



Division of Student Programs and Services

ANNUAL NOTIFICATION

Parent Rights and Responsibilities 2021–2022



Annual Notification Parent Rights and Responsibilities

Dear Parents/Guardians:

California Education Code Section 48980 requires school districts/county offices to notify the parents/guardians of their annual rights and responsibilities. The law requires the parents/guardians to sign a notification form and return it to their child's school. The signature is an acknowledgement that the parents/guardians have been informed of their rights and responsibilities; however, it does not indicate that consent to participate in any particular program has been given or withheld.

Some legislation requires additional notification to the parents/guardians during the school term or at least 15 days prior to a specific activity. A separate letter will be sent to parents/guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents/guardians file a statement in writing requesting that their child not participate with the principal of the school. Other legislation grants certain rights that are delineated in this notification.

Annual Notification

Parent Rights and Responsibilities

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ACKNOWLEDGEMENT OF RECEIPT AND REVIEW.55

ATTENDANCE, RESIDENCY AND ENROLLMENT

RCOE Alternative Education Attendance Procedures

Excused Absences – EC §§ 46014 and 48205

The right or responsibility of the parent or guardian under Sections 46014 and 48205 for attendance are included in this notice (EC § 48980(a))

No pupil may have his or her grade reduced or lose academic credit for any absence or absences excused under EC 48205, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. The full text of EC 48205 is included in this annual notification (EC § 48980(j)).

EC § 48205, allows a pupil's attendance at his or her naturalization ceremony to become a United States citizen to be deemed an excused absence for purposes of computing average daily attendance (ADA).

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

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

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

- (1) Due to the pupil's illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

- (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (11) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

Avoiding Absences, Written Excuses: EC §§ 48263, 48267, 48268, 48269, WIC 236, 601, 601.3, 653.5, 654, 651.5

RCOE urges parents to make sure their children attend school regularly and to schedule medical, dental, counseling and other appointments after school, on the weekend if possible or during school holidays. RCOE also asks that travel or other absences be avoided during the time that school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences. Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.

Tardiness: EC 48260 (a)

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. A student will be classified as truant if they are tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year.

Absence for Confidential Medical Service - EC § 46010.1

The law permits schools to excuse pupils in grades 7 to 12 for the purpose of obtaining confidential medical services without consent of parent or guardian.

Absence for Religious Instruction - EC § 46014

Pupils with parent consent are allowed to be excused to participate in religious exercises/instruction.

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

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

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

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

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

Truancy Definitions - EC §§ 48260, 48262 and 48263.6

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered an habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.

Tuant Consequences – EC 48263, 48267, 48268, and 48269; WIC 236, 601, 601.3, 653.5, 654, 651.5

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

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

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

Chronic Absenteeism – EC § 60901

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

Notification of Minimum Days and Pupil Free Staff Development Day EC § 48980(c)

RCOE Alternative Education and CBK have minimum days every Wednesday of the school year for staff development.

Attendance Options/Permits – EC § 48980(h)

RCOE Alternative Education and CBK accept students from all attendance areas. The law requires the annual notification to advise parents or guardians of all existing statutory attendance options and local attendance options available in the school district, including all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis.

Notification to include a description of all options, a description of the procedure for application to alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. Notification to also include an explanation of the existing statutory attendance options including, but not limited to, those available under EC 35160.5, 46600 *et seq.*, 48204(b), 48300 *et seq.*, and 48350 *et seq.*

Attendance/Residency Requirements – EC §§ 48200 and 48204

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

school district; or a pupil residing in a state hospital located within the boundaries of the school district.

Eliminates the July 1, 2017 sunset of the provisions in existing law that authorize a student to enroll in a school where at least one parent or legal guardian of the student is employed, rather than where the student resides. Provides that a pupil complies with a school district's residency requirements in instances where the pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of 3 days during the school week. By requiring a school district to allow those pupils to attend a public school within the school district, thereby increasing the duties of a school district, imposes a state-mandated local program.

A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week. Residency is established when a pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of 3 days during the school week.

Residency Investigations – EC § 48204.2

RCOE Alternative Education and CBK do not undertake residency investigations. If a school district elects to undertake an investigation, as specified, require the governing board of the school district to adopt a policy regarding the investigation of a pupil to determine whether the pupil meets the residency requirements for school attendance in the school district before investigating any pupils. Requires the policy to, among other things, identify the circumstances upon which the school district may initiate an investigation, describe the investigatory methods that may be used, including whether the school district will be employing the services of a private investigator, prohibit the surreptitious photographing or video-recording of pupils who are being investigated, as provided, and provide for an appeal process, as specified. Requires the policy to be adopted at a public meeting of the governing board of the school district.

Interdistrict Attendance – EC § 46600 *et seq.*

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

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

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

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

Each school district shall post their inter-district policy agreements and local district caps on their district and/or school websites. Reasons for approval and denial of inter-district transfer requests must be updated on the district website according to board policies. The County appeals process will be offered with the final denial in writing by the school district. The County appeal process may take up to a maximum of two months. If you have any questions about the inter-district process please call the RCOE at 951-826-6054

Involuntary Transfer – EC §§ 48980(n), 48929

A school administrator may recommend an involuntary transfer of a student if convicted of a violent crime and if the victim attends the same school. Parents must be notified in writing and have the right to a meeting with the administration. The school will first attempt to resolve any conflict prior to transferring. Periodic reviews will be considered for returning to the school site if there is no on-going danger to either student or others on campus. The school board makes the final decision.

School Admissions: Pupil Residency: Pupils of Departed Parents: School District Reimbursement - SB 257

Deems that a student meets residency requirements for school attendance in a school district if he or she is a student whose parent was a resident of California and has departed California against his/her will.

Charter Schools: Pupil Admissions, Suspensions, and Expulsions - EC §§ 47605 and 47605.6

The CBK Charter School petition comprehensively describing when pupils may be suspended, expelled, or involuntarily remove from the charter school, including compliance with due process requirements. The CBK charter school encourages the participation of parents for increased parental involvement, but it is not a requirement for acceptance to, or continued enrollment at, the Charter School.

Charter School Complaint Notice - EC § 47605(d)(4)

The CBK Charter School does not discourage parents from enrolling for any reason. Charter schools are not allowed to discourage a pupil from enrolling or seeking to enroll in the charter school because the pupil exhibits any characteristics such as students with disabilities, academically low-achieving, English learners, neglected or delinquent, homeless, socially economically disadvantaged, foster youth, or based on nationality, race, ethnicity, or sexual orientation. Charter schools are not allowed to request a pupil's records before enrollment or encourage a child who is enrolled in a charter school to dis-enroll or transfer.

Pupil Enrollment: Military Dependents - SB 455

Provides that a pupil complies with residency requirements if the pupil's parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order, and requires a parent to provide proof of residence in the school district within 10 days after the published arrival date provided on official documentation.

Migrant Pupil School of Origin EC § 48204 (AB 1319 Arambula)

Migrant pupils may continue attending RCOE Alternative Education schools and the CBK Charter School at the time residence changed and the impact of remaining in the school of origin on the eligibility of that pupil to receive migrant education services. Requires school districts to inform migrant pupils of their ability to continue attending their school of origin as the local school student attended at the time residence changed and the impact of remaining in the school of origin on the eligibility of that pupil to receive migrant education services. Districts will allow the child to continue through the duration of the school year for grades 1 to 8, or through high school graduation if enrolled in grades 9-12. If the residence move is made during matriculation from elementary to middle, or middle to high school, the migratory child shall be allowed to continue to the school for matriculation in that school district, with immediate enrollment. Transportation is not required to be provided if not already required by federal law.

HEALTH SERVICES

Child Health and Disabilities Prevention Program - H&SC § 124085

Requires that the parents of kindergarten and first grade pupils be informed of the requirement of physical examination for first grade enrollment and availability of free health screening through local health department. Requires up to five days of exclusion for failure to comply or sign a waiver.

Concussion and Head Injuries – EC § 49475

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. A school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. RCOE Alternative Education and CBK Charter School do not have interscholastic sports programs outside of the school day. These provisions would not apply to an athlete engaged in an athletic activity during the regular school day or as part of a physical education course.

Confidential Medical Services – EC § 46010.1

RCOE Alternative Education and CBK Charter School authorities may excuse any pupil in grades 7 to 12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. Notice may be included with any other notice given pursuant to Education Code.

Continuing Medication Regime - EC § 49480

Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician.

With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Emergency Treatment for Anaphylaxis – EC § 49414

RCOE Alternative Education and CBK Charter School provide emergency epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors to provide emergency medical aid to persons suffering or reasonably believed to be suffering from a life-threatening severe allergic reaction (anaphylaxis).

Entrance Health Screening – HSC §§ 124085, 124100, 124105

State law requires that the parent or legal guardian of each pupil provide the school within 90 days after entrance to first grade documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program

Administration of Epilepsy Medication – EC § 49414.7

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

Feminine Hygiene Products: Public School Restrooms - AB 10

RCOE Alternative Education and CBK Charter School 50% of the school's restrooms with feminine hygiene products, as defined. RCOE Alternative Education and CBK Charter School do not charge for any menstrual products, including feminine hygiene products, provided to pupils.

Health Care Coverage – EC § 49452.9

RCOE Alternative Education and CBK Charter School provide parents/guardians information about health care coverage options and enrollment assistance. Schools may also include a factsheet with its enrollment forms explaining basic information about affordable health care coverage options for children and families.

Immunizations – HSC §§ 120325, 120335, 120338, 120365, 120370, and 120375

The County Superintendent of Schools or designee shall not unconditionally admit any student to a County Office of Education elementary or secondary school, preschool, or child care and child development program for the first time nor after July 2016, admit or advance any student to grade 7 unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases:

1. Measles, mumps, rubella (MMR)
2. Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap)
3. Poliomyelitis

4. Hepatitis B vaccine
5. Varicella (chickenpox)
6. Haemophilus influenza type b (Hib meningitis)
7. Any other diseases designated by the CDPH

However, full immunization against hepatitis B shall not be a condition by which the County Superintendent or designee shall admit or advance any student to grade 7.

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the County Office of Education shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related service required by his/her IEP regardless of whether the student is fully immunized.

Exemptions from one or more immunization requirements shall be granted under any of the following circumstances:

1. The parent/guardian files with the County Office of Education a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe. The statement shall indicate the specific nature and probable duration of the medical condition or circumstances, including, but not limited to family medical history, for which the physician does not recommend immunization.
2. Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.
3. Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools.

Conditional Enrollment: The County Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that:

1. The student has not received all the immunizations required for his/her age group, but has commenced receiving doses of all required vaccines and is not due for any other doses at the time of admission.
2. The student has a temporary exemption from immunization for medical reasons pursuant to item #1 in the section "Exemptions" above.

The County Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all remaining doses as specified in 17 CCR 6035.

In addition, a transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from

school until the required immunizations have been administered.

The County Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until the student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received.

The County Superintendent or designee shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or County Office of Education staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that he/she is properly immunized.

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or an exemption is granted in accordance with the section "Exemption" above.

Before an already admitted student is excluded from school attendance because of lack of immunization, the county Superintendent shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate exemption. The notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any.

The County Superintendent or designee shall exclude from further attendance any already admitted student who fails to obtain the required immunization within 10 school days following parent/guardian's receipt of the notice specified above. The student shall remain excluded from school until he/she provides written evidence that he/she has received a dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or site administrator.

Exclusion Due to Exposure to Disease: If the County Office of Education has good cause to believe that a student has been exposed to a disease listed in section "Immunizations" above and his/her documentation of immunization does not show proof of immunization against that disease, that student may be temporarily excluded from school until the local health officer informs the County Office of Education in writing that he/she is satisfied that the student is no longer at risk of developing or transmitting the disease.

Instruction for Pupils with Temporary Disabilities – EC §§ 48206.3, 48207 and 48208

Individualized instruction is available to students with temporary disabilities whose disability makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable. Parents of students hospitalized or with a temporary disability shall notify the school district where the student receives care if an individualized instruction program is desired.

Lactating Pupils – EC § 222

RCOE Alternative Education and CBK Charter School provide, only if there is at least one lactating pupil on the school campus, reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs

related to breast-feeding. These reasonable accommodations include, but are not limited to, access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child, permission to bring onto a school campus any equipment used to express breast milk, access to a power source for that equipment, and access to a place to safely store expressed breast milk.

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

Administration of Prescribed Medication for Pupils – EC §§ 49423 and 49423.1

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

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

Administration of Medicinal Cannabis at School EC § 49414.1 (SB 223 Hill)

Provides under the Compassionate Use Act of 1996, the enactment of Jojo's Act which would authorize the governing board of a school district, county board of education or the governing body of a charter school with student in grades Kindergarten through 12, to adopt a policy to allow a parent or guardian of a pupil to possess and administer medicinal cannabis, excluding smoking or vaping form. Policy and procedures are to be school board reviewed and approved and medical records are to remain confidential, including the required sign-in and sign-out of parent or guardian before and after administering according to the valid written medical recommendation to be kept on file at the school. The policy shall not require any staff to administer. All materials shall be removed and discarded appropriately after administration by parent or guardian.

Medical or Hospital Service - EC § 49472

RCOE Alternative Education and CBK Charter School do not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

Mental Health - EC § 49428

In order to initiate access to available pupil mental health services, students may contact the following mental health provider: Wylie Center at the school site. RCOE Alternative Education and CBK Charter School notify parents at least twice per year. This is one time through our Annual Notification and the second time through the Student-Parent Handbook.

Oral Health Assessment – EC § 49452.8

Requires a pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, to no later than May 31st of the school year present proof of having received an oral health assessment that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil. Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year.

Physical Examination – EC §§ 49451, EC 48980(a)

At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under EC 49451. 20 USC 1232h: Requires notification to parents of pupils, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or is expected to be scheduled that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and is not necessary to protect the immediate health and safety of the pupil or other pupils. Notification to offer parents an opportunity to opt pupils out of participation in the activity.

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

Sun Protective Clothing/Use of Sunscreen - EC § 35183.5

RCOE Alternative Education and CBK Charter School allow for outdoor use of sun-protective clothing. Further provides for the use of sunscreen by students during the school day and authorizes sites to establish policy.

STUDENT CONDUCT AND DISCIPLINE

School Rules – EC § 35291, EC § 48980(a)

At the beginning of the first semester or quarter of the regular school term, RCOE Alternative Education and CBK Charter School notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Section 35291.

Student Conduct – EC § 51100

RCOE Alternative Education and CBK Charter School ensure that parents and guardians of students enrolled in school have the right and have the opportunity, as mutually supportive and respectful partners in the education of their children. RCOE Alternative Education and CBK Charter School inform parents through the Student-Parent Handbook in advance about school rules, including disciplinary rules and procedures in accordance with Section 48980, attendance policies, dress codes, and procedures for visiting the school.

Duty Concerning Conduct of Pupils - EC § 44807

Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

Duties of Pupils - 5 CCR § 300

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

Dress Code/Gang Apparel EC § 35183

RCOE Alternative Education and CBK Charter School adopted a reasonable dress code.

Laser Pointers - PC § 417.27

RCOE Alternative Education and CBK Charter School prohibit possession of a laser pointer for any student, unless possession is for valid instructional or other school related purpose.

Electronic Listening or Recording Device or Electronic Signaling Device – EC §§ 48901.5 – EC 51512

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

Pupil Admissions, Suspensions, and Expulsions - AB 1360 Amends EC § 47605

The CBK Charter School petition contains information related to when pupils may be suspended, expelled or involuntarily removed from the charter school, authorizes additional charter school admissions preferences, and requires charter schools to notify parents that parental involvement is not a requirement for acceptance or continued enrollment at the charter school.

Pupil Discipline: Suspension: Informal Conference - AB 667

Current law requires a suspension by the principal, the principal's designee, or the district superintendent of schools to be preceded by an informal conference conducted by the

principal, the principal's designee, or the district superintendent of schools between the pupil and, whenever practicable, the teacher, supervisor, or school employee who referred the pupil to the principal, the principal's designee, or the district superintendent of schools. Current law requires a pupil, at the conference, to be informed of the reason for the disciplinary action and the evidence against him or her, and given the opportunity to present his or her version and evidence in his or her defense. This bill requires a pupil, at the conference, to also be informed of the other means of correction that were attempted before the suspension.

Pupil Discipline: Legal Consult Prior to Custodial Interrogation of Minor under Age 16 SB 395-Section 625.6 of Welfare and Institutions Code

Beginning January 1, 2018, minors under the age of 16 must consult with legal counsel prior to a custodial interrogation and before waiving their *Miranda* rights. Existing law requires a peace officer to advise minors of their rights by providing a *Miranda* warning. But if the minor or parent waives those rights, officers can interrogate the minor. Senate Bill (SB) 395, which adds section 625.6 to the Welfare and Institutions Code, will prohibit a law enforcement officer from conducting a custodial interrogation or accepting a waiver of *Miranda* rights by a minor 15 or younger until the minor has had an opportunity to consult with legal counsel. This consultation must occur in person, by telephone or by video conference and may not be waived.

SB 395 requires a court to consider the impact of a peace officer's failure to provide such legal consultation in determining the admissibility of statements the minor made during or after a custodial interrogation. SB 395 provides limited exceptions to its consultation requirement. The new law does not require probation officers to comply with its requirements and also excludes questions related to obtaining information believed to be necessary to protect life or property from an imminent threat.

SB 395 creates new issues for police and other public agencies, including schools, when dealing with minors and illegal or inappropriate conduct. School districts that rely upon interviews of students by school district police department officers or contract school resource officers (SRO) in relation to student discipline proceedings may wish to review those practices for conformance with the new law, which covers potential criminal misconduct occurring on school campuses. In particular, school districts may wish to review how and when a law enforcement officer or an SRO may become involved with investigations of student misconduct.

Grounds for Suspension and Expulsion – EC § 48900 *et seq.*

A pupil shall not be suspended from school or recommended for expulsion, unless the Riverside County Superintendent of Schools or the RCOE Alternative Education and CBK Charter School principal in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020. (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. (4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, video, or image.
 - (ii) A post on a social network internet website, including, but not limited to:
 - (I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) (I) An act of cyber sexual bullying.
 - (II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1).

A photograph or other visual recording, as described in this sub-clause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

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

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

- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w) (1) 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. (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and school-wide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

EC 48900.2. Sexual Harassment

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 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.

EC 48900.3. Hate Violence

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

EC 48900.4. Harassment, Threats or Intimidation

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

EC 48900.5. Limitations on Imposing Suspension

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49072. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

EC 48900.7. Terroristic Threats

a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and

specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Attendance of Suspended Pupil's Parent of Guardian - EC § 48900.1

If a teacher suspends a pupil, the teacher may require the child's parent to attend a portion of the school day in his or her child's classes. Employers may not discriminate against parents who are required to comply with this requirement.

SCHOOL SAFETY

Asbestos Management Plan – 40 CFR 763.93

Requires the school district, at least once each school year, to notify in writing parent, teacher, and employee organizations of the availability of a complete, updated management plan for asbestos-containing material in school buildings and shall include in the management plan a description of the steps taken to notify such organizations, and a dated copy of the notification.

Bullying Prevention – EC §§ 234.4, 32283.5

RCOE is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp>

If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact our district counseling liaison available to assist you in identifying and stopping this behavior at: 951-826-6595.

Permit Requests for Victims of Bullying EC § 46600 (AB 1127 Luz Rivas)

RCOE Alternative Education and CBK Charter School approve an intra-district transfer for a victim of an act of bullying. Even without an agreement to the desired district, the resident district shall not deny an application to transfer to another district through the Inter-district process for a victim of bullying, similar to the requirement to release a child of an active military duty parent. Proposed school districts are required to accept all pupil applications and be given priority for Inter-district attendance for transfer until the school district is at maximum capacity, according to existing local inter-district policies. If the student is a child of active military duty parent or a victim of an act of bullying and is eligible for free or reduced meals, then the school district of enrollment shall provide transportation upon request of the parent or guardian, not to exceed the supplemental grant per EC 42238.02.

Internet Site access to Suicide Prevention policies – EC §234.6 (AB 34 Ramos)

RCOE Alternative Education and CBK Charter School provide a bullying policy in a prominent location on existing internet website, easily accessible to parents or guardians and pupils.

Camera Surveillance on School Property PC 647(j)

RCOE Alternative Education and CBK Charter School have surveillance cameras on campus which are not hidden, nor shared with outside agencies, but are used to monitor safety and security on school campus. Concealed video or still photos are prohibited by law, as are cameras that are installed where there is a reasonable expectation of privacy.

Child Abuse and Neglect Reporting – PC § 11164 et seq

RCOE Alternative Education and CBK Charter School staff members are required by law to report cases of child abuse and neglect whenever staff have a reasonable suspicion. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies.

Civility on School Grounds – CC § 1708.9, EC § 32210

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500). It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

Controlled Substances: Opioids– EC § 49476

RCOE Alternative Education and CBK Charter School provide documentation to students who participate in athletics a specified factsheet regarding prescription opioids. RCOE Alternative Education and CBK Charter School authorities provide facts regarding the risks and side effects of opioid use each school year to athletes. Parents and student athletes must sign acknowledgement of receipt of the document annually.

Dangerous Objects

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

Disaster Preparedness Educational Materials – EC § 32282.5

Natural and human-caused disasters affect everyone which is why it is important to be prepared at home, at school, at work, and in the community. Parents and guardians are encouraged to review the safety educational materials provided on the California Department of Education Web page at: <http://www.cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp>. The materials are available in multiple languages and can be used to help families prepare for different types of emergencies and crisis.

Electronic Nicotine Delivery Systems (e-cigarettes)

RCOE prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Section 119405 of

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

Gun-Free School Zone – PC 626.9 and 30310

A person holding a valid license to carry a concealed firearm may not carry a firearm on the grounds of a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive, or within a distance of 1,000 feet from the grounds of the public or private school. (There is an exemption for certain appointed peace officers who are authorized to carry a firearm by their appointing agency and for certain retired reserve peace officers who are authorized to carry a concealed or loaded firearm.)

Megan's Law - Sex Offender Information - Penal Code 290.45, 290.46

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

Off-campus Lunch – EC § 44808.5

School districts may permit students enrolled at any high school to leave the school grounds during the lunch period. The school district and its officers or employees are not liable for the conduct or safety of any student who leaves school grounds during lunch period. RCOE Alternative Education and CBK Charter School do not offer an off-campus lunch option.

Persistently Dangerous Schools – 20 USC 7912

RCOE Alternative Education and CBK Charter School have a written policy stating that students who attend a persistently dangerous school must be allowed to attend a safe public school. The written policy is communicated to all parties.

Pesticide Products – EC §§ 17612, 48980.3

RCOE Alternative Education and CBK Charter School send an annual notification to include information on pesticide products as specified in EC 17612(a). RCOE Alternative Education and CBK Charter School annually provide to all staff and to parents or guardians of pupils enrolled at the school written notification of the name of all pesticide products expected to be applied at the school site during the upcoming year. Notification to identify the active ingredient(s) in each pesticide product, an Internet address on pesticide use and reduction developed under Food and Agricultural Code 13184, the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan, and any other information deemed necessary by the school designee. The notice shall provide staff and parents or guardians the opportunity to register with the school if they wish to receive notification of individual pesticide applications at the school.

Possession of a Firearm in a School Zone - AB 424

Deletes the authority of a school district superintendent, his or her designee, or equivalent school authority to provide written permission for a person to possess a firearm within a school zone. By expanding the scope of a crime, the bill creates a state-mandated local

program. The bill exempts from that crime the activities of a program involving shooting sports or activities that are sanctioned by a school, school district, college, university, or other governing body of the institution, as specified, and the activities of a certified hunter education program, as specified. The bill makes other conforming changes to related provisions.

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

It is the policy of the State of California to ensure that all local education agencies continue to work to reduce discrimination, harassment, violence, intimidation, and bullying. It is further the policy of the state to improve pupil safety at schools and the connections between pupils and supportive adults, schools, and communities. As such, school districts must adopt policies and procedures that address the following:

1. A policy that prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in PC 422.55 and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.
2. A policy that applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district.
3. A process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying that shall include, but not be limited to all of the following:
 - (a) A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so.
 - (b) A timeline to investigate and resolve complaints that shall be followed by all schools under the jurisdiction of the school district.
 - (c) An appeal process afforded to the complainant should he or she disagree with the resolution of a complaint filed.
 - (d) Maintenance of complaints and their resolution for a minimum of one review cycle.
 - (e) Manner to ensure that complainants are protected from retaliation and that their identities remain confidential, as appropriate.
4. Identification of a responsible local educational agency officer for ensuring compliance.

In addition, a copy of the policy and information about the manner in which to file a complaint, to pupils, parents, employees, agents of the governing board, and the general public shall be posted in all schools and offices, including staff lounges and pupil government meeting rooms. Notice to be in English, and when applicable under EC 48985, the primary language or mode of communication of the recipient.

RCOE is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination,

harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion.

School Buses –Passenger Safety - EC § 39831.5

RCOE Alternative Education and CBK Charter School provide safety regulations to all students.

School Buses: Adult Volunteer Transportation AB 1453

Authorizes the governing board of a school district to provide for the transportation of adult volunteers to and from educational activities authorized by the school district.

School Safety Plan – EC § 32280 et seq.

The RCOE Community School, Court School, and CBK Charter School annual update and post the Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

School Visiting Procedures – EC § 51101(A)(12), PC 627.6

RCOE Alternative Education and CBK Charter School post at every entrance a notice setting forth the visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

In the RCOE Alternative Education and CBK Charter School, all visitors and outsiders, as defined in law, local policy of the host school, and administrative regulations, shall register immediately upon entering any school building or grounds. Parents/Guardians and members of the media (including a publisher, editor, reporter, or other person connected with or employed by a newspaper, magazine, other periodical publication, press association or wire service, radio station, or television station) shall register upon entering school premises during school hours (95 Ops.Cal.Atty.Gen. 509, 1996). When a Riverside County Office of Education class/program is located on a school district site, the policy and guidelines of the host school shall prevail for this purpose.

Unless otherwise directed by the site administrator or designee, a staff member shall accompany visitors/outsideers while they are on school grounds.

The site administrator or designee shall provide a visible mean of identification for all individuals, including parents/guardians, who are not students or staff members while on school premises. Volunteers, visitors, parents/guardians, substitute employees, vendors and contractors shall wear a badge or other visible means of identification for the duration of their time on school premises. Students and staff should wear visible means of identification, if available.

The County Office of Education encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the County Office of Education's complaint processes if they have concerns with any County Office of Education program or employee. In accordance with Penal Code 626.7, the site administrator or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive

behavior, immediately leave school grounds. The County Office of Education recognizes that under California law, any person whose conduct materially disrupts classwork or extracurricular activities or causes a disturbance on school grounds may be guilty of a misdemeanor and subject to fine, imprisonment, or both. When such conduct occurs, the County Superintendent of Schools may take action leading to the imposition of these penalties.

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

Outsiders shall register upon entering school premises during school hours. Any person other than the following is considered an outsider: (Evidence Code 1070; Penal Code 627.1, 627.2)

1. A student of the school, unless currently under suspension.
2. A County Board of Education member or County Office of Education employee.
3. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request.
4. A representative of a school employee organization who is engaged in activities related to the representation of school employees.
5. An elected public official.

In order to register, an outsider shall, upon request, furnish the site administrator or designee with the following information: (Penal Code 627.3)

1. His/her name, address, and occupation.
2. His/her age, if less than 21.
3. His/her purpose for entering school grounds.
4. Proof of identity.
5. Other information consistent with the provisions of law.

The site administrator or designee may refuse to register any outsider if he/she reasonably concludes that the individual's presence or acts would disrupt normal school operation; threaten the health and safety of students or staff; would result in damage to property; or would result in the distribution or use of a controlled substance. The site administrator or designee or school security officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff (Penal Code 627.4). If such a person is a parent/guardian, appropriate consideration and accommodations will be made with respect to their legal right to participate in their student's education.

When an outsider fails to register, or when the site administrator or designee denies or revokes an outsider's registration privileges, the principal or designee may request that the individual promptly leave school grounds. When an outsider is directed to leave, the site administrator or designee shall inform him/her that if he/she reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment (Penal Code 627.7).

Any person who is denied registration or whose registration is revoked may appeal to

the County Superintendent or site administrator by submitting, within five dates after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the County Superintendent or site administrator shall promptly mail a notice of the hearing to the person requesting it. A hearing before the County Superintendent or site administrator shall be held within seven days after receipt of the request. (Penal Code 627.5).

School Visiting Procedures-Presence of a Registered Sex Offender on Campus - EC §§ 49091.10 and 51101

Parents/guardians, including those who are required to register as sex offenders, have a prescribed right to be involved in the education of their children. Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a County Office of Education student, shall only enter upon school grounds for lawful business and after obtaining written permission from the County Superintendent, site administrator, or designee. As necessary, the site administrator shall consult with local law enforcement authorities and/or legal counsel before allowing the presence of any such person at school or other school activity. The site administrator also shall report to the County Superintendent or designee anytime he/she gives such written permission. The principal shall indicate on the written permission the date(s) and times for which permission has been granted.

Any person required to register as a sex offender pursuant to Penal Code 290, including parent/guardians, shall only enter upon school premises for lawful business and after obtaining written permission from the County Superintendent, site administrator, or designee (Penal Code 626.81). The County Superintendent, site administrator, or designee shall make the determination regarding whether to grant access, for what purpose, and the duration of such access, based upon available information and upon consultation with local law enforcement authorities or legal counsel, if necessary. If a registered sex offender is granted written permission and has lawful business to enter upon school premises, he/she shall be accompanied by the site administrator or designee at all times while on school grounds.

Sexual Harassment – EC §§ 231.5, 48980(g)

RCOE Alternative Education and CBK Charter School communicate a copy of the written policy on sexual harassment as it relates to pupils. RCOE is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal.

Sexual Abuse and Sex Trafficking Prevention – EC § 51900.6

RCOE Alternative Education and CBK Charter School provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse and sexual assault awareness and prevention. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sexual assault awareness and prevention.

Sexual Abuse and Sexual Assault Awareness and Prevention – EC § 51950

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

Suicide Prevention Policies – EC § 215

RCOE Alternative Education and CBK Charter School adopted policies on the prevention of student suicides. A copy of the RCOE Alternative Education and CBK Charter School suicide prevention plan is located in the Student-Parent Handbook.

Sudden Cardiac Arrest – EC § 33479 et seq.

Each school year, before a pupil participates in an athletic activity governed by the California Interscholastic Federation (CIF), the school shall collect and retain a copy of the sudden cardiac arrest information sheet required by the CIF for that pupil. Before a pupil participates in an athletic activity not governed by the CIF, the pupil and the pupil's parent or guardian shall sign and return an acknowledgment of receipt and review of the information sheet posted on the California Department of Education's Internet Web site after July 1, 2017.

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular school day or as part of a physical education course.

Tobacco-free Campus – HSC §§ 104420 and 104495

RCOE Alternative Education and CBK Charter School adopt and enforce a tobacco-free campus policy each fiscal year. The policy prohibits the use of tobacco products, any time, in district-owned or leased buildings, on district property and in district vehicles. Information about the policy and enforcement procedures are communicated clearly to school personnel, parents, pupils and the larger community. Signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property. Information

about smoking cessation support programs is made available and encouraged for pupils and staff.

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

Use of Smartphones on Campus EC § 48901.7 (AB 272 Muratsuchi)

RCOE Alternative Education and CBK Charter School limit the use of smartphones while at a school site and under supervision and control of staff. Circumstances in which a pupil may have regulated use of a smart phone are defined at each school.

Victim of a Violent Crime – 20 USC § 7912

RCOE Alternative Education and CBK Charter School have a written policy stating that students who are victims of a violent criminal offense, while in or on the grounds of a public school, must be allowed to attend a safe public school. The written policy is communicated to all parties, and reiterated to victims of violent criminal offenses and their parents. A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer.

Walking or Riding a Bike to School – VC § 21212

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

SCHOOL RECORDS

Pupil Records – EC §§ 49063, 49069, 34 CFR 99.7, 20 USC § 1232g

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the principal and the school will have five (5) business days from the

day of receipt of the request to provide access to the records. Copies of student records are available to parents for a small fee per page. Any challenge to school records must be submitted in writing to the principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Pupil Records Obtained from Social Media – EC § 49073.6

If RCOE Alternative Education and CBK Charter School consider a program to gather or maintain in its records any information obtained from social media, as defined, of any enrolled pupil to first notify pupils and their parents/guardians about the proposed program, and to provide an opportunity for public comment at a regularly scheduled public meeting of the governing board before the adoption of the program. Once a program is adopted, the following information must be provided to parents/guardians as part of the annual notification:

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

Release of Pupil Directory Information – EC § 49073

RCOE Alternative Education and CBK Charter School sends a notice to parents or guardians, on an annual basis, of the categories of directory information that the school plans to release and of the persons or agencies who may receive such information. Authorizes parents to preclude release by notifying the school district.

Directory Information includes one or more of the following items: student's name,

address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student.

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

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

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

Free and Reduced-Price Meals – EC § 49510 et seq, EC § 48980(b)

RCOE Alternative Education and CBK Charter School provides an annual notification to advise the parent or guardian of the program of free and reduced-price meals prescribed by EC 49510 *et seq*. Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. EC § 49520: Requires the school district to provide annual notification of the availability of the program to provide nutritious meals at school for pupils in receipt of public assistance. Local Educational Agencies (LEA) participating in the National School Lunch Program are required to send a Public Media Release (PMR) for Free and Reduced-Price Meals to local media or post in a public place each school year, unless the school is (1) a boarding school, (2) a residential child care institution without day students, or (3) a school that includes food service fees in tuition and all students are provided the same meals per Title 7, *Code of Federal Regulations*, Section 245.5(a). RCOE provides free and reduced-price meals for children served under the National School Lunch Program and School Breakfast Program.

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

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

RCOE Alternative Education and CBK Charter School may award a diploma to any student who may have been deported outside the US, if in good standing after completing the second year of high school. Any transfer credits from outside the US will be considered as completion through online or foreign classes.

Special Education Child Find – EC § 56301; 20 USC §§ 1401(3); 1412(a)(3); 34 CFR § 300.111(c)(d)

Under state law, each public school system is responsible to find children with disabilities in its area. Free Appropriate Public Education (FAPE) - Each public school system is responsible for ensuring that each child with disabilities is served appropriately, at no expense to the parent in the least restrictive environment.

Section 504 of the Rehabilitation Act of 1973 (20 USC § 794, 34 CFR §§ 104.32, 104.36)

RCOE Alternative Education and CBK Charter School annually notifies handicapped pupils and their parents of RCOE's nondiscriminatory policy and duty under Section 504 of the Rehabilitation Act.

Social Security Numbers – EC §§ 49076.7, 56601

Prohibits a local educational agency from collecting or soliciting social security numbers or the last four digits of social security numbers from students or their parents.

Surveys – EC § 51513

Prohibits the use of tests, questionnaires, surveys or examinations containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion, unless the parent or guardian is notified in writing that the test, questionnaire, survey, or examination is to be administered and the parent or guardian consents in writing. 20 USC 1232h: Provides that no pupil may be required to submit to a survey, analysis, or evaluation that reveals sensitive, personal information (*i.e.*, political affiliations or beliefs, mental or psychological problems, sex behavior or attitudes, illegal, anti-social, self-incriminating, or demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships, legally recognized privileged or analogous relationships, religious practices, affiliations or beliefs, or income) without the prior written consent of the parent. Requires notification to parents of pupils, at least annually at the beginning of the school year, of the specific or approximate dates when the administration of any survey that reveals sensitive, personal information is scheduled or is expected to be scheduled. Notification to offer parents an opportunity to opt pupils out of participation in the activity.

Requires the school district to develop policy, in consultation with parents, regarding the right of a parent to inspect, upon request, surveys created by a third party or any instrument used in the collection of personal information, the applicable procedures for granting a request for inspection, and arrangements to protect pupil privacy provided by the district in the event of the administration or distribution of a survey that reveals sensitive, personal information. Requires notification to parents of pupils enrolled in schools served by the district of the adoption or continued use of such policies. Notification to be provided annually, at the beginning of the school year, or within a reasonable period of time after any substantive changes in the policy.

Medical Records Sharing – HSC § 120440

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

1. Medical information may be shared with local health departments and the State Department of Health Services
2. The name and address of the State Department of Health Services or of the immunization registry with which the school will share the information

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

Release Juvenile Information – WIC § 831

Provides that nothing in these provisions authorizes the disclosure of juvenile information to federal officials absent a court order upon filing a petition, as specified. Provides that nothing in these provisions authorizes the dissemination of juvenile information to, or by, federal officials absent a court order upon filing a petition, as specified. Provides that nothing in these provisions authorizes the attachment of juvenile information to other documents given to, or provided by, federal officials absent prior approval of the presiding judge of the juvenile court. Specifies that “juvenile information” includes the juvenile case file and information related to the juvenile, as specified.

STUDENT SERVICES

Competitive Athletics – EC § 221.9

Commencing with the 2015-2016 school year and every year thereafter, each public elementary and secondary school, including each charter school, that offers competitive athletics, shall publicly make available at the end of the school year all of the following information:

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

Schools shall make the information identified above publicly available by posting it on the school's website. If the school does not maintain its own website, the school can submit the information to its school district or charter operator to have the information posted on the district's or operator's website; the information shall be disaggregated by school site. “Competitive athletics” means sports where the activity has coaches, a governing organization, and practices, and competes during a defined season, and has competition as its primary goal. RCOE Alternative Education and CBK Charter School do not operate interscholastic athletic teams.

Custody Issues

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

Health Insurance Coverage for Athletes – EC § 32221.5

Requires school districts that operate interscholastic athletic teams to include a statement regarding no- or low-cost health insurance programs in offers of insurance coverage that are sent to athletic team members. RCOE Alternative Education and CBK Charter School do not operate interscholastic athletic teams.

Federal Student Aid – EC § 51225.8

RCOE Alternative Education and CBK Charter School ensure that students prior to entering 12th grade are entitled to information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application at least once. This information is available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first-come, first served basis. All family and student personal information is protected according to state and federal privacy laws and regulations. RCOE schools provide families with information through meetings at the school sites.

Educational Equity: Immigration Status - EC §§ 66251, 66260.6, 66270, and 66270.3

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

Immigration Status - EC § 234.7 as added by AB 699 (Ch. 493, Statutes of 2017)

RCOE Alternative Education and CBK Charter School notify parents/guardians of their children's right to a free public education regardless of immigration status, including "Know Your Educational Rights" information as contained in the Office of the Attorney General publication Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues. The County Superintendent or designee notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. Teachers, school administrators, and other school staff receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student.

Migrant Education – EC § 54444.2

Requires a school district receiving migrant education funds or services to actively solicit parental involvement in the planning, operation, and evaluation of its programs through the establishment of, and consultation with, a parent advisory council. Requires notice to parents, in language they understand, that parents have sole authority to decide composition of council. RCOE Alternative Education and CBK Charter School do not receive migrant education funding.

Nondiscrimination Statement

Discrimination in education programs and activities is prohibited by state and federal law. Education Code 200 *et seq.* requires school districts to afford all pupils regardless of gender, gender identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, mental or physical disability, sexual orientation, or the perception of one or more of such characteristics, equal rights and opportunities in education. State law, as provided in EC 221.5, specifically prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin. Title IX of the Education Amendments of 1972 and Title IV of the Civil Rights Act of 1964, also prohibits discrimination on the basis of gender. The Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973 prohibit discrimination on the basis of disability. The Office for Civil Rights of the U.S. Department of Education has authority to enforce federal laws in all programs and activities that receive federal funds.

RCOE is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. To obtain information, contact the Personnel Department at 951-826-6518.

Notice of Alternative Schools – EC § 58501

RCOE Alternative Education and CBK Charter School are alternative schools. California state law authorizes all school districts to provide for alternative schools. Education Code 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity,

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

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

Ralph M. Brown Act: Required Notices and Agendas for Open Public Meetings: GC 54954.2, 54956, 54956.5, 54954.2, 54954.5, 54957.1, 54957.7, and 54954.2(b)

GC 54950-54963 Ralph M. Brown Act requires that postings are specified to notify the public of open meetings being held, discussions or decisions are made, when closed sessions are needed, protecting student identification and/or confidential, medical, or personally identifiable information. REGULAR MEETINGS: Agenda in 20 words or less, posted within 72 hours of meeting. SPECIAL MEETINGS: Twenty-four hour notice must be provided to members of legislative body and media outlets including brief general description of matters to be considered or discussed. EMERGENCY MEETINGS: One hour notice in case of work stoppage or crippling activity, except in the case of a dire emergency. CLOSED SESSION AGENDAS: All items to be considered in closed session must be described in the notice or agenda for the meeting. The body must orally announce the subject matter of the closed session. If final action is taken in closed session, the body generally must report the action at the conclusion of the closed session. AGENDA EXCEPTION: Special procedures permit a body to proceed without an agenda in the case of emergency circumstances, or where a need for immediate action came to the attention of the body after posting of the agenda.

Open Meetings: Public Comments: Translation – GC 54954.3

RCOE Alternative Education and CBK Charter School provide at least twice the allotted time for public comment to speakers who require translation services.

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

To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the following district representative for more information on how you may contribute: Alternative Education Administrator, 951-826-6595.

Rights of Parents and Guardians to Information EC § 51101 (in Part)

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

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

Parent Participation in School Meetings and Conferences Labor Code 230.8

A parent may not be discriminated against when child in grades K-12 or at a licensed child care, for taking off up to 40 hours each year for child-related activities, if the employer employs 25 or more employees. Prior to taking the time off, the parent should plan for absence, not to exceed eight hours in any calendar month to address school or emergency needs. "Parent" may mean a parent, guardian, stepparent, foster parent, grandparent or a person who stands in loco parentis to a child. Emergency applies to prohibited attendance for behavior, discipline, unexpected closure or unavailability of a child care provider, natural disaster, or other means to put student in danger for lack of supervision. The employer may not discharge or threaten to discharge for any of the

labor code protections. Therefore, parents may be allowed to come to IEP meetings, suspension or expulsion conferences, with employees of workplaces with less than 25 employees, reasonableness applies regarding unpaid leave. It should not be considered an abandonment of the work position by walking off without explicit permission, and should still not be justification for dismissal without cause.

School Accountability Report Card - EC §§ 35256, 35258

RCOE Alternative Education and CBK Charter School make a concerted effort to notify parents of the purpose of school accountability report cards, and ensure that all parents receive a copy on or before February 1st of each year. Content will include mis-assignments of teachers, number of vacant teacher positions, availability of sufficient textbooks and other instructional materials, and needed maintenance to ensure good repair of facilities. Copies are accessible at the Riverside County Office of Education internet site at: www.rcoe.k12.ca.us.

Title IX Prohibiting Sex-Based Discrimination – EC § 221.61

Requires all public and private schools that receive federal funds to post information on their Web sites relative to the designated Title IX coordinator, rights of students and responsibilities of schools, and a description of how to file a complaint. Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify.

Title IX protects all participants in RCOE's educational programs and activities, including students, parents, employees, and job applicants. RCOE does not discriminate on the basis of sex. Discrimination on the basis of sex can include sexual harassment and sexual violence. In addition to Title IX, the California Education Code prohibits discrimination on the basis of sex in schools. (California Education Code §§ 220-221.1.) Other state and federal laws also prohibit discrimination and ensure equality in education. Please refer to an overview of all RCOE's nondiscrimination policies and the following specific policies and procedures regarding sexual harassment:

- [Non-Discrimination in Employment – Board Policy 4030](#)
- [Non-Discrimination in Employment – Administrative Regulation 4030](#)
- [Non-Discrimination in Programs and Activities – Board Policy 0410.3](#)
- [Sexual Harassment \(Employees\) – Administrative Regulation 4119.11.01/4129.01/4319.01](#)
- [Non-Discrimination/Harassment \(Students\) – Board Policy 5145.3](#)
- [Sexual Harassment \(Students\) – Board Policy 5145.7](#)
- [Sexual Harassment \(Students\) – Administrative Regulation 5145.7](#)
- [Uniform Complaint Procedures – Board Policy 1312.3](#)
 - [Uniform Complaint Procedures – Administrative Regulation 1312.3](#)
 - [Uniform Complaint Form – AR 1312.3, Attachment 1](#)
 - [Uniform Complaint Notice – AR 1312.3, Attachment 2](#)

Pupil and Public Rights Under Title IX (California Education Code § 221.8):

- You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- You have the right to have access to a sex/gender equity coordinator, referred to as the Title IX Coordinator (find contact information below), to answer questions regarding sex/gender equity laws.
- You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on sex/gender equity laws.
- You have the right to file a confidential discrimination complaint with the United States Department of Education Office for Civil Rights or the California Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- You have the right to pursue civil remedies if you have been discriminated against.
- You have the right to be protected against retaliation if you file a discrimination complaint.

At this time the County Office does not provide the following items related to athletics, but you have the right to receive equitable treatment and benefits in the provision of all of the following if any are provided by the County Office in the future:

- Equipment and supplies;
- Scheduling of games and practices;
- Transportation and daily allowances;
- Access to tutoring;
- Coaching;
- Locker rooms;
- Practice and competitive facilities;
- Medical and training facilities and services; and
- Publicity.

Information provided here applies to every RCOE school site and all RCOE programs and activities. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact the school site principal and/or the Executive Director, Personnel Services, Riverside County Office of Education
Riverside, CA 92502; 951-826-6673 | hwilliams@rcoe.us

If you need assistance putting your complaint in writing, please contact Personnel Services at 951-826-6673 or hwilliams@rcoe.us. You may file a complaint anonymously, but RCOE's ability to investigate and respond may be limited by a lack of information. You may also file a discrimination complaint with the U.S. Department of Education Office for Civil Rights. For more information, visit

<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>. The electronic complaint form for the Office for Civil Rights is available online at <https://ocrcas.ed.gov>.

Contact the Office for Civil Rights at: San Francisco Office, Office for Civil Rights, U.S. Department of Education, 50 United Nations Plaza, San Francisco, CA 94102. Telephone: (415) 486-5555. Fax: (415) 486-5570; TDD: (800) 877-8339. Email: ocr.sanfrancisco@ed.gov

Complaints filed under RCOE's Uniform Complaint Procedure will be investigated and a decision made within sixty calendar days of the RCOE's receipt, unless the complainant agrees to an extension. RCOE's compliance officer or designee may interview alleged victims, alleged offenders, and relevant witnesses. The compliance officer may review available records, statements, or notes related to the complaint, including evidence or information received from the parties during the investigation. The compliance officer may visit reasonably accessible locations where discrimination is alleged to have occurred. As appropriate, RCOE's compliance officer periodically will inform the parties of the status of the investigation. The complainant will be notified when a decision is made. Complaints that are not filed under RCOE's Uniform Complaint Procedure will be investigated and decided pursuant to the applicable procedure.

What Happens After the Investigation?

For complaints filed under the Uniform Complaint Procedure, the compliance officer will prepare and send a final written decision to the complainant and respondent, if any, within sixty (60) working days of RCOE's receipt of the complaint (unless this deadline is extended by mutual agreement).

The complainant or respondent may appeal RCOE's decision within fifteen calendar days to the California Department of Education. The appeal must specify the reason for the appeal and whether RCOE's facts are incorrect and/or the law is misapplied. The appeal must include a copy of the original complaint to RCOE and a copy of RCOE's decision. For more information, visit the California Department of Education's webpage on Uniform Complaint Procedures: <http://www.cde.ca.gov/re/cp/uc/index.asp>.

For complaints alleging unlawful discrimination based on state law, the complainant may pursue available civil law remedies, including seeking assistance from mediation centers or public/private interest attorneys, sixty calendar days after filing an appeal with the California Department of Education. (California Education Code § 262.3.) Note that this sixty day moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (California Education Code § 262.3.)

Complaints may also be filed with the United States Department of Education, Office for Civil Rights, within 180 days of the alleged discrimination. For contact information, see the section above on "How do I file a complaint of sex discrimination?" For more information, visit <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>. If the compliance officer finds that a complaint has merit, RCOE will take appropriate corrective action.

Transgender Students EC § 221.5

It is the policy of the state that elementary and secondary school classes and courses, including nonacademic and elective classes and courses, be conducted, without regard to the sex of the pupil enrolled in these classes and courses. RCOE Alternative Education and CBK Charter School do not prohibit a pupil from enrolling in any class or course on the basis of the sex of the pupil, except a class subject to Chapter 5.6 (commencing with Section 51930) of Part 28 of Division 4 of Title 2.

RCOE Alternative Education and CBK Charter School do not require a pupil of one sex to enroll in a particular class or course, unless the same class or course is also required of

a pupil of the opposite sex. A school counselor, teacher, instructor, administrator, or aide may not, on the basis of the sex of a pupil, offer vocational or school program guidance to a pupil of one sex that is different from that offered to a pupil of the opposite sex or, in counseling a pupil, differentiate career, vocational, or higher education opportunities on the basis of the sex of the pupil counseled. Any school personnel acting in a career counseling or course selection capacity to a pupil shall affirmatively explore with the pupil the possibility of careers, or courses leading to careers, that are nontraditional for that pupil's sex. The parents or legal guardian of the pupil shall be notified in a general manner at least once in the manner prescribed by Section 48980, in advance of career counseling and course selection commencing with course selection for grade 7 so that they may participate in the counseling sessions and decisions. Participation in a particular physical education activity or sport, if required of pupils of one sex, shall be available to pupils of each sex.

A pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records.

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

RCOE Alternative Education and CBK Charter School provide an annual written notification to pupils, employees, parents, district advisory committee, school advisory committees, and other interested parties of the school district's uniform complaint process. Notice includes the identity of the person(s) responsible for processing the complaints, the civil law remedies that may be available, and the appeal or review procedures contained in the following sections: 5 CCR 4650, Basis of Direct State Interventions, 5 CCR 4652, Appealing Local Agency Decisions, and 5 CCR 4671, Federal Review Rights. Notice to be in English, and when applicable under EC 48985, the primary language or mode of communication of the recipient.

In compliance with the Safe Place to Learn Act (AB 9, Chapter 723, Statutes of 2011) which became effective on July 1, 2012, school districts may authorize the filing of a uniform complaint to resolve complaints of discrimination, harassment, intimidation or bullying. EC 49013 authorizes the filing of a uniform complaint for noncompliance regarding pupil fees. The California State Board of Education will begin the process of amending and adding to the California Code of Regulations to ensure consistency and clarity in relation to EC 49010-49013 (AB 1575, Chapter 776), which became effective on January 1, 2013. EC 52075 authorizes the filing of a uniform complaint alleging a school district, county office of education, or charter school failed to comply with LCFF requirements related to the LCAP (EC 52060-52076) or EC 47606.5 and 47607.3.

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including 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 of a person's association with a person or group with one

or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, or sexual orientation; 5) unlawful imposition of pupil fees for participation in educational activities in public schools; and 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the district administrator who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians. Contact the RCOE Personnel Office – Risk Management, 3958 13th Street, Riverside, for additional information or assistance.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available.

Williams Complaint Policy & Procedure – EC § 35186

RCOE Alternative Education and CBK Charter School use a modified uniform complaint process to help identify and resolve deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment. Allows for the filing of anonymous complaints. A complainant who identifies himself or herself is entitled to a response upon request.

Notices are posted in classrooms notifying parents, guardians, pupils and teachers of the following:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials 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 as defined in paragraphs (2) and (3) of subdivision (h).
4. The location at which to obtain a form to file a complaint in case of a shortage. Posting a notice downloadable from the internet website of the department shall satisfy this requirement.

Every school provides sufficient textbooks and instructional materials. Every student, including English learners, have textbooks or instructional materials, or both, to use at home or after school. School facilities are clean, safe, and maintained in good repair. There are no teacher vacancies or misassignments. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

INSTRUCTION

Availability of Prospectus – EC §§ 49063, 49091.14

RCOE Alternative Education and CBK Charter School compile annually a prospectus of the curriculum including titles, descriptions and instructional aims of every course offered by the school. Prospectus to be reproduced and made available, upon request by parent or guardian, for inspection.

Acceptable Use Policy. Access to Internet and Online Sites - EC § 48980(l)

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

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

Beginning on July 1, 2017, homeless students and students who are in foster care shall receive first priority for enrolling in before and after school programs. A program must inform the parent: Students who are identified as homeless or foster children have a right to receive priority enrollment. To request priority enrollment, please contact NAME OF homeless or FYS liaison for DISTRICT at Contact Information. No current participant in a before or after school program shall be dis-enrolled in order to allow enrollment of a student with priority enrollment.

Bilingual Education – EC § 52173, 5 CCR § 11303

RCOE Alternative Education and CBK Charter School provide parents with an opportunity for consultation prior to placement of child in a program of bilingual education. Requires notification, by mail or in person, to inform parents: 1) in a simple, nontechnical description of purposes, method, and content of the program; 2) that they have the right and are encouraged to visit classes and to come to the school for a conference to explain the nature and objectives of bilingual education; 3) of their right not to have their child enrolled in such a program; and 4) the opportunity to participate in the school or school district advisory committee, or both. Written notice shall be provided in English and the primary language of the pupil.

California Healthy Youth Act – EC §§ 51930-51939

The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

Parents or legal guardians have the right to:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, be informed of:
 - a. The date of the instruction
 - b. The name of the organization or affiliation of each guest speaker

Career Counseling & Course Selection – EC § 221.5(d)

RCOE Alternative Education and CBK Charter School notifies the parents or legal guardian of a pupil in a general manner at least once in the annual notification, in advance of career counseling and course selection commencing with course selection for grade 7, so that the parent or guardian may participate in the counseling sessions and decisions.

Career Technical Education Course – EC § 48980(m)

RCOE Alternative Education and CBK Charter School allow a career technical course to satisfy the graduation requirement imposed by EC 51225.3(a)(1)(E) and provide the following notifications:

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

College & Career Technical Education – EC § 51229

RCOE Alternative Education and CBK Charter School provide annual notification that include a one-page written notice to parents or guardians of students in grades 9 through 12 that includes all of the following:

1. A brief explanation of the college admission requirements.
2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU.
3. A brief description of what career technical education is, as defined by the CDE.
4. The internet address for the portion of the web site of the CDE where students can learn more about career technical education.
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses.

Community Service Hours Toward High School Graduation – EC § 51230 (AB 1062 Limón)

RCOE Alternative Education and CBK Charter School may provide a pupil with credit towards community service hours commensurate with the hours required for completion of a course in community emergency response training.

Continuous Access to Assistive Technology Devices EC § 56040.3 (AB 605 Maienschein)

RCOE Alternative Education and CBK Charter School make available school-purchased devices to maintain continuous access at school and outside of school settings to continue free appropriate public education. If a student moves away from the distributing school, the student may continue to use the device, or a comparable device, for up to two months or until the device is replaced in the new setting, whichever occurs first.

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

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

Language Acquisition Program – EC 310; 5 CCR 11309, 5 CCR 11309

In order to facilitate parental choice of program, all parents and guardians are informed of the placement of their children in a structured English immersion program and are notified of an opportunity to apply for a parental exception waiver. EC 310: Parents or legal guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible, based upon the requirements of EC 305. If the school district implements a language acquisition program, the parent or guardian shall be provided with information on the types of language programs available to pupils enrolled in the school district, including, but not limited to, a description of each program.

GATE Program – 5 CCR § 3831

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

Harm or Destruction of Animals – EC § 32255 et seq., EC 48980(a)

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

Internship at Community College Bridge Programs EC § 79149.25 (AB 595 Medina)

Authorizes a student enrolled in a community college bridge program may use an individual tax identification number if the student does not have a social security number in order to participate in an internship offered through a high school pathway bridge concurrent enrollment course.

Instruction for Pupils with Temporary Disabilities – EC §§ 48206.3, 48207, 48208

EC 48980(a): At the beginning of the first semester or quarter or quarter of the regular school term, RCOE Alternative Education and CBK Charter School notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under EC 48207 and 48208. EC 48980(b): The annual notification advises the parent or guardian of the availability of individualized instruction as prescribed by EC 48206.3.

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact the school site for further information.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

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

An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a pupil who is terminally ill, from the resident governing school board, a county office of education or a charter school.

Foster Youth Exemption from Local Graduation Requirements –AB 216; EC §§ 48853, 49069, and 51225.2

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

Homeless Youth Exemption from Local Graduation Requirements – AB 1806; EC §§ 48645.5, 48853, 49069, 51225.1, and 51225.2

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

Juvenile Court School Students and High School Graduation Requirements - AB 2306 amends Sections §§ 48645.3, 48645.5, 51225.1, and 51225.2 of the Education Code AB 2306 provides that it is the intent of the Legislature that pupils in juvenile court schools have a rigorous curriculum that includes a course of study preparing them for high school graduation and career entry and fulfilling the requirements for admission to the University of California and the California State University. AB 2306 further provides that if a pupil meets statewide coursework requirements while attending a juvenile court school, the county office of education must issue to the pupil a diploma of graduation and cannot require the pupil to complete coursework or other requirements

that are in addition to the statewide coursework requirements. Furthermore, AB 2306 exempts a “former juvenile court pupil,” from all coursework and other requirements adopted by the governing board of the school district that are in addition to the statewide coursework requirements. A “former juvenile court school pupil” means a pupil who, upon completion of the pupil’s second year of high school, transfers to a school district, excluding a school district operated by the Division of Juvenile Justice of the Department of Corrections and Rehabilitation, from a juvenile court school. However, if the school district into which the former juvenile court school pupil transfers determines that the pupil is reasonably able to complete the school district’s graduation requirements within the pupil’s fifth year of high school, the school district must do all of the following:

- (1) Inform the pupil of his or her option to remain in school for a fifth year to complete the school district’s graduation requirements;
- (2) Inform the pupil, and the person holding the right to make educational decisions for the pupil, about how remaining in school for a fifth year to complete the school district’s graduation requirements will affect the pupil’s ability to gain admission to a postsecondary educational institution;
- (3) Provide information to the pupil about transfer opportunities available through the California Community Colleges; and
- (4) Permit the pupil to stay in school for a fifth year to complete the school district’s graduation requirements upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the person holding the right to make educational decisions for the pupil.

RCOE Alternative Education and CBK Charter School notify a former juvenile court pupil, the person holding the right to make educational decisions for the pupil, and the pupil’s social worker or probation officer, of the availability of the above exemption and whether the pupil qualifies for the exemption. Notification occurs within 30 calendar days of the date the pupil transfers into a school. If the school district fails to provide timely notification, the pupil will be eligible for the exemption from local graduation requirements once notified, even if that notification occurs after termination of the court’s jurisdiction over the pupil, if the pupil otherwise qualifies for the exemption.

RCOE Alternative Education and CBK Charter School notify the pupil and the person holding the right to make the pupil’s educational decision that even if the pupil is exempt from local requirements, failure to complete local requirements could affect his or her ability to gain admission to postsecondary educational institutions.

Although a former juvenile court pupil may be eligible for the above exemption, he or she is not required to accept the exemption and cannot be denied enrollment in the transfer school for failure to accept the exemption. An exemption cannot be revoked by the school district and will continue to apply even after the court’s jurisdiction over the pupil is terminated.

Juvenile Court School Students and High School Graduation Requirements - AB 1124

AB 1124 permits the pupil, upon agreement between the county office of education and the pupil or the person holding the right to make educational decisions for the pupil, to take coursework or other requirements adopted by the governing board of the county office of education, and to defer the granting of the diploma until the pupil is released from the juvenile detention facility. Upon the release from a juvenile detention facility of a

pupil who is entitled to a diploma, AB 1124 permits the pupil or person holding the right to make educational decisions for the pupil to elect to decline the issuance of the diploma for the purpose of enrolling the pupil in a school operated by a local educational agency or charter school to take additional coursework, as specified. AB 1124 authorizes the filing of a complaint of noncompliance with these provisions to be filed with the local educational agency under the Uniform Complaint Procedures set forth in the California Code of Regulations. AB 1124 requires, if a local educational agency finds merit in a complaint or if the Superintendent of Public Instruction finds merit in an appeal, the local educational agency to provide a remedy to the affected pupil.

Children of Military Families and High School Graduation Requirements - AB 365

Extends to students from military families rights regarding exemptions from local graduation requirements and acceptance of partial credit which are currently afforded to other groups of highly mobile students.

Migrant and Newly Arrived Immigrant Pupils High School Graduation Requirements - AB 2121 EC 51225.1 and 51225.2

AB 2121 extends exemptions from local graduation requirements and provisions regarding coursework the same provisions afforded to foster, homeless, former juvenile court school students, and children of military families military students, for transfers, graduation exemptions, to migratory and newly arrived immigrant students during 3rd and 4th year of high school transfers, and offers options regarding a 5th year of high school to be provided by schools, districts, and charter schools. An act to amend EC 51225.1 and 51225.2.

Notice shall be provided in language that the parent and student understand within 30 days of migration: When a pupil completes the state minimum coursework requirements and becomes eligible for a diploma, to notify the pupil, the educational rights holders all of the following: The pupil's right to a diploma issued by the school district of residence if he or she completed the graduation requirements for high school student who transferred in their 3rd or 4th year of high school from another country or other school district. The school district of residence shall issue to the pupil a diploma from the school the pupil last attended after the transfer and accept coursework satisfactorily from the school previously attended, as well as from a country other than the United States. The district or charter school will explain how taking coursework and other requirements adopted by the governing board or charter school or continuing education upon transfer will affect the pupil's ability to gain admission to a postsecondary educational institution. Information about transfer opportunities available through the California Community Colleges. The pupil's or the education rights holder's, as applicable, option to allow the pupil to take additional coursework for a 5th year of high school toward an achievable diploma requirement. If the district or charter school fails to provide timely notice, the pupil shall be eligible for the diploma once notified, even if that notification occurs after the initial transfer. In addition the statewide minimum course work and other requirements adopted by the governing board of the district or charter school shall do both of the following: Inform the pupil of his or her option to take coursework and other requirements adopted by the governing board. Permit the pupil, upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the person holding the right to make educational decisions for the pupil, to take coursework or other requirements adopted by the governing board, to take additional coursework for a 5th year of high school. Advise the pupil, if the pupil is 18

years of age or older, or, if the pupil is under 18 years of age, the person holding the right to make educational decisions for the pupil, to consider enrollment in a school operated by the local educational agency or charter school, benefit from continued instruction, and graduate from high school with a valid diploma. If a pupil participating in a newcomer program is exempted from local graduation requirements, the exemption shall continue to apply after the pupil no longer meets the definition of a "pupil participating in a newcomer program" while he or she is enrolled in school or if the pupil transfers again to another school, including a charter school, or school district during the 3rd or 4th year of high school. Students and parents of migratory children shall not request a transfer solely to qualify for this exemption.

Homeless Youth Education – 42 US 11432, EC §§ 48853, 49069, 51225.1 and 51225.2

RCOE Alternative Education and CBK Charter School appoint a homeless liaison to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights. Notification may address:

1. Liaison contact information.
2. Circumstances for eligibility (e.g., living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway, unaccompanied, or migrant youth).
3. Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers.
4. Right to education and other services (e.g., to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment).
5. Right to be notified of possibility of graduating within four years with reduced state requirements, if the homeless student transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.
6. Right for district to accept partial credits for courses that have been satisfactorily completed by the homeless student.

Investing for Future Education - EC § 48980(d)

Parents are advised of the importance of investing for higher education.

Minimum and Pupil-free Staff Development Days – EC § 48980(c)

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

Rights of Parents and Guardians Who Lack English Fluency - EC § 51101.1

Parents are given any required written notification, under any applicable law, in English and the pupil's home language.

Title I – 20 USC § 6311, 34 CFR § 200.61

RCOE Alternative Education and CBK Charter School, at the beginning of each school year, notify the parents of each student attending any school receiving Title I funds that they may request, and the district will provide on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

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

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

Abusive Relationships - AB 643

RCOE Alternative Education and CBK Charter School ensure that all pupils in grades 7 to 12, inclusive, receive comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education, as specified. Requires the information included in grades 7–12 instruction about adolescent relationship abuse and intimate partner violence to also include the early warning signs thereof.

Human Trafficking Prevention Education and Training Act - AB 1227

RCOE Alternative Education and CBK Charter School ensure that all pupils in grades 7 to 12, inclusive, receive comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education, as specified. Under the act, this instruction includes, among other things, information about sexual harassment, sexual assault, adolescent relationship abuse, intimate partner violence, and sex trafficking. Requires that instruction to additionally include information about sexual abuse and to include information about human trafficking instead of sex trafficking.

School Field Trips: Expenses - AB 341

RCOE Alternative Education and CBK Charter School use funds to cover the expenses of pupils participating in field trips or excursions to other states, the District of Columbia, or a foreign country.

State Seal of Civic Engagement - AB 24

Establishes a State Seal of Civic Engagement, to be affixed to the diploma of qualifying high school graduates, based on a demonstration of excellence in civics education and participation.

ASSESSMENTS AND STUDENT ACHIEVEMENT

Advanced Placement & International Baccalaureate Exam Fees – EC §§ 52244, 48980(k)

RCOE Alternative Education and CBK Charter School advise the parent or guardian if the school district has obtained state funds to cover the costs of advanced placement examination fees under EC 52244. Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees or the International Baccalaureate examination fees, or both.

California Assessment of Student Performance and Progress (CAASPP) – EC §§ 52052, 60604, 60615, 60640

RCOE Alternative Education and CBK Charter School notify parents/guardians of their pupil's participation in the CAASPP assessment system in accordance with Education Code section 60604. The notification to parents or guardians shall include a notice of the provisions outlined in Education Code section 60615. A parent's or guardian's written request to school officials to excuse his or her child from any or all parts of the assessments administered shall be granted (Education Code section 60615). A parent or guardian may annually submit to the school a written request to excuse his or her child from any or all parts of any test provided pursuant to Education Code section 60640 for the school year (Title 5-Education, Division 1-CDE, Chapter 2-Pupils, Subchapter 3.75-CAASPP, § 852-Pupil Exemptions). If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent or guardian and included in the pupil's records (Title 5-Education, Division 1-CDE, Chapter 2-Pupils, Subchapter 3.75-CAASPP, § 852-Pupil Exemptions). LEAs and its employees may discuss the CAASPP assessment system with parents and may inform parents of the availability of exemptions under Education Code section 60615. The LEA and its employees shall not solicit or encourage any written exemption request on behalf of any child or group of children (Title 5-Education, Division 1-CDE, Chapter 2-Pupils, Subchapter 3.75-CAASPP, § 852-Pupil Exemptions).

California High School Exit Exam – EC § 60840

High School Exit Exam (AB 830-Amends §§ 8421, 8423, 8484.1, 10805, 33126, 47605, 48070.6, 48800, 48980, 49600, 52052, 52302.8, 52335.12, 60605.6, 60900, 99222, 99223, 99224, and 99225 of, to add Section 51413 to, and to repeal Chapter 9 (commencing with Section 60850) of Part 33 of Division 4 of Title 2 of, the Education Code, to amend Section 11126 of the Government Code, and to amend Section 14530 of the Unemployment Insurance Code, relating to the high school exit examination. Eliminates the high school exit examination and removes it as a condition of receiving a diploma of graduation or a condition of graduation from high school.

California High School Proficiency Exam – 5 CCR § 11523

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State

Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue his or her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements.

A pupil is eligible to take the CHSPE only if he or she meets one of the following requirements on the test date: 1) is at least 16 years old; 2) has been enrolled in the tenth grade for one academic year or longer; or 3) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration will be conducted. A fee for each examination application shall not be charged to a homeless or foster youth under the age of 25. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

Cal Grant Program – EC § 69432.9

Pupils are automatically deemed a Cal Grant applicant unless the parent of the pupil under the age of 18 or pupils over the age of 18 opt out in RCOE Alternative Education and the CBK Charter School. The deadline to opt out must not be less than 30 days from the date of this notice. Until a pupil turns 18 years of age, only a parent/guardian may opt the pupil out. Once a pupil turns 18 years of age, only the pupil may opt himself/ herself out and, if prior to the conclusion of the notice period, the pupil may opt in over the prior decision of a parent/guardian to opt out. RCOE Alternative Education and the CBK Charter School send grade point averages to the Student Aid Commission in October and February each school year.

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

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

English Learners: Identification: Notice - EC § 313.2

RCOE Alternative Education and CBK Charter School send a notice of assessment of a child's English proficiency which includes specified additional information, including whether a child is a long-term English learner or is an English learner at risk of becoming a long-term English learner, and would authorize a local educational agency or charter school to send an alternative notice to comply with this requirement, as specified.

High School Equivalency Test - AB 1176

Eliminates the existing one hour per school day limit on a high school equivalency test preparation program for people confined to a hospital or correctional facility who are at least 17 years of age and have accumulated insufficient units of high school credit to graduate from high school by age 18. The bill also deletes reference to a “general educational development test” and instead references a “high school equivalency test.”

Interim Assessments: Purposes of Use - AB 1035

Requires a local educational agency that elects to use state-provided interim assessments to ensure that teachers have access to all functions and information relating to the assessments and student performance on the assessments, and establishes parameters for the local use of interim assessment data.

FOOD SERVICES

Pupil Meals: Child Hunger Prevention and Fair Treatment Act of 2017 - SB 250

Enacts the Child Hunger Prevention and Fair Treatment Act of 2017 that requires certain local educational agencies, as defined, that provide school meals through the federal National School Lunch Program or the federal School Breakfast Program to ensure that a pupil whose parent or guardian has unpaid school meal fees is not shamed, treated differently, or served a meal that differs from what a pupil whose parent or guardian does not have unpaid school meal fees would receive under that local educational agency’s policy.

School Meal Programs: Free and Reduced-Price Meals: Universal Meal Service - SB 138

SB 138 requires the Department of Education, in consultation with the State Department of Health Care Services, to develop and implement a process to use Medi-Cal data to directly certify children, whose families meet the income criteria, into the school meal program. The bill requires school districts and county offices of education with high poverty schools and high poverty charter schools currently participating in the breakfast or lunch program to provide breakfast and lunch free of charge to all students at those schools. The bill also authorizes a school district, county office of education or charter school to opt-out due to fiscal hardship.

FOSTER AND HOMELESS YOUTH

Education of Foster Youth – EC §§ 48204, 48853, 48853.5, 51215.1, 51225.2

Requires every local educational agency to designate a staff person as the educational liaison for foster children to: 1) ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children; and 2) assist foster children when transferring from one school/district to another school/district in ensuring proper transfer of credits, records, and grades.

The California Department of Education, in consultation with the California Foster Youth Education Task Force, has developed and posted on its Internet Web site a standardized notice of the educational rights of foster children that the educational liaisons for foster children can disseminate. The notice must include the following rights, as specified in EC

48850, 48911, 48915.5, 49069.5, 51225.1, and 51225.2:

1. Stable school placements in the least restrictive education programs, with access to the academic resources, services, and extracurricular activities that are available to all pupils. This includes the right to remain in the school of origin and the right to matriculate with his or her peers.
2. Immediate enrollment in the school of origin or school where the foster youth is currently residing, whether in a licensed children's institution, licensed foster home, or a family home following a commitment or placement under the Welfare and Institutions Code.
3. Proper and timely transfer between schools. This includes the coordination between the local educational agency and the county placing agency, and the transfer of educational information and records of the foster youth to the next educational placement.
4. No lowering of grades if the foster youth is absent from school due to a decision by a court or placing agency to change his or her placement, or due to a verified court appearance or related court ordered activity.
5. Issuance and acceptance of partial credits for courses that have been satisfactorily completed by the foster youth. The foster youth shall not be required to retake the portion of the course already completed unless it has been determined that he or she is reasonably able to complete the requirements in time to graduate from high school.
6. Not be required to retake a course the pupil has satisfactorily completed.
7. Notified of the possibility of graduating within four years with reduced state requirements, if the foster youth transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.
8. Invitation extended to the foster youth's attorney and representative from the county child welfare agency to attend the extension of suspension meeting, the manifestation determination meeting (if applicable), and the expulsion hearing related to a disciplinary proceeding involving the foster youth.
9. File a complaint of noncompliance with the local educational agency under the Uniform Complaint Procedures.

Note: A copy of the standardized notice can be obtained by clicking the following link: www.cde.ca.gov/ls/pf/fy/documents/fosteryouthedrights.pdf.

Education of Homeless Youth– 42 US 11432, EC §§ 48853, 49069, 51225.1, 51225.2

RCOE Alternative Education and CBK Charter School appoint a homeless liaison to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights. Notification may address:

1. Liaison contact information.
2. Circumstances for eligibility (e.g., living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway, unaccompanied, or migrant youth).

3. Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers.
4. Right to education and other services (e.g., to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment). Unless there is a local child welfare agency agreement or the school district will assume part or all of the transportation costs.
5. Right to be notified of possibility of graduating within four years with reduced state requirements, if the homeless student transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.
6. Right for district to accept partial credits for courses that have been satisfactorily completed by the homeless student.

Notice of educational rights of homeless children are disseminated at places where children receive services, such as schools, shelters, and soup kitchens.

Education of Homeless Youth: Right to Apply for Financial Aid-EC 69432.7, 69519, 69731, 69956, 70032, 78220, and 88931

Students experiencing homelessness have a right to apply for financial aid to seek education beyond high school. Every district and charter school must appoint a homeless liaison to assist students and families. Please call 951-826-6464 (liaison contact information) for more information of services and policies related to homeless education rights.

Foster Youth Educational Placement – EC § 48850 et seq.

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

Foster Youth AB 1006

RCOE Alternative Education and CBK Charter School provide information about mental health treatment information to a prospective adoptive family or the guardian or guardians of foster youth, and requires specialized permanency services be provided to certain youth.

Foster Children: Records SB 233

Adds to the information that may be accessed by foster family agencies records of attendance, discipline, and online communication on platforms established by schools for pupils and parents, and any plan adopted pursuant to specified federal law and requires that these records be the current or most recent records for the pupil.

Acknowledgment of Receipt and Review

Education Code Section 48982 states: "The notice shall be signed by the parent or guardian and returned to the school. Signature of the notice is an acknowledgment by the parent or guardian that he/she has been informed of his/her rights but does not indicate that consent to participate in any particular program has either been given or withheld."

Please Print

Name of Student: _____

Name of Parent/Guardian: _____

Home Address: _____

Name of School: _____

Signature of Parent/Guardian *Date*

Signature of Parent/Guardian *Date*

Notification of Continuing Medication

Name of Student: _____

Name of School: _____ Grade: _____

Student is on a continuing Medication Program (*Please check*):

☐ YES ☐ NO If YES, you have my permission to contact my physician.

Physician's Name: _____

Telephone: _____

Name of Medication: _____

Dosage: _____

Signature of Parent/Guardian *Date*

