



This handbook belongs to:



2016-2017

10551 Bellegrave Ave.
Jurupa Valley, CA 91752
(951) 360-2660

<http://rivercrestpreparatory.com/>
School colors: Green, Gold and Black

2016-2017 Student Handbook and Planner



Rivercrest Preparatory Online School's Mission

Rivercrest Preparatory strives and is committed to preparing all students who choose our program to learn and lead in the 21st century. We do this through encouraging strong interpersonal relationships, providing a flexible yet enriching academic environment and skill-building that will allow students to be critical thinkers as they integrate new technology into their lives. It is our mission to support each student at Rivercrest Preparatory and to prepare each of them for the 21st century ~ whether that is higher education, the work world, or other endeavors.

Board of Education

Sheryl Schmidt, President
Memo Mendez, Clerk
Linda Chard
Donna Johnston
Robert Garcia

Elliott Duchon, Superintendent

Administration

Principal
Jenna Saugstad

RPO's Administration Office Hours
Monday – Friday 7:15 a.m. – 3:30 p.m.

All student's attendance and academic progress will be monitored to determine if Rivercrest is the best academic placement for each student. If students are missing their class time and/or not completing their course work, their placement at Rivercrest will be evaluated and they could be required to return to their home school.

High School Classroom Schedule and Hours

7:40 am- 11:00 am

Attendance

In order for us to develop a relationship with our students and offer the support that students may need in their learning, we are requiring that students attend on a daily basis, although each case and each student will be evaluated individually. Regardless of the amount of time spent on campus, students will still have a significant amount of work that must be done outside of the classroom meeting times.

Monday	Tuesday	Wednesday	Thursday	Friday
Advisory: 7:40-8:00 Divided by grade level	Advisory: 7:40-8:00 Divided by grade level	Advisory: 7:40-8:00 Divided by grade level	Advisory: 7:40-8:00 Divided by grade level	Advisory: 7:40-8:00 Divided by grade level
Period 1: 8:00-9:30	Period 1: 8:00-9:30	Period 1: 8:00-9:30	Period 1: 8:00-9:30	Intervention 1: 8:00-9:00
Period 2: 9:30-11:00	Period 2: 9:30-11:00	Period 2: 9:30-11:00	Period 2: 9:30-11:00	Intervention 2: 9:00-10:00
Lunch 11:00-11:30	Lunch 11:00-11:30	Lunch 11:00-11:30	Lunch 11:00-11:30	Enrichment/Clubs: 10:00-11:00 Includes any MS students who would like to participate
				Lunch 11:00-11:30

Middle School Classroom Schedule and Hours

11:30 am-1:30 pm

Attendance

In order for us to develop a relationship with our students and offer the support that students may need in their learning, we are requiring that students attend on a daily basis, although each case and each student will be evaluated individually. Regardless of the amount of time spent on campus, students will still have a significant amount of work that must be done outside of the classroom meeting times.

Monday	Tuesday	Wednesday	Thursday	Friday
Lunch 11:00-11:30	Lunch 11:00-11:30	Lunch 11:00-11:30	Lunch 11:00-11:30	Enrichment/Clubs: 10:00-11:00 This is in partnership with the HS students
Class 1: 11:30-1:30	Class 2: 11:30-1:30 pm	Class 1: 11:30-1:30	Class 2: 11:30-1:30 pm	Lunch 11:00-11:30
				Advisory: 11:40-12:00 Divided by grade level
				Intervention 1: 12:00-12:45
				Intervention 2 and/or PE: 12:45-1:30

Course work model

6 Week Segment Model

Each six week segment will be outlined with 2 semester courses. Students will work on two classes concurrently throughout the entire 6 week segment and may be required to meet for additional support during the Friday intervention program.

Full Year Schedule	
Segment 1-2	August 10 – September 23
Segment 3-4	September 26 – November 4
Segment 5-6	November 7 – December 15
End of Semester 1	
Segment 7-8	January 9 – February 17
Segment 9-10	February 21 – April 7
Segment 11-12	April 10 – May 25 [12 th graders] April 10 – June 1 [9 th -11 th graders]
End of Semester 2	

First day of school: August 10, 2016

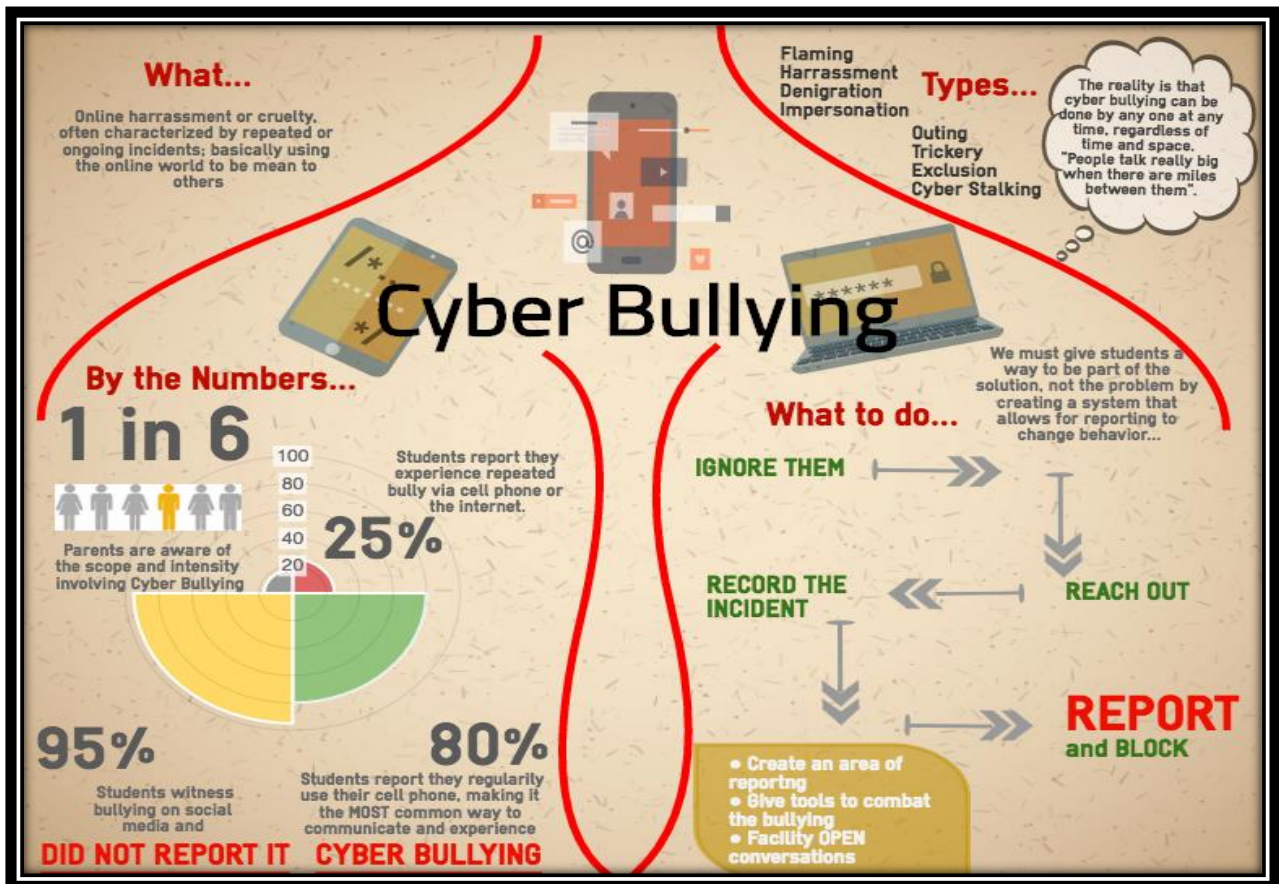
Last day of school: June 1, 2017

Checkout and final day for 12th graders: May 25, 2017

Graduation practice and senior activities: May 24-25

Cyber Bullying:

Seeing as Rivercrest Preparatory is an online school that works with a variety of online and social media options, we want to ensure that all students have an understanding that any type of Cyber Bullying will not be tolerated and if it is brought to the attention of the school and administration, we will be evaluating placement on the campus.



Helpful hints that lead to success...

Wake up every school day with an enthusiasm for learning. Every day has something new to learn.

Take notes and be prepared to work a minimum of 4 – 6 hours a day to stay on top of your course work.

Schedule a set block of time each day to work on your online coursework. Re-view for tests a day or two early, so you can get help in topics/problems you're unsure of before you take the test.

Get involved in extracurricular activities and community service. Create a (Online) study group of classmates, so you can share your knowledge and learn from each other as you study and prepare for tests.

Follow school rules. Do not jeopardize your Rivercrest Preparatory enrollment status by making poor academic or behavioral choices.

Get to know your teachers and support staff. We are here to support you.

Find time to explore your interests as you think about and prepare for your future career.



All students are expected to be familiar with the rules in this handbook and to abide by School and District policies and expectation

Computer/Café Lab Rules

Café Hours

7:15 am – 3:15 pm

Daily

Must be working on assigned school/classwork

Limit socializing and work independently on your own assigned school/classwork

If you are completed with your assignments or you are not working, you may be asked to leave the lab

Follow the directions of all staff members

NO food or drink in the lab

Curriculum Providers

Basic Information



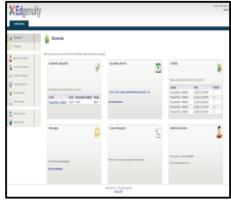
Log in: <http://www.edgenuity.com/SIS-Login>

Logging In

Begin by logging into the system. Once on the login page, use your username and password to gain access to your online courses. Please visit the URL below:

My Dashboard Tools and Features

The main page in the Edgenuity SIS is known as the Dashboard. The Dashboard provides access to your courses, progress and grade reports, and the messaging center. Think of the Dashboard as the central hub that contains all of your student information and tools to support you while enrolled in the program. Let's review some of the key tools and features you will use in the SIS.



The Main Dashboard features the following tools on the front page of the SIS as soon as you login:

• Academic Snapshot

The Academic Snapshot area lists the course(s) in which you are enrolled. Grade and progress information are included. Clicking on any one of the course names will log you into your online course, where you will complete your course assignments.

• Upcoming Events

The Upcoming Events area allows your teachers to set reminders of important events or deadlines for assignments. You may also use the calendar to set your own reminders.

• Activity

When you work in your course(s), the time you spend is logged. The Activity area shows the course names, dates, and number of minutes spent in each course while completing assignments.

• Messages

Your Message Center is an inbox for important communications from your teacher(s). Be sure to check this inbox often.

• Course Requirements

• Admission Status



The Sidebar contains the following tools:

Dashboard: Main page in the SIS; provides a quick snapshot of your progress and grades

Messages: View e-mail messages from your teachers and reply and create new messages

Mentor Information: View your assigned mentor's information

Course Information: View your courses, course description, credit amount, and teacher contact information

Academic Snapshot: Provides an overall progress bar for all courses and specific progress bars for each class you are enrolled in

Suggested Pacing: A progress bar and weekly assignment goals to keep you on track with your targeted completion date

Student Activity: A tally of the total number of assignments you have completed each day in your course(s)

Course Plan: A plan that puts you on track for

graduation

View Transcript: A record of your current grades and credit(s) earned

School Calendar: A calendar of current appointments or conferences

External Links: Links to popular and helpful resources when navigating your online classroom

Communicating With Your Teachers

Communicating is one of the most important contributions to your success in the online classroom. Be sure to reach out to your instructor(s) at any time if you need help. To send a message, click on the Messages link from the left-hand menu when in the Dashboard:

Once inside the Message Center, you will see a log of recent messages. You can reply to or delete messages.

You also have the ability to send e-mail messages using a template.

Click on "Compose" to begin a message.

Log in: <https://ju.sdca.ow.schools.com/ow/oo/login/auth>



Learn / Assignments

- This page allows you to see the Due date, Titles, Status and Info of each course assigned to you.
- Click anywhere on an assignment line to go directly into that assignment.
 - You CANNOT open future assignments.

Learn / Courses

This page shows you a list of your courses, your score in each course (unit or assignment depending on the view), your progress, and other information might include Start Date, Teacher, Status, and assignment Type.

- Click any course Title to display the units in that course.
- Click anywhere on the Unit row to see a list of all assignments in the unit.
- Click anywhere on the assignment row to go directly into that assignment.
- Click the left-facing arrow on the top row to go back to the unit or course view.
 - You can only open already completed assignments or those in "Assigned" status.

Doing Assignments

- Click any Teacher Notes (red notes) and read what is there.
 - Read all sections of the lesson, view the videos, slide shows, listen to the audio clips.
 - Do the practice exercises, including vocabulary practice.
 - Click Work on Questions and answer each question at the bottom of the lesson
 - Click Next Question to go to next question.
 - Click the section button at top of screen to return to the lesson.
 - Click the Read Next Section button to move to the next section
 - Click the Turn It In button when finished with all questions in all sections.
 - Click Assignments or Courses (top of screen) to leave lesson
- Click the Ask For Help button to send a message to your teacher about this particular question.
 - Click the Printer icon to print this assignment with or without your notes.
 - Click the Reference icon (World) after you highlight text you want more information about.
 - Click the Translate icon to see the highlighted text in a different language.
 - Click the Text-to-Speech icon to hear highlighted text read aloud.

Messages

- Click Messages
 - Click New Message
 - Click the checkbox directly above the list of names to select all teachers or click the checkbox beside the name of an individual teacher. (Box beside top checkbox is a search box. Enter the name of the teacher you want.)
 - Enter Subject
 - Type text of message

Title	Score	Progress	Info
Algebra II	100%	100%	>
Eng II	100%	100%	>
MC 2025	100%	100%	>
Personal and Family Living	100%	100%	>
World II	100%	100%	>

Rivercrest Preparatory Online School

Moving FORWARD to Learn and Lead in the 21st century

PARENTAL INVOLVEMENT POLICY

1. Parental meetings are held throughout the school year. The meetings will address a variety of school program information and will outline a process for communicating with parents throughout the year. A flexible number of parent meetings during the school year will be part of the process.
2. Parents will be offered the opportunity to participate in the planning, review and improvement of the school plan through SSC and ELAC. Parents may submit comments through the principal and/or the SSC if they are not satisfied with the school plan.
3. School information will be distributed in all the major languages spoken by families of the students at the school. RPOS will employ both English and Spanish when communicating with the parents, to the extent possible. Meetings will be conducted in a language parents understand. As available, interpreters will be present to translate for parents at meetings conducted in English only. To the extent possible, someone will be available in the school office that can communicate with parents who speak a language other than English.
4. Assessment information reflecting student academic progress will be shared with parents through progress reports at the mid-unit mark [3 weeks during 6 week segments], continuously through parent accounts in the online curriculum provider, formal and informal communication by teachers, and printouts of standardized tests and transcripts. Student progress/assessment in relation to state assessments and formative site assessments will be available to parents.
5. School administrators and teachers will present information through SSC and ELAC to assist parents in understanding the standards their children must meet and how their children's progress will be evaluated. These meetings will focus on the national educational goals, the state/district standards, and the state and local assessments.
6. School leaders will determine who is responsible for the coordination of parent involvement activities at the site. A parent volunteer, an employee, a staff committee, the leadership team and/or the SSC may be considered school leaders. Persons responsible shall monitor the implementation of the parent involvement activities in the plan, help to administer the needs assessment to parents, and assist in designing the evaluation of the parent involvement program.
7. An annual survey will be given to parents to conduct a needs assessment and to evaluate the effectiveness of the parent involvement activities. School leadership group and SSC will use these annual evaluation results to plan and improve the parental involvement program. Changes and programs will be developed and implemented based on the results from the annual survey and the needs of the Rivercrest Preparatory community.



Rivercrest Preparatory
-An Online School-

Rivercrest Preparatory Online School

School-Parent-Student Compact

Rivercrest Preparatory understands the importance of having all stakeholders be aware of the commitment they are making when dealing with the academic and overall well-being of a student. With this in mind, we are implementing a School-Parent-Student Compact to strengthen the connection and support of student achievement between the school and the families.

Rivercrest Preparatory staff and the parents of students agree that this Compact outlines how parents, the entire school staff and students will share in the responsibility for improved academic achievement. It also outlines the means by which the school and parents will work to create a team for the overall support of the student. We believe in the development of a triangular partnership that must all work together in order to help students meet or exceed the expectations set by Rivercrest Preparatory Online School, the Common Core State Standards and Local, State and Federal assessments. This School-Parent-Student Compact is in effect for the current school year.



The staff and administration of Rivercrest Preparatory Online School agree to:

- Creating a safe, supportive and effective learning community for students and welcoming respectful environment for parents and guardians.
- Provide high quality curriculum and rigorous instruction in a supportive and effective learning environment.
- Give students the necessary help needed to meet and exceed the State's performance standards.
- Use academic learning time efficiently.
- Respect cultural, racial and ethnic differences.
- Support home school relationships and improve communication by respecting the rights of limited English proficient families to receive translated documents and interpretation services in order to ensure participation in their child's education.
- Notify parents of the procedures to arrange an appointment with their child's teacher or other school staff member.
- Send information related to school and parent programs, meetings and other activities to all parents of participating students.
- Provide general support to parents by sharing and communicating best practices for effective communication, collaboration and partnering with all members of the school community.
- Support parental involvement activities as requested by parents; and advising parents of their right to file a complaint.
- Provide reports on student progress and grades on a regular basis
- Provide parents the opportunity to become involved in the development, implementation and revision to the Parent Involvement Policy and this School-Parent-Student Compact.

The parents/caregivers of Rivercrest Preparatory Online School agree to:

- Monitor my child's attendance and ensure that my child arrives to school on time, as well as follow appropriate procedures to inform the school when my child's is absent.
- Check regularly the online computer system at home regularly to monitor the ongoing progress of my student with the course work.
- Be open and receptive to ideas to support my students' academic success.
- Encourage my child to follow school rules and regulations and discuss this Compact with my child.
- Participate, as appropriate, in the decisions relating to my child's education and overall well-being.
- Communicate with teachers, school staff about educational needs and stay informed about their education by prompting and responding to all notices received from the school or district.
- Share responsibility for the improved academic achievement of my child to ensure graduation from high school.

The students of Rivercrest Preparatory Online School will:

- Ensure that attendance and punctuality is satisfactory.
- Dedicate time each day to log into the computer system and complete assignments on a regular basis.
- Demonstrate an ability to carry through on all aspects of academic studies and ask for help when you are struggling.
 - Work to create an organized system that will support your academic and overall mental success.
- Seek a variety of ways to communicate thoughts and solutions.
- Use critical thinking skills and the tools provided to seek wisdom, apply skills and make thoughtful decisions.
- Respect self and others by demonstrating compassion, tolerance and integrity.
- Work with others, respecting their thoughts and opinions.
- Challenge self to achieve full academic potential.
- Set and achieve worthwhile personal goals.
- Achieve and maintain wellness.
- Be responsible for own lifelong education and growth, your own choices and work to help by contributing to the advancement of your school, community, state, nation, and world.



RIVERCREST PREPARATORY SCHEDULES 2016-2017

We are a JUSD school and we follow the same district calendar as all other JUSD schools. Computer lab will be open to students for working at the following times...

High School 7:00 am- 11:00 am

Middle School 11:30am – 3:30 pm

HOLIDAYS

Labor Day	September 5	Dr. Martin Luther King, Jr. Day	January 16
Veterans Day	November 11	Lincoln Day	February 13
Thanksgiving Recess	November 21-25	Washington Day	February 20
No School (end of 1st semester)	December 16	Spring Recess	March 27 - 31
Winter Recess	December 19 - January 6	Memorial Day	May 29

AP TESTING

Date	Morning Testing	Afternoon Testing
May 1	Chemistry and Environmental Science	Psychology
May 2	Computer Science A and Spanish Language and Culture	Art History and Physics 1: Algebra-Based
May 3	English Literature and Culture	Physics 2: Algebra-Based
May 4	US Government and Politics	
May 5	US History	Computer Science Principals
May 8	Biology	Physics C: Mechanics and Physics C: Electricity and Magnetism
May 9	Calculus AB and BC	Spanish Literature and Culture
May 10	English Language and Composition	Macroeconomics
May 11	World History	Statistics
May 12	Human Geography and Microeconomics	European History

PSAT

October 18, 2016: GRADES 11 AND 10 eligible to test [small fee may apply]

Physical Fitness Testing

Grade 7 ~ Feb - March 2017
Grade 9 ~ Feb - March 2017

CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)

Grade 7 and 8 ~ April - May 2017
Grade 11 ~ April - May 2017



MARK REPORTING

Students will receive marks and a report card for each course at the completion of each course, at the end of each segment.

Comparison of JUSD Graduation Requirements and CSU/UC Admissions Requirements

Class	JUSD Graduation Requirements	CSU Requirements	UC Requirements	NCAA Requirements
English	40 credits 4 years	4 years	4 years	4 years
World History	10 credits 1 year	2 years	2 years	2 years
US History	10 credits 1 year			
Government	5 credits 1 semester			
Economics	5 credits 1 semester			
Mathematics	20 / 30 credits ** 2 / 3 years **	3 years including: Algebra I/Math I, Geometry, and Algebra II 4 years recommended		3 years: Algebra I/Math I or higher
Science	20 credits 2 years <i>(must take at least 1 physical and 1 life Sci)</i>	2 years lab science <i>(Must take at least 1 physical and 1 life Sci)</i>	2 years required 3 years recommended <i>Biology, Chemistry, Physics</i>	2 years <i>(1 year lab)</i>
Healthy Living	5 credits 1 semester	--	--	
Physical Education	20 credits 2 years	--	--	
Visual/ Performing Arts	10 credits 1 year	1 year	1 year	
Fine Arts/ Foreign Language		2 years of the same language	2 years required 3 recommended	4 years Additional Core Courses <i>(Eng., Math, Sci or World Lang.)</i>
Vocational Arts				
Elective	60 credits	Adv. Math, Foreign Language, Lab Science, etc.	1 year required from History, English, World Lang., Adv. Math, etc.	1 year additional courses <i>(Eng., Math, or Sci)</i>

→ THE 3 YEAR MATHEMATICS REQUIREMENT APPLIES FOR 2019 GRADUATES AND BEYOND.



***Physical Education credits: ALL students must complete two years of PE.

PE credits can be obtained through participation in PE 1, PE 2, Advanced PE, Horsemanship or ROTC. If a student is enrolled and passes ROTC during their 9th grade year, they will be awarded 5 PE credits and 5 Health credits only.

GRADE POINT AVERAGE (G.P.A.)

GPA is determined by 4 points for an "A," 3 points for a "B," 2 points for a "C," 1 point for a "D," and zero points for an "F" grade. Advanced Placement (AP) and some Honors (UC approved) courses can earn 1 point higher for each grade earned.

A copy of the Parent Guide for the 2016-17 school year was given to every parent at the time of registration. Spanish or English version and/or An electronic copy is available at: www.jurupausd.org/our-district/edserv/Admin/Pages/Important-Links.aspx

You may also contact Administrative Services at (951) 360-4140 for an additional copy. Board policies can be located on the district website at: www.jurupausd.org/Pages/default.aspx

ACADEMIC HONESTY (refer to BP 5131.9)

The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules. The Superintendent or designee may establish standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty.



Each student must take personal responsibility for his/her academic performance and act with integrity. It is always understood that all work represents each individual's own efforts and ideas, unless a teacher specifically authorizes a group assignment. Academic Integrity with regards to computer use will also be highly policed. Students must demonstrate their own work in both the online and in class assignments. If a student is found to academically dishonest, the consequences may include the following: receiving zero points on the assignment(s), a failing grade for the unit/lesson/course and/or for the semester. Consequences may also include further disciplinary action as determined by the administration. Due to the nature of the program, if a student is found to use outside means or resources to complete lessons/units online, there is a possibility of withdrawal from Rivercrest Preparatory. California Education Code 49066, the final grade for each student is determined by the teacher and cannot be changed without the teacher's consent.

Please note that as per

Academic dishonesty includes, but is not limited to:

- Cheating
- Posting assignments on computer for use by others
- Cutting and pasting of other's information in documents/lessons without proper credit
- Cheat sheets or using notes without permission
- Forging, altering, or duplicating school or teacher documents and/or teacher or parent signatures Fabricating information or citing non-existent sources
- Plagiarism by copying part or all of another person's work and submitting it as your own, giving or getting improper assistance on an assignment meant to be individual work, failing to properly cite paraphrased or quoted materials with footnotes or a bibliography, copying from other sources such as charts, graphs, test, or notes.
- Text messaging exam data or information.

First Offense:

- Zero (0) on the assessment/assignment Teacher contact parent
- Character essay
- Parent notified by administration
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Second Offense:

- Zero (0) on the assessment/assignment
- Teacher contact parent
- One to three day suspension
- "F" grade issued for course
- Parent notified by administration

ACCIDENT POLICY

A student accident insurance policy is available each school year. This is an individual policy offered by a private firm to students in Southern California. You may inquire about this in the guidance office. **It is the student's and parents' responsibility to apply for insurance through this policy or other personal means.**



STUDENT IDENTIFICATION (ID) CARDS

All students are required to carry a current Rivercrest Preparatory ID card at all times. ID cards must be presented at all school functions and students may be asked to present it during the course of the day for any variety of reasons. Lost IDs may be replaced for a cost of \$5. If a student is concurrently enrolled at their home school, they may also be required to get an ID from that school or will be asked to show their Rivercrest Preparatory ID at any time.

BEHAVIOR AT SCHOOL EVENTS

Students or guests who exhibit serious behavior problems at an athletic event or an extracurricular activity (dance, play, concert, etc.) may be prohibited from attending other events for the remainder of the school year. This means that those caught drinking or under the influence of alcohol or a controlled substance, fighting, in possession of a weapon or fireworks, or any other serious violation of *Education Code* 48900, in addition to the immediate consequences (arrest, suspension and/or expulsion), may be banned from future school events during the year. **All school rules and regulations apply to both student and guest of student at any school-sponsored events including off-campus events.**

BULLYING (refer to BP 5131.2)

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint. Complaint forms for bullying, harassment, intimidation, or discrimination can be obtained from and filed with any school site, the district office or online by visiting: www.jurupausd.org/our-district/edserv/Admin/Pages/Documents-and-Forms.aspx.

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

CHROMEBOOK USE POLICY (DIGITAL GATEWAY)

The Jurupa Unified School District (JUSD) 1:1 Chromebook program is designed to provide students with the opportunity to enhance their learning through the use of 1:1 device technology. A district Chromebook will be checked out to each student who participates in the 1:1 Chromebook program. The Chromebooks are the property of the school district. Similar to other district property assigned to students, i.e., textbooks, students and parents are responsible for the care and return of the Chromebook.



This is JUSD's first implementation of a 1:1 device program, as such; JUSD will be collecting data to establish how and to what degree the Chromebook program effected student achievement. Collection of data will include the administration of a teacher, parent and student survey at the end of the pilot program.

A. Before Receiving the Chromebook

Parents and students must sign and return the Chromebook Distribution Form agreeing to be responsible for the Chromebook. In the event that the device is lost (stolen, not returned, missing, etc.) the student/parent will be responsible to pay \$336 for the replacement cost of the Chromebook. This is very similar to the existing textbook replacement policy in use at JUSD and many other school districts. If the device is damaged and/or inoperable, the student will be responsible for returning the device to the school site for repair and will be charged a \$25 fine for damage repair. A replacement Chromebook will be issued upon return of the damaged device.

B. Receiving Your Chromebook

- a. Each Chromebook will be checked out to the student through JUSD's Textbook Management system in your school library.

C. Care of Your Chromebook

- a. The Chromebook is school property and all students must follow Board Policy 5131 prohibiting student conduct that results in damage to or theft of property belonging to the district, staff or students.
- b. Under no circumstances should Chromebooks be left in unsupervised areas, such as, the school grounds, lunchroom, library, PE rooms, unlocked classrooms, or outdoor walkways.
- c. Use a soft clean and dry cloth to clean the screen. **Do not** use water or cleaning solutions.
- d. Students are responsible for keeping the Chromebook battery charged for class each day.
- e. Parents may choose to purchase a protective case.
- f. When carrying you Chromebook in a backpack or other carrying case, avoid placing too much pressure and weight on the Chromebook screen.
- g. Chromebook screens are particularly susceptible to damage. Do not lean on the Chromebook cover. Do not place anything heavy on the Chromebook that could put pressure on the screen. Do not bump the Chromebook against walls, car doors, floors, etc.

D. Using Your Chromebook at School and Home

- a. Students are responsible to bring the Chromebook and power cords to school each day.
- b. To prepare the Chromebook for use during school, students should charge the Chromebook each evening.
- c. Inappropriate media, graphics, or language may not be used as a screensaver or background photo. Any drug, alcohol, or gang related symbols, pornographic images or inappropriate language will result in disciplinary actions.
- d. Students are allowed to set up their home wireless network on the Chromebook. JUSD's GoGuardian filter contains filter options that meet the Children's Internet Protection Act (CIPA).

E. Acceptable Use Policy

- a. Students are responsible for adhering to the rules and internet use guidelines outlined in the JUSD Acceptable Use Policy.
- b. Use of Jurupa Unified School District network systems/technologies is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges.
- c. Students shall not engage in vandalism. Any attempt at deliberate damage to the hardware, software, or information stored on any computer/device within the lab, classroom, and library including the introduction of computer viruses or attempts at hacking, will be subject to disciplinary actions, including suspension.
- d. Students/parents will be held responsible for any and all damage to the Chromebook that is checked out to the student. Damage includes, but is not limited to: broken screens, cracked plastic pieces, inoperability, etc.
- e. If the Chromebook is damaged and able to be repaired, students/parents are responsible for the repair costs including tax and shipping. Should the cost of repair exceed the cost of purchasing a new device, the student/parent will be charged the full replacement value (approximately \$336.00).

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.

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All Jurupa Unified School District staff members will treat parents and other members of the public with respect, and will expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping its offices free from disruptions and preventing unauthorized persons from entering its facilities.

The Jurupa Unified School District Civility Policy is developed to promote mutual respect, civility and orderly conduct among District employees, parents, students and the public. This policy is not intended to deprive any person of their right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free environment for all individuals who enter District facilities. The District encourages positive communication, and discourages volatile, hostile or aggressive

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Disruptions

- Any individual who disrupts or threatens to disrupt District operations; threatens the health or safety of District staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on the grounds of District facilities will be directed to leave District property promptly by District administrative staff and shall not be allowed to return for at least 72 hours (EC 32211).
- If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner while on District premises, the District administrator or employee to whom the remarks are directed will calmly and politely request the speaker to communicate in a civil manner.
- If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
- When an individual is directed to leave under the circumstances discussed in Sections 1 or 2 above, the District administrator or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code Sections 32211 and Penal Code Sections 626.6 and 626.8, if he/she reenters any District facilities with 72 hours after being directed to leave.
- If an individual refuses to leave upon request or returns before the applicable period of time, the District administrator or designee may notify law enforcement officials. An Incident Report (attached) shall be completed for any such situations.

Safety and Security

- The District Administrator of Education Support Services or designee will ensure that a safety and/or crisis intervention techniques program is provided to staff in order to raise awareness on how to deal with these situations if and when they occur.
- When violence is directed against a District employee, the employee shall promptly report the incident to their supervisor and complete an Incident Report. All District employees, supervisors and administrators should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on District premises or at District sponsored activities (Penal Code Section 243.5).

Documentation

When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable Code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written Incident Report.

A copy of the Civility Policy is also available at www.jusd.k12.ca.us/departments/administrative/SitePages/default.aspx.

EDUCATION FOR HOMELESS CHILDREN (refer to BP 6173)

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for them to meet the same challenging academic standards as other students. (cf. 6011 - Academic Standards)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.

EDUCATION FOR FOSTER YOUTH (refer to BP 7173.1)

The Governing Board recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and district academic standards, the Superintendent or designee shall provide them with full access to the district's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the district's local control and accountability plan (LCAP).

The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and administrative regulation.



TOBACCO AND DRUG-FREE SCHOOLS (refer to BP 3513.3)

Health and Safety Code 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. Parents or community members using tobacco products on school or district property will be asked to refrain from such use or to leave the property. Persistent disregard for these policies will result in a referral to law enforcement.

ELECTRONIC NICOTINE DELIVERY SYSTEMS (ENDS)

The Jurupa Unified School District 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. 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.

GAMBLING

Gambling is illegal in public schools throughout the State of California; therefore, it is not allowed on our campus. Violators are subject to disciplinary action. Playing cards, dice, or any gambling item or game of chance will be confiscated.

ATTENDANCE POLICY



Office hours: 7:15 a.m. – 3:30 p.m.

The State attendance laws require regular school attendance and punctuality with both the school and parents having a responsibility for enforcing these laws. The State Compulsory Attendance Law, Education Code 48200 requires each person between the ages of 6 and 18 attend the public full time day school or continuation school or classes for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school. A student should not be absent from school without the parents' knowledge and consent.

Attendance is compulsory in California until high school graduation or the age of eighteen. Punctuality and regular attendance are essential to success in school as well as on the job. Any student who is absent must present a written excuse upon returning to school, or the parent must personally call the attendance office the day of the absence. State law accepts only 3 reasons for "excused" absences: (1) illness/medical; (2) religious absences; (3) bereavement and (4) court appearance. Any absences not cleared within three days or deemed as "unexcused" will be considered trancies and consequences may be assigned.



However, school authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. Only absences due to his or her illness; quarantine under the direction of a county or city health officer; for the purpose of having medical, dental, optometric, or chiropractic services rendered; for the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California or for the purpose of jury duty in the manner provided for by law, court appearance are considered excusable. The teacher of any class from which a pupil has an excused absence shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. Tests and assignments may be the same as those missed or shall be reasonably equivalent to them as set forth in the EC 48205. Rivercrest Preparatory believes that excessive absences in a class (unexcused) are sufficient reason for a failing grade in that class as any student with more than 9 absences in any class during a semester may fail the course due to excessive absences. A goal every student at Rivercrest Preparatory should achieve is develop a positive lifelong work ethic.



Absences

1. Periodically, the State Department of Education in Sacramento will audit the attendance records. Therefore, verification for each absence is needed for the report to the State. A satisfactory explanation from the parent or guardian of the student is required for any absence. The administration will determine whether absences are excused or unexcused. An explanation for the absence may be a phone call from the parent or guardian to the Attendance Office on each day the student is absent or a note from the parent or guardian to the Attendance Office on the day the student returns from an absence. Students are not allowed to pick up admits between or during classes. If the student returns to school after an absence without a phone call or note from the parent/guardian, the student will be considered truant. Students will have three days, including the day of return to clear the absence. If not cleared within the three-day time frame, a low level referral, detention, or additional discipline will be issued and teachers may not accept make-up work.
2. Teachers are not required to give make-up work for unexcused absences or truancy. Teachers will give make-up work for excused, personal excused, school activity, and suspension. State law defines each category.
3. A student may not sign his/her own note or call unless he/she is 18 years of age and has a letter on file with the Principal from the parent/guardian verifying the student's age; furthermore, acknowledging that he/she is aware and accepts responsibility for managing his/her own school affairs.
4. For daily absences up to three days, homework may be obtained by calling Attendance Office.
5. Excused absences for more than three days will require doctor's verification to clear. Letterhead stationary from the physician will suffice.
6. When a student is reported absent by their parent/legal guardian and is seen on campus or at any school function throughout the day of the reported absence, the student will be considered truant for the periods out of class.
7. The absence of a student for the purpose of obtaining confidential medical services may be excused by school administration without the consent of parents. (EC 46010.1) Students will be required to meet with their counselor or administrator before leaving campus. A phone call and doctor's note will confirm and verify the student's appointment and attendance.

ATTENDANCE VERIFICATION FORMS

Any forms requiring attendance verification (e.g. DPPS, CalWorks, Social Security, etc.) will need a minimum of **48-hour period** to verify information.

EARLY DEPARTURE and PROCEDURES FOR LEAVING CAMPUS DURING THE SCHOOL DAY

Each student **MUST** have permission prior to leaving campus at ANY TIME during the school day, while they are scheduled in classes. Students that are 18 years of age must have written authorization from a parent stating that the student is responsible for him/herself to excuse absences or to leave campus. While it is strongly suggested that medical and dental appointments and personal business be conducted after school hours, this is not always possible. If it is necessary for you to leave campus during the day, your parents must send a note with you to this effect to be given to the attendance office. The attendance office will provide you with a pass to leave campus. **STUDENTS WHO LEAVE CAMPUS WITHOUT PERMISSION ARE CONSIDERED TRUANT UNDER THE LAW.** Students who do not adhere to the required procedures and who are found off campus are subject to citation by the Sheriff's Department (Riverside Co.Ord. 339.2(3) (a)). Students who return to campus after being truant that same day are subject to search. Students who are ill must get a pass from their classroom teacher before coming to the office.



Parents and students should have a pick up and drop off plan on file to outline when the student will be attending campus meetings. These meetings are part of the students IS contract and must be abided by to maintain enrollment in our program. Students who need to leave or arrive different then their contract time will need to let the office/teacher know and make arrangements to attend their classroom sessions and continue to do their school work, even when not on the physical campus.

DISASTER PLAN

In the event of a disaster, or during a disaster drill, the Rivercrest Disaster Plan calls for all students and staff to evacuate to an assembly area on the JVHS baseball field. In the evacuation area students are to report for roll call to the teacher of the class from which they evacuated. If a drill or disaster occurs during a time when students are not in class such as lunch, or passing period, then students are to report to the teacher of their prior class in the evacuation area. Students will receive further instructions in the evacuation area.



DISASTER STUDENT RELEASE

Parent Alert! Should an earthquake or other disaster occur, emergency procedures at the school and district will be in force. Staff will remain with students at the site until such time parents/guardians or people specifically listed on the student's emergency card are able to pick up the student. Be sure the emergency card is updated and accurate. Be sure to review this procedure with students to ensure they know this process and the importance of following carefully. Pick up will be at the gate on the JVHS baseball field, to ensure that students are not confused with JVHS students in the event of an emergency. Please make sure that you have updated contact information on file, so that we can get ahold of someone to assist your students in the case of an emergency/disaster.

DISASTER PREPARATIONS

In the event of a major disaster, Rivercrest students and staff will follow prepared and practiced emergency procedures. In an emergency situation, the school will use an established emergency checkout procedure for releasing students. Students will only be released to parents, legal guardians, and other persons designated on the student's card. **Parents are advised to update student registration and emergency contact information when changed so that school personnel can contact the appropriate party to ensure student safety.**

STAFF/STUDENT SURVEYS

All surveys (whether for informational or instructional purposes) must be approved by administration before they can be distributed. The purpose for the survey and how the results will be used must be clearly stated. Submit surveys to the Principal for approval.

DISTRIBUTION OF NON-SCHOOL MATERIALS

No flyers, pamphlets, or any other materials will be passed out on any Jurupa Unified School District site without the prior approval of the Superintendent's office (*Ed. Code 40041, 51520, 51521*).

AUTOMOBILES, MOTORCYCLES AND STUDENT PARKING

Students who drive automobiles or motorcycles to school may park only in designated marked stalls in the student parking lot. Parking permits must be visible to campus supervisors. A parking permit can be obtained at no charge from the main office.

Replacement permits are \$5.00. Motor Vehicle Code V.C. 21113-C and all posted vehicle codes will be strictly enforced. Vehicles without parking permits issued by Rivercrest Preparatory as well as vehicles that are improperly parked are subject to Riverside Sheriff Department citation. **Students must possess a valid California Driver's License, current California Vehicle Registration, and proof of insurance when applying for a student parking permit.**



Parents may get a drop off/pick up pass for daily use, if they will not be parking, to ensure that you can enter the JVHS campus and drop off/pick up your student.

Only vehicles that are "street legal" and have a valid California registration for operation on the highways may be parked on campus. The parking lot has limited supervision. Parking is done at the student's own risk; therefore, students should keep vehicles locked at all times. Jurupa Unified School District accepts no responsibility for damage to any vehicle, vandalism, or theft of its contents. Students may not park in the staff designated parking areas. ***Speed limit in the parking lot is 5 MPH.*** Irresponsible or reckless driving on the part of any student or failure to comply with any of the above requirements will result in the suspension of parking and may also result in other corrective action appropriate to the offense. Administrative approval must be received before going to the parking lot at any time other than arrival on, and leaving from, campus. Violators will be subject to disciplinary action. Cars are not to be used as lockers! Students may not access cars during class periods or passing periods. Any vehicle entering the school-parking facilities may be subject to search with suspicion by school administration, trained dogs or police officers. A search of a motor vehicle is defined as any inspection of the interior or storage space of the vehicle (JUSD Regulation 5166).

EMERGENCY CARDS

It is necessary that each student have a current emergency card on file. In an emergency, the information on this card will enable us to contact parents and arrange medical help for students. A student can only be released to adults listed on the emergency card. It is critical that students and parents notify us regarding any changes of address, phone numbers, and/or emergency contact people.

VISITOR POLICY

Rivercrest Preparatory is a closed campus to all but enrolled students and staff. All visitors must sign in at the main office and receive a visitor's pass. The pass must be worn on the shoulder area at all times while on campus. Failure to follow these procedures may lead to police intervention. **Students may not bring relatives or friends to school as visitors (P.C. 626.8 & .6).** Non-students may not be on campus at lunch time to visit friends.

PROCEDURE FOR SHADOWING STUDENTS

Parents/guardians will need to contact the Principal at least 2 days in advance to notify teachers and arrange for the on-campus shadowing. Parents/guardians will sign-in when they arrive to receive a visitor's badge and will be directed to the appropriate classroom. Parent/guardian will only be an observer in the class, not a participant or evaluator. Questions or comments should be written down and left with the teacher and the teacher will contact the parent within 24 hours to discuss. At the end of the observation, parent/guardian will need to sign out and return the visitor's badge to the office.

TELEPHONES FOR STUDENT USE

There are no pay telephones on campus. Students will need to make other arrangements. Emergency calls can be made at the main office until approximately 3:30 p.m.



LOST AND FOUND

The "Lost and Found" is located in the main office. Students who have lost items should check the office when they discover something is lost. Each quarter all unclaimed items may be donated to local charities.

DELIVERIES DURING SCHOOL HOURS

All items must be dropped off at the main office lobby. We cannot accept any food products, electronic devices (including cell phones), or money due to health risks and liability. Students can pick up these items during passing periods (if time permits), during lunch, or after school. Students will NOT be called out of class nor will the items be delivered.



FIRE ALARMS

Penal Code 148.4 states that it is unlawful to interfere with fire alarm apparatus or to give false alarm, punishable by up to one year of jail and a \$1,000.00 fine. Students responsible for false alarms will be punished to the fullest extent possible under school disciplinary and criminal proceedings.

RESTRICTED AREAS

The front of the school, the JVHS parking lot, and any area of Jurupa Valley High School are considered restricted areas. Students should remain on the Rivercrest Preparatory School property during their school hours or they may walk to the street for pick up. Once they have completed their work, they need to exit campus immediately. They will not be allowed to loiter around any areas at JVHS. Students arriving at school for class need to go directly on the RPOS campus and stay within the boundaries of the classroom buildings. Students should park their vehicles in the designated student parking and proceed onto campus, and not loiter around the cars. NO SKATEBOARDS, NO BICYCLES, NO MOTORIZED VEHICLES, NO ROLLER SKATES/ROLLER BLADES, and NO SCOOTERS are allowed on RPOS campus or JVHS campus at any time. If you are using any of the devices listed as your mode of transportation, it will need to be locked up and/or placed in the main office during school hours. It can be redeemed after school. If you are found on campus with these items and do not follow the check in rules, the consequences for violations are:

- 1st Offense: Warning and name put on file
- 2nd Offense: Parent contact
- 3rd & Subsequent Offenses: Suspension from school and possibly reevaluation of placement at Rivercrest



STUDENT DROP-OFF AND PICK-UP ZONES

Student drop-off and pick-up zones will be in the parking lot of Jurupa Valley High School, in front of the Rivercrest building or directly in front of JVHS and students may walk on to campus. Do not drop off students in an area that would be blocking traffic and/or obstructing crosswalks. The school resource officer will enforce these regulations! Please do not exit cars from traffic lanes!



LITTERING

Students are to dispose of trash and litter in a proper manner. Littering is a violation of Penal Code 374.46 (a) and will be ticketed. Please help to keep our campus clean by using the trash receptacles placed throughout the campus.

HANGING OUT/LOITERING

Students are not to loiter on private or public property or on any of the city streets surrounding our campus during the school day. Students are not to loiter in the parking lot before or after school. Students should park their cars upon arriving on campus and not loiter in the parking lot. **Students are not to loiter on campus after school.** Students may wait for their parents in front of the school. Appropriate disciplinary action will be taken for those students who choose to violate this policy. All

students, unless under the supervision of the Rivercrest staff, should depart campus within 30 minutes of the end of the school day.

PERMANENT MARKERS, WHITE OUT PENS, ETCHING TOOLS, SPRAY PAINT

These items are **not** allowed at school and will be confiscated. Students bringing these items on campus are subject to disciplinary action, including suspension from school. Parents will be held liable for any damage committed by their student (*Ed. Code 48900, 48904, 48980*).

TAGGING/GRAFFITI ON PERSONAL PROPERTY

Tagging/graffiti or gang-related writing is prohibited on campus. Students are not allowed to have it in their possession or on their personal items. This includes but is not limited to notebooks, books, backpacks, cell phones, cell phone cases and clothing. Students will be subject to disciplinary action and will be held accountable for any damage and monetary remuneration for damages that occur on school property.



SKATEBOARDS, ROLLER BLADES/SHOE SKATES, SCOOTERS, BICYCLES and MOTORIZED VEHICLES

Due to the insurance liability, skateboards **must be left at home**. Heelys (shoes with rollers in heels), scooters, and roller blades/skates are not to be brought on campus at any time. Bicycles should be properly locked in designated areas and not ridden on campus. Rivercrest will not be responsible for these items if lost, stolen, or vandalized. **Students riding on campus are subject to suspension from school.** V.C. 21212 requires all persons under the age of 18 to wear a helmet when operating a bicycle. No motorized vehicles, motorcycles, or motorbikes may be brought on campus, except to be parked in designated student parking areas.

SEARCHES and USE OF TRAINED DOGS

Per JUSD Board Regulation 5166: "Whenever it is determined that a **reasonable suspicion** exists that a student may be in violation of the law or school rules, school administrators or certificated discipline designees, per *Education Code 48911 (i)*, may conduct a search of the student. School officials may call upon a law enforcement officer to conduct or assist in any search, and when deemed appropriate, a metal detector may be used to assist with a search." School administrators may conduct random searches in a classroom at any time. PE lockers and personal items such as backpacks, purses, and cars are subject to search by a school administrator who has reasonable grounds or suspicion. In an effort to keep the school free of drugs and firearms, the district may use specially trained non-aggressive dogs to alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items, or vehicles on district property or at district sponsored events (*Ed. Code 35160, .1, 35294-35294.5, 49050-49051, 493320-49334, P.C. 626.9 & .10, Board Policy*).



LASER POINTERS

PC 417.27

It is a crime for any student to possess a laser pointer on any elementary or secondary school campus, unless possession is for a valid instructional purpose. Directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog is also prohibited. Law enforcement will be contacted.

GENERAL CAMPUS BEHAVIOR

- ⇒ Students are to make every effort to get along with others and are to refrain from behavior that degrades, insults, teases, harasses, taunts, mocks, bullies or challenges.
- ⇒ Students who post anything on public internet websites (i.e. Facebook, Instagram, Myspace.com) perceived as bullying, intimidation, or a threat to students or school staff, or results in disruption of school activities, will be subject to disciplinary action.
- ⇒ Students must follow the directives requests, instructions, and orders of all school personnel immediately. Failure to do so is defiance of school personnel. Students are NOT permitted to carry pepper spray or any other chemical used for self-defense..
- ⇒ Students may NOT possess prescription drugs or over-the-counter drugs while on campus. All medications must be checked in to the office.
- ⇒ Students must NOT engage in heavy/extended kissing or petting on campus
- ⇒ Students are required to possess a valid ID at all times and present it whenever requested by school personnel. Students may not loiter on the
- ⇒ Campus of other schools or interfere in the activities of other schools.
- ⇒ School documents, such as ID cards, parking permits, etc., are not transferable. Students are to observe
- ⇒ general courtesy in lunch lines – no cuts or saving places.
- ⇒ Students are to dispose of trash and litter in a proper manner, using the trash receptacles. Littering is a violation of Penal Code 374.4 (a) and may be ticketed.
- ⇒ Students who become aware of a campus safety violation (weapon on campus, explosives, etc) are expected to report the violation in a confidential manner to school personnel. Failure to report a serious campus safety violation will result in disciplinary action.

DRESS CODE

All students are required to present themselves in an orderly manner, conducive to the advancement of education. Appearance should be neat and acceptable. Items that are disruptive or could cause situations that would diminish the safety of students will be prohibited.

Students and parents/guardians will be informed about dress and grooming standards at the beginning of each school year. Students in violation of the dress code will receive a warning and parents will be notified. Students will be required to change or wear attire provided by the school. Repeat violators will receive consequences according to the school assertive discipline plan as appropriate for defiance of school rules.

The following specific guidelines shall be used to determine appropriate dress:

Gang-Related Apparel

Gang-related apparel is strictly prohibited. "Apparel" includes, but is not limited to, hats, jewelry, belt buckles, bandannas, hair nets, insignias, exposed tattoos, colors, paraphernalia, and sports jerseys or logos that indicate an affiliation with a group or gang which may provoke others to act violently or be intimidated. This may include, but is not limited to, logos of the Oakland Raiders, Los Angeles apparel, or any kind of the number "13."

A list of specific, prohibited "gang-related apparel" will be developed and maintained by the principal or designee in continued consultation with the Riverside County Sheriff's Department and will be available at the office for review. The list of prohibited gang-related apparel may be revised from time to time as deemed necessary, and must be limited to apparel that reasonably could be determined to threaten the health and safety of the school environment if worn or displayed on a school campus.

Students will be provided copies of the list of prohibited apparel, and any revisions to the list, prior to enforcement.

Appropriate Dress - General

Brief garments, such as swimsuits tops, strapless or halter tops, beach wear, tank tops with deep armholes, bare midriffs, backless shirts, tube tops, pajamas, lounge wear, sheer clothes, ripped or tattered jeans, low necklines, and exposed undergarments are not appropriate for school. Garments with shoulder straps less than 1" in width are prohibited. Dresses, skirts or shorts must cover the full curve of the buttocks when walking, sitting, reaching or bending.

Bagging or sagged pants shall not be worn at school. The term "baggy pants" means the waistline of the pants, located at the hipbone of the student when pulled and pinched will gather more than one inch of material. The term "sagged pants" means the waistline of the pants is located below the hipbone of the student. With the pants correctly worn the crotch of the pants will not hang away from the body. Properly fitted pants, incorrectly worn (below the hipbone) are "sagged pants." Pants that are loose enough to fall off the hips without a belt are too big.

Prohibited Items

Clothing, jewelry and personal items (backpacks, gym bags, water bottles, etc.) shall be free from writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, or which bear drug, alcohol or tobacco company advertising, promotions and likenesses. This includes any symbols the principal or designee considers to be drug related such as KK, blunt, 420, and 8-ball.

Also prohibited are clothing or other items which advocate gender, racial, ethnic or religious prejudice (i.e., white/brown/black pride or power) or which demean or exalt any group of people such that it infringes upon the rights of others to be free from harassment or intimidation. Also prohibited are items containing messages that promote or glorify death, mutilation or violence, or which constitute gang "silent code" messages, as determined by the school principal or designee in consultation with law enforcement.

Jewelry

Jewelry with gang-related or other inappropriate symbols, as described above, is prohibited. Also prohibited is jewelry designed for use as a weapon or designed to contain hazardous or contraband materials. In addition, jewelry or other accessories which display studs, spikes, chains, replica weapons or drug paraphernalia, or which may pose a threat to student safety are prohibited. Chains greater than 1/8 inch in diameter are prohibited.

Shoes

Shoes must be worn at all times. For safety reasons, only shoes which are appropriate for school wear are allowed, as determined by school administration. No slippers are allowed.

Hats

Only school approved hats, caps or other head coverings may be worn outdoors for sun protection and shall not be worn indoors. Hats and caps with brims must be worn forward.

Sunglasses

High School - Sunglasses may not be worn in the classroom.

Middle School – Sunglasses may not be worn at any time, unless they are prescription sunglasses.

Hair

Hair must be clean and neatly groomed. Hair lengths or styles which jeopardize the health and safety of the wearer or others of which substantially disrupt, interfere with, or distract from the orderly conduct of school activities are not allowed.

Body Piercing

Middle School – No body piercing except in the ear (no ear plugs). Absolutely no safety pins should pierce any part of the body.

NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES

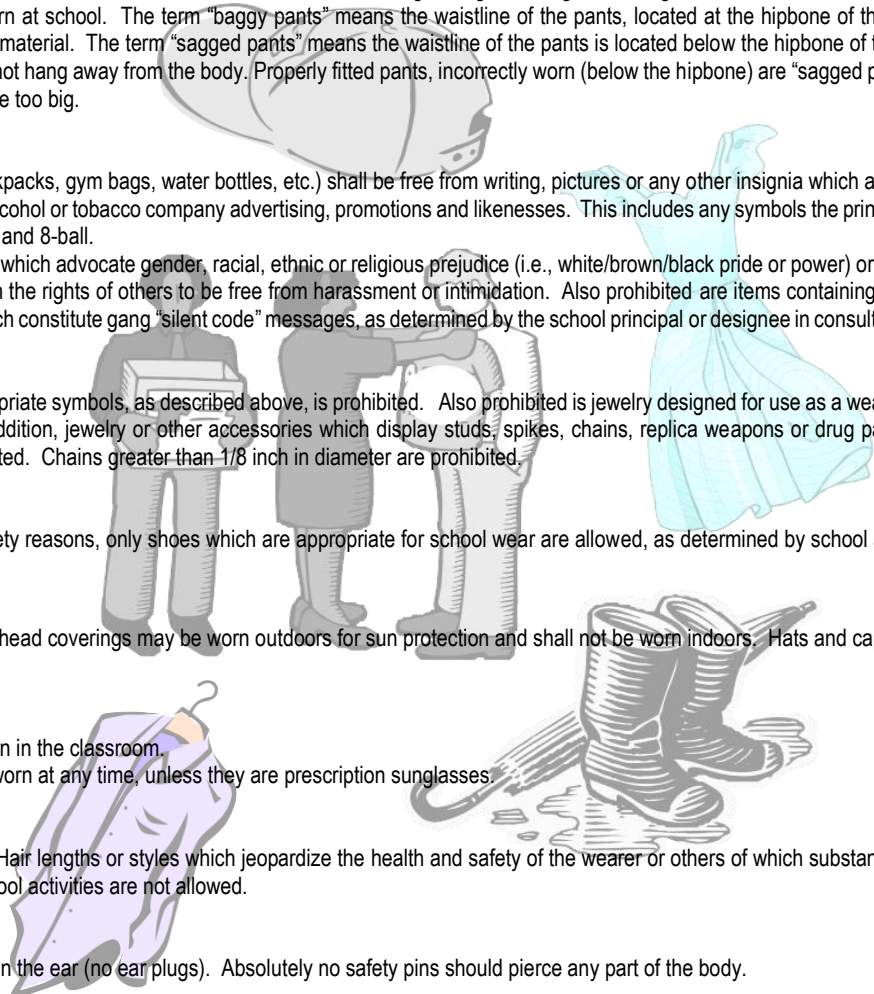
The Jurupa Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services, and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual 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.

The Director of Administrative Services, Ilsa Garza-González, is designated as the administrative officer in this area and should be contacted with any questions regarding the District's nondiscrimination policy at (951) 360-4140 or Administrative Services, 4850 Pedley Road, Jurupa Valley, CA 92509. For questions or concerns about discrimination against students based on disability, please contact Michelle Markham, Administrator of Education Support Services, at (951) 360-4144.

PROPERTY DAMAGE

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

Los padres o tutores podrán ser económicamente responsables si su hijo daña cualquier propiedad escolar o si falla en regresar propiedad prestada a su hijo. La escuela puede hasta reservar el derecho de no otorgar calificaciones, diplomas y/o prueba de calificaciones hasta que el cargo sea pagado.



SAFE PLACE TO LEARN ACT

The Jurupa Unified School District 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 PC 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. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation and anti-bullying policies, please contact Ilsa Garza-González, Director of Administrative Services at (951) 360-4140.

SCHOOL BUS SAFETY

Transportation of Students – (refer to Board Policy 5112.2)

The privilege of riding school buses may be suspended or revoked for any student who violates the rules of conduct or commits acts that make the operation of a school bus unsafe. The law requires that pupils transported in a school bus shall be under the authority of and responsible directly to the school bus driver. The driver is responsible for the orderly conduct of pupils while they are on the bus or being escorted across a street or road. The bus driver shall report all serious or persistent cases of misconduct to the principal of the school on the appropriate referral form. The principal shall take appropriate disciplinary action and inform the bus driver of the action taken.

The following are minimum rules of conduct. Passengers will:

1. Remain seated.
2. Refrain from hitting, pushing, and shoving.
3. Refrain from loud conversation and boisterous conduct.
4. Keep all parts of body inside the bus.
5. Not throw items inside or out of the bus.
6. Refrain from using profanity.
7. Not eat or smoke on the bus.
8. Not wear athletic footwear equipped with cleats or spikes.
9. Watch for traffic when crossing the street in front of the bus.
10. Keep away from the side of the bus as it approaches or leaves a stop.
11. Be held accountable for their conduct at bus stops.



SEXUAL HARASSMENT NOTIFICATION (refer to Board Policy 5145.7)

The Jurupa Unified School District 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. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact Tamara Elzig, Deputy Superintendent.

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees or other persons at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

For more information on the complaint process, disciplinary action, confidentiality, and record-keeping, please refer to the 2016-17 Parent Guide. The Parent Guide can also be found online at the Jurupa Unified School District website.

STUDENT CONDUCT (refer to Board Policy 5131)

Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

Grounds for Suspension and Expulsion – (refer to EC 48900, 48915, and the 2016-17 Parent Guide for the full text)

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed one or more of the following acts:

48900 (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.

48900 (a)(2) Willfully used violence on the person of another, except in self-defense.

48900 (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.

48900 (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence, of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or an intoxicant of any kind.

48900 (d) Unlawfully offered or arranged or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant.

48900 (e) Committed or attempted to commit robbery or extortion.

48900 (f) Caused or attempted to cause damage to school property or private property.

48900 (g) Stolen or attempted to steal school property or private property.

48900 (h) Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.

48900 (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

48900 (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia

48900 (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. Does not apply to students in grades K-3.

48900 (l) Knowingly received stolen school property or private property.

48900 (m) Possessed an imitation firearm.

48900 (n) Committed or attempted to commit a sexual assault, or committed a sexual battery

48900 (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding

48900 (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

48900 (q) Engaged in, or attempted to engage in, hazing.

(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 his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site by means of an electronic device including:

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

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

(I) Posting to or creating a burn page. "

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1).

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

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

48900 (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to 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 school activity or 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; and, 4) During, or while going to or coming from, a school sponsored activity.

48900.2 Committed sexual harassment as defined in EC 212.5, provided that the conduct is 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.

48900.3 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.

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

48900.7 (a) 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.

48915 Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct: *A) Causing serious physical injury to another person, except in self-defense, B) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil, C) Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, D) Robbery or extortion; and E) Assault or battery, as defined in Section 240 and 242 of the PC, upon any employee.*

Mandatory Expulsion Violations

Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

The school board shall order the student expelled upon finding that the student committed the act.

For a complete copy of California EC, please visit <http://leginfo.ca.gov> or <http://www.jusd.k12.ca.us/parents>.

SUSPENSION APPEAL PROCEDURE

Note: *During the appeal of suspension to the principal, the student shall remain suspended for the length of the appealed suspension. Because the appeal process is a challenge to student records, only the student's Educational Rights Holder may appeal a suspension.*

When a parent or guardian wishes to appeal the suspension (without recommendation for expulsion), the following procedure shall be followed:

1. The pupil's parent or guardian shall have the right to submit a written statement that shall be attached to the suspension notice.
2. The parent or guardian shall submit a written statement outlining the reasons for requesting an appeal **within five (5) school days of the date the student was suspended** to the principal or designee.
- F. Upon receipt of a written appeal of a suspension, the principal or designee shall have five (5) school days to consider the appeal. After considering the appeal, the principal or designee will notify the parent or guardian of the decision.
4. If the principal or designee agrees to alter the suspension after considering the parent or guardian's appeal, and the parent or guardian agrees with the change, the appeal process shall end.
5. If the principal or his designee does not agree to change the suspension, or if the parent or guardian does not agree with the change offered by the principal, the parent or guardian may then appeal the suspension to the Superintendent's Designee.
6. The Superintendent's Designee shall hear appeals only after the appeal has been heard by the principal or designee.
7. The parent or guardian shall submit the written reason for appealing the suspension to the Superintendent's Designee within five (5) school days after being notified by the principal.
8. The Superintendent's Designee will contact the parent or guardian as soon as possible but **within five (5) school days** of receipt of the written request.
9. The Superintendent's Designee shall confer with the principal to determine if there is sufficient evidence to find that the alleged violation occurred, whether the penalty

- imposed is appropriate for the violation, and whether the pupil has been afforded due process of law.
10. The Superintendent's Designee shall make a finding of fact and shall render a decision.
 11. The Superintendent's Designee will then inform the parent and the principal first verbally and then in writing, of the decision.
 12. If the Superintendent's Designee determines that no violation occurred, all records regarding the suspension shall be immediately destroyed.
 13. If the Superintendent's Designee determines that the penalty imposed was inappropriate for the violation, all records concerning the suspension shall be revised to indicate the penalty imposed by the Superintendent's designee.
 14. If the Superintendent's Designee determines that the violation did occur and that the penalty was appropriate, the suspension shall stand.
 15. In all cases, the decision rendered by the Superintendent's Designee shall be final and shall end the appeal process.
 16. The appeal of suspension with a recommendation for expulsion is terminated with the Superintendent's Designee meeting. [EC 48911(g)]

STUDENT USE OF TECHNOLOGY (refer to BP 6163.4)

Jurupa Unified School District recognizes that access to technology in school gives students greater opportunities to think critically, problem solve, research, create, communicate, and collaborate. Given the integration of these technologies with California State Standards instruction and state mandated annual testing, acceptance of these policies is no longer optional for students. Parents who are concerned about the use of these technologies or the application of these policies should contact the district or school administration to discuss whether reasonable adjustments may be required for a student's particular needs.



This acceptable use policy outlines the guidelines and behaviors that users must follow when using school technologies or personally-owned devices on the school campus. School technologies may include internet access, desktop, virtual desktop or laptop computers, Chromebooks, iPads, video conferencing, online collaboration, email and message boards. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed. All activity over the network or using district technologies may be monitored and retained. No use of the district network or equipment is private. Users are expected to communicate with the same appropriate, safe, mindful courteous conduct online as offline. Users should be careful not to share personally-identifying information online or attempt to open files or follow links from an unknown or untrusted origin. A K-12 district Internet safety program, based on the Common Sense Media curriculum, has been implemented at each school.

Teachers will reinforce the learned Common Sense Media concepts when appropriate to developing student information literacy skills through the core curriculum. The Common Sense Media curriculum focuses on cyber community citizenship in the primary grades; citizenship and safety, and cyber predator identification in the upper elementary grades; cyber bullying, negative networking, and predator identification, in the middle grades; and cyber harassment, cyber relationships, security – malicious codes, and social-networking risks at the high school level. Every student and teacher will have the opportunity to participate in the Common Sense Media curriculum. Common Sense Media provides free education for parents, students, and schools about online student safety. This quality education resource helps minors be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

One of the adopted goals of the Jurupa Unified School District is to assist in advancing the use of technology to enhance student learning. Access to Jurupa Unified School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All Jurupa Unified School District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The Jurupa Unified School District 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 District 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.

COMPUTER USE IS A PRIVILEGE, NOT A RIGHT! Within this program you will be asked to use the computers daily, both at school and at home. Any time you are on a computer, you will be expected to be working on your lessons and making progress toward the completion of your class. You must have a Network Use Agreement on file before being allowed onto the Internet. You are expected to obey the following rules: Do only what you have been told to do. Vandalism, (including but not limited to; making changes to the computer desktop, attempting to access or accessing someone else's files, putting anything in the Recycle Bin that is not yours, removing the mouse, etc.) **WILL NOT** be tolerated. Loading of unauthorized software on a computer is a violation of licensing laws and is forbidden. Report any suspected vandalism to your teacher immediately. Students are to get permission from a teacher before going onto the Internet. The teacher may have additional rules in the classroom and in the lab that must be followed. **Any infraction will result in the loss of computer privileges (Ed. Code 48900 (r)). Students who post anything on public internet websites that is perceived as bullying, intimidation, a threat to students or school staff, is sexually explicit, or results in the disruption of school activities, will be subject to disciplinary action. Students who download music, videos, or other cyber material will be subject to disciplinary action. Depending on the level of infraction, you could be withdrawn from Rivercrest Preparatory.**



ELECTRONIC DEVICES, CELLULAR PHONES, CD PLAYERS, IPODS, PAGERS, VIDEO CAMERAS, ELECTRONIC GAMES, and RADIOS

Students are only to use cellular phones and other electronic devices as advised by the teacher and in conjunction with learning. No recording or pictures of any conversation, school activities, conferences, or classroom presentation may be made without prior consent of all parties to include video or still cameras. Refusal to turn over an electronic device to any school official upon request is considered defiance of school personnel could have disciplinary action. Notice: The Jurupa Unified School District or any individual school is not liable for loss, theft, damage, or vandalism to these confiscated items. Any item not claimed within one month from date of receipt in the office will be discarded.

UNIFORM COMPLAINT POLICY AND PROCEDURES

5 CCR, Section 4622; EC 234.1, 32289 and 49013, and Board Policy 1312.3



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 received 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, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; 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 Ilsa Garza-González, Director of Administrative Services, 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.

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. Contact Ilsa Garza-González, Director of Administrative Services, at (951) 360-4140 for additional information or assistance.

For Uniform Complaint procedures and questions, to obtain a free copy of the Uniform Complaint Procedure policy or to file a complaint under the Uniform Complaint Policy, please contact Ilsa Garza-González, Director of Administrative Services, at (951) 360-4140. Complaints concerning special educational programs shall be addressed in accordance with the regulations and procedures of the Special Education Local Plan Area. For more information, contact Michelle Markham, Administrator of Education Support Services, at (951) 360-4144.

WILLIAMS COMPLAINT POLICY & PROCEDURES (refer to Administrative Regulation 1312.4)

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or mis-assignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school office, at www.jusd.k12.ca.us/departments/administrative/SitePages/default.asp, or by contacting Ilsa Garza-González, Director of Administrative Services at (951) 360-4140.

Williams Complaint Policies and Procedures are posted in every classroom and school site office of the Jurupa Unified School District.



GUIDANCE

The office maintains a Individualize Learning Plan (ILP) for each student. The ILP contains a complete record of each student's educational progress, standardized test scores, schedule, grades, etc. We will work to assist the student in developing his/her educational objectives. Bulletin boards may carry notices of scholarships, college visitations, vocational programs, and other pertinent information.

COLLEGE ADMISSIONS TESTING

Students planning to enroll in a 4-year college or university upon graduation need to take the SAT Reasoning Test or the ACT by December of their senior year. We encourage students to take the practice tests for the SAT (known as the PSAT) no later than their junior year. Registration and practice materials are available in the Career Center as well as online at www.collegeboard.com. The application filing period for the California State University System is October 1 - November 30 each year. Students MUST apply online at www.csumentor.edu. There are 23 campuses and each campus requires a separate application. The application filing period for the University of California is November 1 - November 30 each year. Students MUST apply online at www.ucop.edu/pathways. There are 9 undergraduate campuses and there is a single application for all campuses.

COMMUNITY COLLEGE/PRIVATE COLLEGE REQUIREMENTS

Community colleges offer many technical/vocational classes as well as a transfer program that allows students to advance to a four-year college. Any student may be admitted who is either a high school graduate or 18 years of age or who has passed the California High School Proficiency Exam (CHSPE). There are no specific subject requirements. See college catalogues for specific private college admission requirements.

DID YOU KNOW?

1. Students are reminded that the Rivercrest Preparatory Admissions Agreement requires students to show "respect for and cooperation with all adults and classmates while on campus."
2. Students who wish to repeat any course to improve their grade may do so with teacher/parent/guidance coordinator approval. However, additional credit will not be granted for a repeated course. There are some advanced courses in special areas that may be repeated for credit. See Principal for additional information.
3. Students who are interested in earning credits through a private accredited institution must see the Principal for verification of the program.
4. Specific information regarding college scholarships and financial aid may be posted on the Bulletin Board in the computer lab.
5. Advanced Placement classes count an extra grade point for A, B and C grades. (A=5, B=4, C=3; D and F grades do not qualify for an extra grade point.)



TRANSCRIPTS

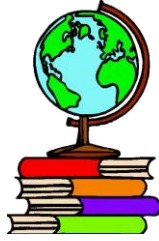
Currently enrolled students receive free official transcripts. Duplicating transcripts requires a 24-hour notice, and all charges must be cleared before transcripts are made. For alumni and former students, there is a \$3.00 fee for each transcript request- ed, cash or money order

University of California/California State University a–g Admission Requirements

Courses offered based on student interest and may not be offered every year.

A U.S. HISTORY/GOVERNMENT – 2 years required

American Government
AP U.S. History
AP World History
AP U.S. Government & Politics
U.S. History
World History



B ENGLISH – 4 years required

AP English Language & Composition
AP English Literature & Composition
English 9
English 9, Pre-AP
English 10
English 10, Pre-AP
English 11
English 12
ERWC



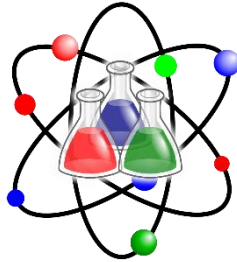
C MATHEMATICS – 3 years required, 4 years recommended

Algebra I
Algebra II
Math I
AP Calculus AB
AP Calculus BC
AP Statistics Geometry
Pre-Calculus



D LAB SCIENCE – 2 years required, 3 years recommended

Agricultural Biology
Agricultural Chemistry
AP Biology
Chemistry
Physics
AP Chemistry
Biology
Earth and Space Science



E FOREIGN LANGUAGE – 2 years of the same language required,

3 years recommended

AP Spanish Language
French I, II, III
Spanish I, II, III
Spanish II for Spanish Speakers
Spanish III for Spanish Speakers



F VISUAL/PERFORMING ARTS – 1 year required

Advanced Animation
Advanced Ceramics I, II
Advanced Drawing/Painting
Advanced Photography
Advanced Theater
Animation I
Art Fundamentals I, II
Beginning Photo
Ceramics
Chamber Singers
Concert Band
Concert Choir
General Art
Madrigals
Marching Band
Percussion Ensemble
Photo II
Theater II
Treble Choir
Women's Ensemble



G ELECTIVE – 1 year required, 3 years recommended

Geo-Physical Science
Civil War
Music Appreciation
Principals of Business and Finance
Psychology
Veterinary Science
Economics
Vietnam Era
Music Theory



TEXTBOOKS

All textbooks remain the property of the Jurupa Unified School District. They are freely checked out (loaned) to students who need them. There is no charge for this loan service, but students are responsible for all textbooks that are checked out to them. Students are encouraged to cover their books. Majority of all classes are completed on line but we do have textbooks if students need support with content or material. Students will not typically be checked out textbooks.

The following are Rivercrest Preparatory's rules of financial responsibility and payment for missing or damaged textbooks.

1. Each student is responsible for any and all textbooks issued to him/her [if applicable].
2. Each student must return the same textbook (same number) that was issued to him/her.
3. Textbooks which are not returned for any reason (lost, borrowed, stolen, destroyed) or which are damaged beyond normal use must be paid for by the student or the student's parents (*Ed. Code 48909*) by money order only. This includes textbooks that are damaged by water. The cost will be determined by the replacement cost of the books.
4. If a book is missing for any reason during the instructional term, the student may be required to pay for the book before a replacement copy is issued. In cases of genuine financial hardship, a new book may be issued before payment is made, but, in any case, the record must be cleared by the end of the school year.
5. If a missing book is paid for and later recovered, the amount paid will be refunded to the student (receipt for original payment must be provided).
6. Students have a 24-hour period to report damage to a textbook that has been checked out to them.
7. Any textbooks that contain gang affiliated graffiti, symbols or obscenities will be removed from circulation and the student will be charged.
8. Failure to pay any charges will result in loss of participation in school activities and withholding of report cards until amount owed is paid.



Fees for damages

A. Defacement (or other minor damage)	\$2.00 per usable page \$3.00 per non-usable page Cost of textbook for 10 or more damaged pages
B. Damaged cover	10-25% of cost of textbook
C. Damage to book preventing future use water damage, mold, etc.)	Cost of textbook/library book (binding, water damage, mold, etc.)
D. Barcode removal or defacement	\$5.00 per barcode sticker

STUDENT DEBTS

Students are responsible for paying all school-related debts including course fees, vandalism, damage to any school equipment, damaged or lost library books and textbooks. This is required at both Rivercrest Preparatory and the other high school sites, where applicable. Payment for these items must be made with cash only and should be promptly submitted to the main office. Failure to settle these matters may lead to the loss of:

- Senior activities including graduation and Senior Night
- Yearbook acquisition
- Running for an ASB or class office
- Campus parking
- Dances

WORK PERMITS

Work permit applications are required for all working students under the age of 18. General summary of Minors' Work Regulations: If federal laws, state laws, and school district policies conflict, the more restrictive law (that which is most protective of the employee) prevails. Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a State Certificate of Proficiency. Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (Form B1-1) for the school district of attendance for each minor. Employers must retain a "Permit to Employ and Work" (Form B1-4) for each minor. Work Permits (B1-4) must be retained for three years and open at all times for inspection by sanctioned authorities. A Work Permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. For more information on Minors' Work Regulations, please visit www.ca.gov.



ACADEMIC STANDARDS FOR ATHLETES

1. A student participating in a high school athletic program shall meet all California Interscholastic Federation (CIF) eligibility requirements.
2. They must be enrolled in one traditional course at their home high school to be eligible to participate in CIF regulated athletics
3. The eligibility date for all high school activities will be the same as that determined by CIF and League ruling. Students should clear early to avoid long lines and possible delays in eligibility.
4. Six-week grades shall be the basis for determining the grade point average (GPA). The grade point average shall be determined by dividing the accumulated grade points from all classes in which the student is enrolled during the grading period by the number of classes attempted.
5. The student shall obtain at least a 2.0 GPA the 6 weeks prior to participation. A probationary period of 6 weeks shall be in effect for students who fall below the 2.0 GPA, whether or not they have previously participated in an activity. A student whose 6-weeks GPA remains below 2.0 at the end of the probationary period shall go into "ineligible status" until she/he obtains at least a 2.0 GPA at the subsequent 6-weeks grading period. High school freshmen shall be exempt from this standard until the end of their first 6 weeks. Athletes must pass four classes (with a maximum of 1 PE course) or they are automatically ineligible **regardless** of previous GPA.
6. Except to rectify errors, grades, once issued, may not be changed. Incomplete grades become complete in accordance with school practice. Athletes become eligible or ineligible when grades are returned from the County Data Center. Eligibility status is determined within 3 days after grades are posted.
7. The second semester GPA of students on probationary or ineligible status may be recalculated to include summer school grades to determine eligibility for fall activities. Credit for courses taken at an accredited college or university may be used to raise quarter or semester GPA's if students received approval from their high school principal or designee prior to attending classes. Each semester unit equals three and one-third (3 1/3) high school credits.
8. Physically/mentally challenged students must make appropriate progress as delineated in their Individualized Education Program (IEP).
9. Transfer students must meet the same requirements as non-transfer students along with meeting CIF requirements.
10. While under suspension, students shall be ineligible to participate in any activities.
11. Appeals or exceptions to these standards shall be determined by a district administrator designated by the Superintendent. The decision of the administrator shall be final.



