met on time at the bus stop for pick up, they will be returned to the school and parents must pick them up from the office.

OGSD Bus Expectation Review

Student Name: _____ Grade: _____ Bus Route: _____

Parent/Guardian Number: _____

School bus expectations are established to ensure students have a safe ride to and from school. Since the bus ride is an extension of the school day, appropriate behavior is expected at all times.

Be Safe, Be Responsible, Be Respectful

- Talk in a quiet voice
- Enter/exit bus in a single file line
- Keep conversations between you and the people closest to you
- Follow instructions of driver and attendant
- Remain in designated seat
- Sit with your body facing the front of the bus
- Buckle seatbelt immediately upon being seated
- Share your seat with other bus riders
- Keep hands and feet to yourself
- Store personal items on lap
- Keep food/drinks properly stored in lunchbox, backpack, etc.
- Put trash in the garbage can upon exiting the bus
- Actively participate in bus drills
- Stand quietly in line at the bus stop, keeping hands to yourself
- All rules of conduct apply to the bus stop and bus loading/unloading zones
- The bus driver/district bears no responsibility for lost, stole or damaged items that are brought onto the bus.

Administrative action for student misbehavior may include:

- Parent contact
- Restricted seating
- Removal of school privileges
- Administrator facilitation of student re-entry to bus
- Identification of social/behavior skill deficits
- Assigned to targeted skill development
- Assigned detention: before/after school, recess, lunch
- Suspension from school
- Destruction of property may result in a monetary fine

Note: Cameras may be used on the school bus at anytime to record student behavior.

Student's Signature: _____ Date: ____/____/____

Parent's Signature: _____ Date: ____/____/____

Administrator's Signature: _____ Date: ____/____/____

Honor and Behavior Code

Honor Code

Students at Riverside Preparatory School agree and promise not to lie, cheat, bully, use vulgarity, vandalize, or steal, nor tolerate any student that does. Students agree and promise to report to a member of the faculty any incident or suspected incident of lying, cheating, bullying, vandalism, or stealing whether such deed was done by themselves or by another. Students are expected to act within the California Education Code at all times.

Behavior Code

Students at Riverside Preparatory School agree and promise to conduct themselves as ladies and gentlemen at all times and to treat all members of the faculty, staff, student body, and community with respect. Students agree and promise to obey and follow the directions of the faculty and staff and to obey and follow all of the rules of the school. Students agree that they will study hard, maintain an attitude of academic excellence and work diligently to achieve academic excellence.

◆ Students and the parents/guardians of students at Riverside Preparatory School acknowledge, understand, and agree to follow the Honor and Behavior Code of the school.

◆ Students and the parents/guardians of students at Riverside Preparatory School acknowledge, understand, and agree that a failure to follow the Honor and/or Behavior Code is an indicator that Riverside Preparatory School may not be the best educational placement for the student.

◆ Students and parents/guardians understand that the Honor and Behavior Code and school rules apply to students as soon as they leave their house to start school until they enter their house after school, including all school sponsored activities.

◆ Students and parents/guardians of students at Riverside Preparatory School acknowledge, understand, and agree that the final decision in all matters regarding the Honor and Behavior Code rests with the school district's cabinet.

◆ Students and the parents/guardians of students at Riverside Preparatory School acknowledge, understand, and agree that any violation of the Honor Code or Behavior Code may result in the discipline of the student up to and including dismissal from the school on the grounds that the student is not properly benefiting from placement in the school's program.

I have read and understand the Honor and Behavior code. I agree to follow the honor and behavior codes as stated above.

Student Name: _____ **(Please Print)**

Student Signature: _____

I (we) agree to support the faculty as they enforce the terms of the honor and behavior codes. I (we) agree to abide by the decision of the Executive Committee should my (our) child violate either the Honor Code or the Behavior Code and I (we) acknowledge and agree that the decision of the cabinet is final.

Parent/Guardian Name: _____ **(Please Print)**

Parent/Guardian Signature: _____

Internet Acceptable Use Policy (AUP)

ORO GRANDE SCHOOL DISTRICT

COMPUTER AND TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT

Oro Grande School District (“OGSD”) promotes the use of networked electronic devices in its instructional program in order to facilitate learning and teaching. Towards this end, students may be provided with an electronic device for educational activities at school and home. An electronic device may include, but is not limited to, a Chromebook, iPad, Windows Laptop. OGSD will make every effort to ensure that students use OGSD electronic devices and information technology services responsibly. Students are expected to act in a responsible, ethical and legal manner in accordance with this Agreement, accepted rules of network etiquette, and Federal and State law. This Computer and Technology Acceptable Use Policy Agreement (“Agreement”) provides an ethical framework for students’ use of the OGSD electronic devices in a positive and constructive manner.

STUDENT RESPONSIBILITIES

Use of the OGSD Computer and Technology:

OGSD includes, but are not limited to, the following prohibitions in regards to the use of OGSD electronic devices and technology:

- To facilitate illegal activity;
 - For commercial or for-profit purposes;
 - For non-school related work;
 - For product advertisement or political lobbying;
 - For cyberbullying, hate mail, discriminatory remarks, and offensive or inflammatory communication;
 - For unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials;
 - To access obscene or pornographic material;
 - To transmit inappropriate language or profanity on the internet;
 - To transmit material likely to be offensive or objectionable to recipients;
 - To intentionally obtain or modify files, passwords, and data belonging to other users.
 - To impersonate another user;
 - To load any games, programs, files, or other electronic media to the laptop’s hard drive;
 - To disrupt the work of other users;
 - To destroy, modify, or abuse OGSD network/internet hardware and software;
 - To create links to other websites whose content or purpose would tend to violate these guidelines;
 - To attempt to circumvent OGSD data protections measures;
 - To attempt to gain unauthorized access to restricted areas or files on the OGSD computer system; and
 - To attempt to damage or bypass any OGSD firewall and/or filtering system.
- Use of the OGSD electronic devices and technology in a prohibited manner may lead to disciplinary and/or legal action against the student.

Safekeeping of OGSD Electronic Devices:

Students shall:

- Never leave the device unattended;
 - Never loan the device to other individuals;
 - Know where the device is at all times;
 - Store the device in any provided protective gear such as cases, sleeves, and/or carrying bag;
 - Store and use the laptop in a safe location and environment to avoid loss or damage to the device;
 - Not remove the Asset Tag or other school property identifiers;
 - Charge the device's battery to increase lifespan of battery;
 - Keep food and beverages away from the device to avoid liquid or food damage;
 - Not disassemble any part of the device or attempt any repairs;
 - Not place decorations (such as stickers, markers, etc.) on the device;
 - Understand that the device is subject to inspection at any time without notice and remains the property of OGSD;
 - Notify OGSD by the next school day in the event of loss or damage to the device;
 - File a police report in case of theft, vandalism, and other acts covered by OGSD's insurance;
 - Return the device to OGSD when requested by the Technology Department for maintenance and upgrades;
 - Return the device and accessories upon demand, upon termination of enrollment and/or at the expiration of the school year in good working condition;
 - Be aware that OGSD's insurance provider may deny coverage for damage to a laptop resulting from "user abuse." Examples of "user abuse" include, but are not limited to, the following: leaving cables plugged in when storing the laptop in the carrying case which can cause broken connectors or ports; using the carrying case/sleeve for carrying textbooks, etc.; eating or drinking while using the laptop, resulting in damage to the laptop.
- Pursuant to Education Code Section 48904, the parent or guardian of a minor student shall be liable for the replacement cost for the device or other OGSD property loaned to the student that the student fails to return or that are willfully cut, defaced or otherwise damaged, adjusted annually for inflation. A student 18 years of age or older shall be liable for the same.
- Chromebook or iPad Replacement Value: \$350.00
 - Windows Laptop Replacement Value: \$700.00
 - Replacement Charger Value: \$50.00

WAIVER OF PRIVACY RIGHTS

Users of the OGSD electronic device and technology services expressly waive any right of privacy in anything they create, store, send, or receive on the OGSD electronic device or through

the Internet or any other network. Users consent to allowing OGSD to access and review all materials users create, store, send, or receive on the electronic device or through the Internet or any other network. Users understand that OGSD monitors the use of its electronic devices and network resources.

DISCLAIMER

Electronic information available to students does not imply endorsement of the content by OGSD, nor can OGSD guarantee the accuracy of information obtained on the Internet.

OGSD makes no warranties of any kind, whether expressed or implied, with respect to the information technology services it provides. OGSD will not be responsible for damages resulting from the use of OGSD electronic devices and OGSD information technology services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions.

OGSD shall not be responsible for any charges or fees resulting from access to the internet or internet resources which are not authorized in writing by OGSD.

Important Information Regarding Internet Content Filtering: The OGSD electronic device has content filtering installed to help meet Children's Internet Protection Act (CIPA) compliance rules. Each family is encouraged to place any appropriate restrictions on the use of the internet and programs on the OGSD electronic device.

I have read and understand the Computer and Technology Acceptable Use Policy Agreement. I understand that use of the OGSD electronic devices in a prohibited manner may result in disciplinary and/or legal action.

Student name: _____ **(Please Print)**

Student signature: _____ **Date:** _____

I have read the Computer and Technology Acceptable Use Policy Agreement and reviewed the Agreement with my child. I understand that I will be responsible for monitoring my child's use of the OGSD electronic device. I understand that I shall be liable for my child's willful damage to school property or failure to return school property, Pursuant to Education Code Section 48904, adjusted annually for inflation.

Parent/Guardian name: _____ **(Please Print)**

Parent/Guardian signature: _____ **Date:** _____



Riverside Preparatory Middle School Transcript Request

Please allow 3 to 5 business days for processing from the time the request is received in our office, excluding delivery. No transcript will be released if there are outstanding obligations to the school/district. RPSS MUST have the signature of the student to release transcripts. Only if a student is under 18 may a parent sign.

Order Transcripts in Person WALK-IN SERVICE

Office Address: Riverside Preparatory Middle School
19900 National Trails Highway
Oro Grande, CA 92368
760-243-4136 ext. 200
760-245-4721 (fax)

- Submit the completed Official Transcript Release form.
- Transcripts are mailed via regular United States Postal Service.

Order Transcript by Mail

- Submit the completed Official Transcript Release form.
- Transcripts are mailed via regular United States Postal Service.

Please mail the request to:

**Riverside Preparatory Middle School
PO Box 455,
Oro Grande, CA 92368
Attn: Transcripts**



Riverside Preparatory Secondary School **Transcript Request Form**

Please allow 3 to 5 business days for processing from the time the request is received in our office, excluding delivery. No transcript will be released if there are outstanding obligations to the school/district. RPSS MUST have the signature of the student to release transcripts. Only if a student is under 18 may a parent sign.

Today's Date _____

Mail Immediately? (Circle One) yes/no (same day service charge applies) Mail after

Name: (include all names ever used) _____ Street

Address: _____

City, State, Zip: _____

Phone: () _____

Dates of Attendance (or year graduated): _____

Date of Birth: _____

Signature: _____

(Signature of student, if over 18 or parent/guardian)

Mail ____ (# of copies) to address:

Mail ____ (# of copies) to address:

Fax # (if transcript is to be faxed) Attn:

Total Transcripts Requested _____



ABI Parent Link – Connecting Parents to School Information

Welcome to ABI Parent Link, your connection to grades, attendance, and homework information. To create a student or parent account, please follow the instructions below. If you have trouble creating an account or accessing information, please contact

What you will need:

- Internet-connected computer (Windows only)
- Microsoft Explorer 5.0 or newer
- Primary telephone number, with area code
- Student permanent ID number
- Verification code

Create Your Account To Begin: Go to the ABI Parent Link website:

<https://www.accessmystudent.com/orogrande/>

You will see the screen to log in. Click on *Create New Account* (located at the bottom of the screen)

Step 1: Select Account Type

Click on Parent then click *Next*.

Step 2: Enter email address and select a password

Enter your e-mail address twice for verification.

Think of a password that's secure and hard to guess. Enter it in *Choose Password* and *Retype Password*. You will use this password to access your account.

Step 3: Respond to the e-mail message from ABI Parent Link

When you click *Next* in Step 2 above, a message will be sent to your email. Open your email program, open the message from ABI Parent Link, and follow the instructions. If you do not get an email message, please repeat Step 2 and check the spelling of your e-mail address carefully.

Step 4: Enter student verification information

Note: If your email address is already in our database, this step happens automatically, and you can follow the screen prompts to finish the account set up process. If your email address is not in our database, you will need the student permanent ID number (from the letter), your home telephone number with area code, and the verification code (from the letter). Enter the information and click *Next*.

Step 5: Connect your email account to the student's contact information Our database stores all of a student's emergency contact information as separate records. This step connects your email address to the right person in that set of records.

To Finish: Go to the ABI Parent Link log on screen

Enter the address <https://www.accessmystudent.com/orogrande/> into Explorer. You will see the login on the screen again, but instead of clicking on “Create New Account,” use the e-mail address you used to create your account, plus the password you created, to access student information.

When you are finished using ABI Parent Link, please log out and close Explorer. If you wish to continue using the Internet, relaunch Explorer.

Legal Notices

Pupil Discipline: Suspension and Expulsion

Education Code 48900 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 administration of the school in which the pupil is enrolled determines that the pupil has:

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 a 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 certificated school employee, which is concurred by the principal or designee of the principal.

b. 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, an alcoholic beverage, or an intoxicant or any kind.

c. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) or Division 10 to 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.

d. Committed or attempted to commit robbery or extortion.

e. Caused or attempted to cause damage to school property or private property. 39

Revised November 2020

f. Stolen or attempted to steal school property or private property.

g. 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 or possession by a pupil of his or her own prescription products.

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

i. 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.

j. 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.

k. Knowingly received stolen school property or private property.

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

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

n. 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.

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

p. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For the purpose of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

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

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.s, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with this or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2)

(A) “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, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image

(ii) A post on a social network Internet Web Site, including, but not limited to:

(I) 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 in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means knowingly and without consent impersonates a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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

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

s. 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 provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

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

u. For a pupil subject to discipline under this section, the superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in section 48900.5.

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

In addition to the reasons specified in Sections 48900, a pupil may be suspended from school or recommended for expulsion if the administration of the school in which the pupil is enrolled determines that the pupil has:

48900.2

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.

48900.3

Caused, attempted to cause, threatened to cause, or participated in an act of hate, violence, as defined in subdivision (e) of Section 233, for pupils grades 4 to 12 inclusive.

48900.4

Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect or materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile education environment, for pupils in grades 4 to 12 inclusive.

48900.7

(a) The pupil has made terroristic threats against school officials or school property, or both. (b) For the

purpose of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000.00), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Education Code 48900.1

(a) The governing board of each school district may adopt a policy authorizing teachers to require parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of the school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.

Laser Pointers (P.C. 417.27)

No student shall possess a laser pointer on any elementary or secondary school premises unless possession of a laser pointer is for a valid instructional or other school related purpose.

Pupil Discipline: 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, vice principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his/her duties of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provision of Section 48900.

Vandalism/Graffiti – Students (Board Policy 5131.5)

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

Asbestos Management Plan

Code of Regulations, Title 40, states that each school site in the district has an AHERA Report (Asbestos Hazard Emergency Response Act), which identifies where asbestos is located at the school and the conditions of those areas. A copy of the school report is available at the school site

Bullying Board Policy 5131.2(a)

Students

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with the involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools) (cf. 6020 - Parent Involvement)

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 - Positive School Climate)

(cf. 6164.2 - Guidance/Counseling Services)

The district may provide students with instruction in the classroom or other educational settings that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6163.4 - Student Use of Technology)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of discrimination, harassment, intimidation, or bullying shall take immediate steps to intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students & Parents may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying, harassment or intimidation. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. This document can be found on the OGSD website under District Documents; subtab Policies & Procedures. In addition to this, there is also a Harassment, Intimidation and Bullying report on the OGSD website that can be completed in lieu of or instead of the UCP.

[Google Form for Complaint](#)

(cf. 1312.3 - Uniform Complaint Procedures)

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the

impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Title IX

Oro Grande School District ("OGSD") is committed to providing a safe and equitable learning environment for all students. With this responsibility, we provide the following information pursuant to Education Code section 221.61

Individuals who believe they have been discriminated against in violation of Title IX may file a complaint with the District Title IX Coordinator or the United States Department of Education's Office for Civil Rights ("OCR"). A person may pursue one or both of these avenues at the same time. Please see the sub-heading "Universal Complaint Process" below for the UCP formal complaint process.

1. For information regarding student rights under Title IX, please visit: [The California Office of Equal Opportunity](#)
2. [The United States Department of Education Office for Civil Rights](#)

Sexual Harassment

- Sex discrimination under Title IX includes sexual harassment and sexual violence.
 - "Sexual Harassment" - Conduct on the basis of sex that meets one of the following conditions:
 1. An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
 2. Unwelcome conduct determined by a reasonable person to be **so severe, pervasive, and objectively offensive** that it effectively denies a person equal access to the recipient's education program or activity; or
 3. Sexual assault, dating violence, domestic violence, or stalking as defined in federal law.
- *As of May 6, 2020, new regulations define "sexual harassment" to include other things, "unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access".**

SUCH CONDUCT NOW MUST MEET ALL THREE CATEGORIES - SO SEVERE AND PERVASIVE AND OBJECTIVELY OFFENSIVE - IN ORDER TO QUALIFY AS SEXUAL HARASSMENT FOR TITLE IX PURPOSE. Sexual Harassment may include acts of sexual violence. Sexual Harassment is a form of sex discrimination prohibited by Title IX.

Suicide Prevention

You Matter! Ask for Help.

Available 24 hours a day- 7 days a week

National Suicide Prevention Lifeline:

English- 1800- 273-8255

Espanol - 1-888-628-9454

San Bernardino County Behavioral Health- High Desert: (760) 245-8837

Crisis Text Line: Text Home to 741741

For more information or resource help, please contact **LaDay Smith, Director of Student Services @ (760) 243-5884 ext. 145, lsmith@orogrande.org**

Uniform Complaint Process

The Oro Grande School district has adopted a process for filing a formal complaint under the Uniform Complaint Procedure (UCP). The UCP process can be used for filing formal complaints regarding unlawful discrimination, harassment, intimidation, or bullying on the basis of sex, sexual orientation, gender, gender identity, or gender expression.

A UCP complaint requires a written statement that provides the name of the person filing the complaint and contact information, the name or name(s) of person(s) subjected to the alleged Title IX violation, the name of the educational institution, a description of the alleged Title IX violation, a report of any retaliation suffered by the person filing the complaint, the date(s) of incident(s) which allegedly violated Title IX, and any attempt to address the alleged violation including contacting the site principal or other administrator or the District office responsible for overseeing the school site. The person or organization filing the complaint need not be a victim of the allegation but may complain on behalf of another person or group.

Time Requirement:

The UCP process requires that a complaint filed within 6 months of the alleged incident or the date the complainant become aware of the alleged violation. If you have questions about this limit, or if you believe your complaint may be outside this time requirement but want to explore other options, please contact the Title IX Coordinator.



Oro Grande School District

Derrick Deltons, Ed.D.
Superintendent

UNIFORM COMPLAINT PROCEDURE

Extracted From AR 1312.3 Community Relations

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

Scott Heitman
Executive Director of Special Services
19900 National Trails Highway
Oro Grande, CA 92368
(760) 243-5884 Ext. 233
sheitman@orogrande.org

The Superintendent 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.

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with applicable state and/or federal laws and regulations and/or alleging discrimination in adult education, consolidated categorical aid programs, migrant education, career technical education and training programs, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements. (Title 5 California Code of Regulations (T5CCR) 4610)

The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on, actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics, or any program or activity that receives or benefits from state financial assistance. [Government Code 11135, Education Code 200, Education Code 220, T5CCR 4610]

The District shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations. [T5CCR 4620]

The District shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination and seek to resolve those complaints in accordance with the District's Uniform Complaint Procedures. [T5CCR 4610, 4620, and 4621]

There will be annual dissemination of a written notice of the District's complaint procedures to students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties. [T5CCR 4622] Additionally, the district shall use uniform complaint procedures to address complaints regarding insufficiency of instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and/or teacher vacancy or mis-assignment issues as provided in Administrative Regulation 1312.4. The District shall use uniform complaint procedures to address complaints regarding noncompliance with requirements related to accommodations for lactating students, educational rights of foster youth and homeless students, assignment of students to courses without educational content for more than one week per semester or to courses they have previously completed, and physical education instructional minutes.

Notifications

The Superintendent Designee shall meet the notification requirements of Title 5 California Code of Regulations 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Chief Human Resource Officer, Human Resource Services shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

Complainants will receive written acknowledgement identifying the person(s), employee(s), or agency positions(s), or unit(s) responsible for receiving complaints, investigating complaints and ensuring District compliance. The written acknowledgement will also include a statement that ensures that such person(s), employee(s), position(s), or unit(s) responsible for compliance and/or investigation shall be knowledgeable about the laws/programs that he/she is assigned to investigate. [T5 CCR 4621, 4631]

Procedures

The following procedures shall be used to address all complaints which 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 the Title 5 California Code of Regulations 4632.

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.

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 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. [T5 CCR 4630]

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.

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. [T5 CCR 4600]

Step 2: Mediation

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

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 timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. [T5 CCR 4631]

Step 3: Investigation of Complaint

The compliance officer shall make all reasonable efforts to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representatives shall have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. [T5 CCR 4631]

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstructions of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations. [T5 CCR 4631]

Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. [T5 CCR 4631]

Step 4: Response

Within 60 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 #5 below unless the complainant agrees in writing to an extension of time. [T5 CCR 4631]

Step 5: Final Written Decision

The report of the district's decision shall be in writing and sent to the complainant. [T5 CCR 4631]

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 of the complainants choosing will interpret it for the complainant.

The report will contain the following elements [T5 CCR 4631]:

1. The findings of fact based on the evidence gathered.
2. Conclusion of law.
3. Disposition of the complaint.
4. The rationale for such a disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the District's decision to the California Department of Education (CDE).
7. Procedures to be followed for initiating an appeal to CDE.

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.

Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. The District ensures that complainants are protected from retaliation and that the identity of a complainant alleging discrimination will remain confidential as appropriate, 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. [T5 CCR 4621]

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

Appeals 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 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. [T5 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. [T5 CCR 4652]

The California Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with Title 5 California Code of Regulations 4622.

Program Administrators

To obtain further information and forms regarding Uniform Complaint Procedures, please contact:

Compliance Officer:
Scott Heitman, Executive Director of Special Services
Oro Grande School District
19900 National Trails Highway
Oro Grande, CA 92368
(760) 243 – 5584 Ext. 233
sheitman@orogrande.org

UNIFORM COMPLAINT (UC) PROCEDURES SHALL BE AVAILABLE FREE OF CHARGE:

Contact: Executive Director of Special Services (760) 243-5884 Ext. 233

Williams Complaint Classroom Notice for 2018-2019

ORO GRANDE SCHOOL DISTRICT

Notice to Parents, Guardians, Pupils, and Teachers

Pursuant to California *Education Code* § 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at www.orogrande.net. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

May 2017

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)) (cf. 6159.4 - Behavioral Interventions for Special Education Students)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
32282 Comprehensive safety plan
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
48900-48925 Suspension or expulsion
48985 Translation of notices

PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor 647.7 Use of camera or other instrument to invade person's privacy; punishment 653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094
Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012 Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011 Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010 Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

CSBA: <http://www.csba.org>

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss> Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr> (3/12)
4/13