



# Redlands High School

## Student Handbook 2021-22



# **RHS Alma Mater**

Where the purple snow-capped mountains  
Reach the clear blue sky.  
Lies our cherished Alma Mater  
Our dear Redlands High.  
Alma Mater, Alma Mater  
Deep graven in each heart,  
Our loyalty unwavering true,  
When'er from you we part.

## **REDLANDS TERRIER FIGHT SONG**

Fight, Fight for Redlands High.  
Go, go you Terriers.  
Win, win for blue and white.  
We're with you tonight . . .  
You Terriers.  
Fight, fight to victory.  
Team, Team it's your game.  
Score, Score, Score and then score some more  
for Redlands High.

## Contents

RHS Mission Statement	5
RHS Vision Statement	5
Student Learner Outcomes	6
Bell Schedules	7
Traditional BELL SCHEDULE	7
Administration	7
Counselors	7
Programs	7
RHS 21-22 Student Government	8
RHS Department Phone Extensions	9
Grades & Report Cards	10
Graduation Requirements	10
Academic Integrity Policy	11
Counseling Services	14
Attendance Procedures	15
Redlands High School Tardy Policy	17
RHS Guidelines For Student Dress	18
Rules and Regulations	19
Athletics & Co-Curricular Activities	22
DANCE POLICIES	23
Dance/Event Agreement	24
Student Parking Information	26
Student Parking Registration	27
Duties and Responsibilities of Students	28
RHS Medication Procedures	30
Pesticides Approved for Use on School Sites	31
Bullying and Harassment	32
Bullying/Harassment Reporting Form	33
Administrative Regulation	34
Redlands USD Board Policy	39
Conduct	39
Sexual Harassment	40

Greetings Terriers!

Welcome to Redlands High School, the home of the Long Blue Line! Even with navigating the many unknowns that we are facing today with COVID-19, we know that this year is going to offer you exciting opportunities. This handbook will offer you valuable information regarding school and district policies that are designed to support your academic and extracurricular activities. We hope that you use it to stay organized, keep track of important dates, and monitor your grades. Keep it classy, Terriers!

**-RHS Administration**

### **RHS Mission Statement**

Redlands High School, with a proud tradition of excellence since 1891, recognizes our vital role in the community, the value of diversity, and our commitment to educate students to become knowledgeable, responsible citizens ready to meet the challenges of the twenty-first century.

### **RHS Vision Statement**

Redlands High School is proud to be a school that works to provide:

#### POSITIVE EDUCATIONAL ENVIRONMENT

- A safe and orderly environment
- A positive, respectful environment between staff and students
- School pride through academic success and student involvement in school activities
- A professional and collaborative culture
- Strong responsive team-based leadership

#### CURRICULUM AND INSTRUCTION

- High expectations for all students through a rigorous, standards-based curriculum
- Clear and focused academic goals for student learning
- Targeted use of research-based best practices

#### STUDENT SUPPORT AND INTERVENTION

- Frequent and strategic monitoring of student progress
- Academic and behavioral support systems for students
- Effective partnerships with parents and community

## Student Learner Outcomes

### Student Learner Outcomes

*Students at Redlands High School will...*

Learn to think critically and problem solve  
Obtain, interpret, and use information  
Navigate technology effectively and digital media  
appropriately  
Generate intellectual, practical, artistic, and physical works

## BLUE

Listen attentively, read purposefully, and write effectively  
Identify and participate in a variety of academic and  
extra-curricular programs  
Negotiate conflict and demonstrate  
integrity  
Embrace diversity by engaging locally  
and globally



design by Gabriela Machuca, class of 2018

## Bell Schedules

Redlands High School Terriers  
840 E. Citrus Ave. Redlands, CA 92374  
(909) 307-5500 Fax 307-5524

### Traditional BELL SCHEDULE

<u>REGULAR SCHEDULE</u>		<u>LATE START MONDAY SCHEDULE</u>	
Warning Bell:	8:20	Warning Bell:	9:20
First Pd.	8:30 - 9:24	First Pd.	9:30 - 10:16
Second Pd.	9:33 - 10:27	Second Pd.	10:25 - 11:11
Third Pd.	10:36 - 11:41	Third Pd.	11:20 - 12:06
Lunch	11:41 - 12:16	Lunch	12:06 - 12:41
Fourth Pd.	12:20 - 1:14	Fourth Pd.	12:45 - 1:31
Fifth Pd.	1:23 - 2:17	Fifth Pd.	1:40 - 2:26
Sixth Pd.	2:26 - 3:20	Sixth Pd.	2:35 - 3:21

### Administration

Mrs. Kate Van Luven	Principal
Mrs. Gayle Dockham	Assistant Principal
Mr. Vincent Gutierrez	Assistant Principal
Mr. James Benanti	Assistant Principal

### Counselors

Mrs. Kim Elgin
Mr. Luis Chanure
Mrs. Maria Magana-Saenz
Mrs. Vaughan Kusko
Mrs. Sherry Walsh
Mrs. Dennise Kennedy
Mr. Ruben Montero

### Programs

Activities Director:	Mrs. Alisa Beal x30187	English Language Learner Program Coordinator:	Mrs. Rosalba Schessler x30132
Athletic Director:	Mr. Estevan Valencia x31110	Library Media Coordinator:	Mrs. Brandy Major x30501
Coordinator of Career Programs:	Mrs. Christa Padilla x30411	Small Learning Communities Coordinator:	Mr. Vincent Gutierrez

## RHS 21-22 Student Government

### Executive Cabinet:

Sophia Gadsden  
Sophia Padilla

Ananya Anand  
Audrey Elias Romero  
Benjamin Bartlett

### **9<sup>th</sup> Grade Class:**

Jacqueline De Leon  
Annabelle Butarbutar  
Nathan Walker  
Melody Wolfe  
Lyla HollyAnn Castro  
Kimberly Castro

### **10<sup>th</sup> Grade Class:**

Quinn Pearce  
Kyle Larson  
Chloe Colbert  
Maureen Ribowo  
Isabella Aceron

### **Commissioners:**

**Athletics:** Kelsey Djan

### **Clubs:**

1) Stephenie Plumb  
2) Gabriela Gravina

### **Pep Commissioners:**

1) Harrison Faulkner  
2) Bianca Garibay  
3) Fidak Zaidi  
4) Ariana Ahumada-Steven

**Student Relations:** Hugh Cocheram

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### **11<sup>th</sup> Grade Class:**

Michelle Harianja  
Anna Cuevas  
Owen Walker  
Mu Choi  
JD Hernandez

### **Publicity:**

1) Julia Cuevas  
2) Sophia Tucker  
3) Richlynn Medina

### **12<sup>th</sup> Grade Class:**

Trevor Joye  
Payton Pearce  
Ruby Lopez  
Nadine Hanna  
Juliet Marcus

### **School Culture Team Members:**

Grace Deen  
Amber Garcia  
Oluwatise Agbelusi (Tise)  
Sierra Mason  
Jaden Lujan



## **RHS Department Phone Extensions**

Absence, Attendance Procedures/Appointments/Truancies	Attendance Office x30120/30123
Accident Report/Illnesses/Emergency Cards	Health Office X30130
Advertising/Clubs/Dances/Graduation/Sales/Election	Activites Office/Stu. Center X30187
ASB Cards/Payments For Items/Parking Pass	Finance Office X30129
Athletics/Facilities/Disaster Prep/Pictures/Id Replacement Pics	North Campus Admin Office X31110/X31102
Band	Room 63 X30363
Career/College/Work & Entertainment Permit/Tutoring	Student Center X30411
Choir	Room 61 X30361
Discipline Behavioral Reports	South Campus & North Campus Administration Offices
Information/Free & Reduced Lunch Apps/Lost & Found	Switchboard X 3000
Hobachi (Room 425)	X31425
Library	X30501 & X30502
Makio (Room 54)	X30354
Orangewood Information	X30104
AP Testing Waivers/Schedule Changes/Scholarships	Counseling Dept. X30140/ X30141
Security Office	South Campus X30110 North Campus X 31108
Speech & Debate (Room 451)	X31451
Student Government (Room 41 & 42)	X30341 & X30342
Textbook Room	X31301
Transcripts/Diplomas	X30170
Records/Change of Address/Info Update	X30160

## **Grades & Report Cards**

Report Cards are issued four times yearly. Progress reports and quarter grades are indicators of student performance; however, semester grades and credits (December and June) are final and appear on a student's transcripts.

For this school year, grading periods are as follows. **These are cut off dates for the grading period**, not when students will receive grades. Progress reports and report cards will be distributed approximately one school week after these dates:

### **First Semester:**

- First Quarter Progress-**September 15**
- First Quarter Ends-**October 13**
- Second Quarter Progress-**November 9**
- First Semester Ends-**December 17**

### **Second Semester:**

- Third Quarter Progress-**February 16**
- Third Quarter Ends-**April 6**
- Fourth Quarter-**May 11**
- Second Semester Ends-**June 10**

**The Aeries Browser Interface (ABI) Parent Portal is a secure and private online resource that provides you access to your student's attendance, grades, transcripts, graduation status, emergency contact information and other useful educational data.**

To create a new account please visit the web site...<https://parents.redlandsusd.net>

## **Graduation Requirements**

Satisfactory completion of 225 semester units of credit from grades 9-12 with 70 semester credits maximum credited for ninth grade.

All 9th grade students will be enrolled in a year of English, science, math and physical education. All students must be enrolled in English. Physical education is strongly recommended in 10th grade. Remaining semester credits must be earned in grades 9-12 including:

<b><u>SUBJECT AREA</u></b>	<b><u>CREDIT REQUIREMENTS</u></b>
English	40 Semester Credits in grades 9-12
Social Science	30 Semester: Including World History & Geography (9/10), United States History (11), American Government, Economics (12)
Science	20 Semester Credits in Grades 9-12
Mathematics	20 Semester Credits in Grades 9-12
Foreign Lang. or Fine Arts	10 Semester Credits in Grades 9-12
Physical Education	20 Semester Credits in Grades 9 -12
Health	5 Semester Credits in Grades 9 – 12

### **SPECIAL CONSIDERATION**

Physical Education	No more than 40 credits of Physical Education may be applied toward graduation requirements in grades 9 - 12.
T.A.	No more than 10 units of Teacher Assistant may be applied toward graduation requirements. Counselor approval required

## A-G UC AND CSU REQUIREMENTS

In order to qualify for application to a University of California or California State University school, students must complete a minimum of 15 college-preparatory courses (a-g courses), with at least 11 finished prior to the beginning of your senior year. The U. C. system refers to these requirements as the "a-g" Subject Requirements. (Source: <http://www.universityofcalifornia.edu/admissions/freshman/requirements/index.html> 2010). For a list of RHS courses that are "a-g" approved please refer to <http://rhs.redlandsusd.net>.

### The 15 courses are:

a. History/Social Science	2 years
b. English	4 years
c. Mathematics	3 years
d. Laboratory Science	2 years
e. Language other than English	2 years
f. Visual and Performing Arts	1 year (Does not include Cantare or Varsity Choir)
g. College-Preparatory Elective (chosen from the subjects listed above or another course approved by the University)	1 year

### Students must also...

- Earn a grade point average (GPA) of 3.0 or better (3.4 if you're a nonresident) in these courses with no grade lower than a C.
- Meet the examination requirement by taking the ACT with Writing or the SAT Reasoning Test by December of your senior year. We don't require SAT Subject Tests, but certain programs on some campuses recommend them, and you can use subject tests to satisfy the "a-g" requirements listed above.

### California students

If you're a state resident who has met the minimum requirements and aren't admitted to any UC campus to which you apply, you'll be offered a spot at another campus if space is available, provided:

- You rank in the top 9 percent of California high school students, according to our admissions index, or
- You rank in the top 9 percent of your graduating class at a participating high school. We refer to this as "Eligible in the Local Context" (ELC).

## **Academic Integrity Policy**

### **Philosophy/Rationale:**

Academic honesty is highly valued at Redlands High School. Our school is committed to advancing the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all students. We believe in establishing a school climate and educational environment that promotes ethical and responsible student conduct. Each student is responsible for helping to keep this environment intact. Teachers and administrators at RHS understand that pressure to get good grades might create the incentive to cheat. However, we are also certain that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. As a professional learning community, we affirm that "learning for learning's sake" is intrinsically valued, and we will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. Additionally, Redlands High School asserts the need to prepare our students for the reality created by the technology explosion for the world of college and work, where cheating and plagiarism have dire consequences.

### **What is academic integrity?**

Having *academic integrity* means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e. intellectual property)

**You are acting with *academic integrity* to the extent that you demonstrate these values, and in particular:**

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized by your teacher.
- Report breaches of academic integrity to a teacher, counselor or administrator.

In a nutshell, *academic integrity* means doing schoolwork honestly. *Cheating* is gaining an unfair advantage and is dishonest; *plagiarism*, a form of cheating, is presenting someone else's words or ideas as if they were your own. Students are sometimes legitimately unsure about what is acceptable, and what isn't. Teachers should clearly communicate their expectations to students, and make every effort to avoid situations in which students are confused about how they are expected to meet assignment requirements. Likewise, if a student is confused about what is unacceptable, they should consult their teacher before handing in the final version/draft of the assignment in question.

### **Instances of Misconduct:**

**Examples of misconduct include, but are not limited to:**

- **Plagiarism:** defined as the representation, intentionally, or unintentionally, of the ideas, works or work of another person without proper, clear and explicit acknowledgement (ex. properly citing information)
- **Collusion:** supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another
- **Duplication of work:** the presentation of the same work for different assessment components and/or core requirements (ex. submitting the same work for two assignments)
- **Any other behavior that gains an unfair advantage for a student** or that affects the results of another student (for example, sharing assessment questions, disclosure of information to and receipt of information from another student about the content of an examination via any form of communication/social media either before, during or after an exam/quiz).

### **Misconduct in Exam Sessions:**

**Incidents of misconduct include, but are not limited to the following:**

- Bringing unauthorized material into an exam room
- Misconduct during an exam
- Supporting, or attempting to support, the passing on of exam related information
- Copying the work of another student
- Failing to comply with the instructions of the adult facilitating the exam
- Impersonating another student
- Stealing an exam (before/during/after an exam)
- Using an unauthorized calculator or other smart device during an exam

It is the **responsibility of each teacher** to clarify expectations about homework, research papers and projects with their classes, preferably in writing on their course syllabi. It is the **responsibility of the student** to be aware of what constitutes any infraction in a particular course.

RHS uses **Turnitin.com**. Turnitin is an originality checking and plagiarism prevention service that checks your writing for citation mistakes or inappropriate copying. **When you submit your paper, Turnitin compares it to text in its massive database of student work, websites, books, articles, etc. The Similarity Report that it generates will help your teacher identify possible instances of plagiarism. All RHS teachers who use Turnitin.com are trained to interpret the Similarity Report in comparison to each student's written document. This information is used to determine the percentage of plagiarism in any written assignment.**

### **LEVEL 1 INFRACTIONS:**

These are primarily situations dealt with at the **classroom level**. Occurrences at this level include, but are not limited to,

- Using authorized "cheat" notes, including notes on a cell phone, desk or person
- Looking at, or allowing someone else to look at your own or another's paper during any assessment
- Repetitive missing of exams (without documentation such as a medical note), habitual absences on assignment due dates
- Copying any class or homework assigned to be done independently, or allowing someone else to copy your own or another person's work including lab assignments
- Submitting translation from internet translation programs

- Copying of or closely paraphrasing sentences, phrases or passages from an uncited source for a paper, or for research, including work submitted through **turnitin®**

### Consequences:

- **The student will have a reduction in grade/credit (up to, and including “0” credit) on the assignment, lab, exam, test, or quiz based upon the teacher’s grading system; student MAY be given the opportunity to re-do assignment/assessment or per teacher discretion, an alternative assignment/assessment may be assigned. All assigned point values will be determined by the teacher.**
- **Teacher will confer with the student and contact the parent/guardian by phone or e-mail to review the academic integrity incident within three school days of becoming aware of the incident.**
- **A teacher may decline to write a letter of recommendation or report the infraction in a letter. A teacher may also rescind a recommendation letter after it has been sent.**
- **Teacher will submit a written referral, with appropriate documentation, to an assistant principal who will meet with the student and counselor, and document the incident/follow-up action in Aeries; assistant principal will notify all of the student’s teachers of the infraction.**
- **Disciplinary actions may include, but are not limited to, lunch detentions and campus beautification service. All students who commit a Level 1 infraction, will receive a verbal warning and the student and parent will be required to sign a statement/contract that acknowledges the violation/penalty and indicates an understanding of further consequences for any subsequent offenses.**

### LEVEL 2 INFRACTIONS:

These are situations involving **more serious ethical violations**. Occurrences at this level include, but are not limited to,

- Deliberate exchange/copying of information from another student including during a test/quiz or of a lab write-up
- Flagrant copying of a secondary source, internet site, web-based information, and any work of another person - includes papers submitted through **turnitin®**
- Attempting to obtain points by modifying a previously marked paper
- Giving or receiving test information to or from students in other periods of the same teacher or same course
- Submitting individual projects and pacers that are not wholly your own work
- **OR a second or repeated instance of a Level 1 violation** (previous violations of Level 1 need not have occurred in the same class or academic year).

Consequences include those listed under LEVEL 1 Consequences and **ONE OR MORE** of the following:

- **Per advisor discretion, the student may lose permissions to participate in or be placed on probation for extracurricular activities including but not limited to: ASB, clubs, athletics, dances, rallies and academic programs (AVID, HEART Academy).**
- **In the grading period directly after the incident, the teacher may mark “U” for the student’s Citizenship mark.**

### LEVEL 3 INFRACTIONS:

These situations involve **serious ethical violations and/or deliberate failure to adhere to the RHS Academic Integrity Policy**.

Occurrences at this level include, but are not limited to:

- **A 3rd offense of Level 1, a combination of a Level 1 and a Level 2 offense or 1st offense at Level 3** (previous violations at any level need not have occurred neither in the same class nor academic year).
- Involvement in a cheating conspiracy
- Involvement in blatant or extensive plagiarism or cheating beyond that of a Level 2
- Distributing unauthorized papers, labs or projects to other students
- Air-Dropping and/or mass sharing or distribution of exam/quiz/assessment material to other students
- Theft of assessment, instructional or administrative materials
- Receiving payment or paying for unauthorized papers or projects
- Altering grades on a computer database, gradebook, or returned work.

Consequences include those listed under LEVEL 1 and 2 Consequences and **ONE OR MORE** of the following:

- **If a college requires or requests information on cheating, the school will notify the college of any academic misconduct. For seniors whose class grade drops due to an infraction of the integrity policy, please take note that colleges may rescind acceptances of students who earn a D or F in courses their senior year.**
- **Automatic exclusion from extra/co-curricular activities, including disqualification from Daisy Chain/Junior Usher.**

**NOTE:** Where appropriate, Level 3 violations will also be referred to law enforcement.

**Edgenuity and Accelus students:** Instances of academic dishonesty and plagiarism will be dealt with in accordance to the compact agreed to by students and parents.

**PROCEDURES:**

**Parents and students should understand that the teacher’s professional judgment in conjunction with administrative guidance will determine whether a violation of the Academic Integrity Policy has occurred.**

**Appeals Process: Students wishing to contest decisions/consequences resulting from an Academic Integrity Policy violation may submit their *written* appeal to the RHS Academic Integrity Appeals Board (composed of RHS certificated and administrative staff) within 5 days of the initial consequence. Final appeals must be submitted to the principal within 5 days of the Board’s decision.**

*The Academic Integrity Committee of Redlands High School gratefully acknowledges Del Mar High School and Fremont Union High School District, whose policies Redlands High School has used as a model in formulating its own position on Academic Integrity.*  
 7/26/2021

**Counseling Services**

**COUNSELORS** - Upon entering RHS, each student is assigned to a high school counselor. Your counselor, who usually remains with you throughout your stay at RHS, has one major goal—to help you derive the most benefit possible from your years at RHS. To do this, your counselor will offer assistance to you as you make decisions about such matters as programs of study, specific courses, and further education after high school, or job training. An important part of your experience at RHS will involve relationships with people—friends, teachers, administrators, and parents. Your counselor will help you as you live with these people on a daily basis and handle some of the issues that arise naturally in human interactions.

**APPOINTMENTS** - Meeting with your counselor is easy. Come to the Counseling Center before school, at lunch, or after school to make an appointment. Walk-in appointments available during most lunch periods. You may also email or phone your counselor.

**PROGRAM CHANGES** - It is assumed that when a student is scheduled he/she is getting into classes of his/her choice; therefore, the need for program changes should be reduced greatly. Changes will be made only for an ability level change, the adding of a required course, or reasons that may be in the best interest of the student/school. In the event that a student must switch classes at the beginning of the semester, it is highly recommended that the class change take place within the first 10 days of the semester so that the student has a greater opportunity to have a smooth transition into their new class. The following RUSD administrative regulation applies to the withdrawal of classes (**does not apply to level changes within a core content area**) **Withdrawal from Classes (AR 5121)**: A student who drops a course during the first 20 days of the semester may do so without any entry on his/her permanent report card. A student who drops a course after 20 days but before 41 days shall receive a "W" grade on his/her permanent record but the "W" will not count in the determination of the cumulative grade point average. A student who drops a course after the first 40 days of the semester shall receive a "WF" on his/her permanent record, unless otherwise decided by the principal/designee because of extenuating circumstances.

**TRANSFERRING TO ANOTHER SCHOOL** - You must go through a checkout procedure that can be initiated in the Attendance Office. All books must be turned in and any fees or fines must be paid or your transcript will not be sent to your new school. A record is kept in your permanent file and is removed only after payment. The transcript is the official legal document that indicates credits earned in any school and is the tool used to transfer such credit. It is also used to prove that you graduated or were in attendance in any school for any period of time

# **Attendance Procedures**

Attendance Hotline: [\(909\) 307-5511](tel:9093075511)

## **FULL/PARTIAL DAY ABSENCE AND REPORTING/CLEARING A STUDENT ABSENCE**

Parents/Guardians are responsible for notifying the Attendance Office to report the absence reason for their student within 48 hours. Please call our 24-Hour Attendance Line at: [\(909\) 307-5511](tel:9093075511). Failing to do so, the student will be marked truant. Excessive truanancies and/or absences that are not cleared within the 48-hour period, will result in ineligibility to participate in dances and some extracurricular activities and School Attendance and Review Team (SART) meetings.

When calling please be prepared with:

- Parent/Guardian's name
- Student's first and last names (spell the last name please)
- Student's grade
- Reason for the absence
- Date of the absence
- A phone number where parent/guardian can be reached if we have a question

All absences must be called in by a parent/guardian every day of the student's absence prior to 4:00 pm. All absences called in prior to 4:00 pm will be processed the same day. Messages called in after 4:00 pm will be processed the next school day.

Notes from parents/guardians addressing absences are accepted; always include a phone number on all notes. Each note is evaluated for authenticity and parent contact will be made if needed. In the event a parent is not reached, the note is considered invalid until the call is returned and the note verified.

**LEAVING CAMPUS DURING SCHOOL** - A student who must leave campus for any reason must have a parent/guardian do one of the following:

**PHONE CALL:** Call the Attendance Office [909-307-5511](tel:9093075511) stipulating date, time student must leave, and reason for the excuse. The student will then be called to the Attendance Office for an Off-Campus Pass. Once they have the pass, they can leave at the requested time.

**SEND A NOTE** - Student brings a note signed by a parent or legal guardian to the Attendance Office stipulating date, time student must leave, and reason for the excuse. Parent/Guardian must call to confirm that you are sending your student with a note for an early dismissal. Once the Attendance Office has both note and confirmation, an Off-Campus Pass will be issued and they can leave at the requested time.

## **RETURNING THE SAME DAY AFTER AN EARLY DISMISSAL**

If the student returns on the same day as released, they must sign back in at the Attendance Office. Neglecting to sign back in upon return results in the student being marked absent from attended classes.

## **PLAN AHEAD**

Please note that last-minute phone calls and last-minute visits to the Attendance Office to release your student(s) early from school may not be accomplished in an immediate time frame. In an effort to comply with an off-campus request, we need a one hour notice so that we can locate your student and have them ready to leave at the time you are requesting.

## **EARLY RELEASE DURING STATE TESTING, AP TESTING, AND FINALS**

Students will not be released during their final or if they are done early.

During testing times, the Attendance Office cannot interrupt classes to release students.

**TARDIES-** Policy included in this handbook.

**CITATIONS** - All students out of class are required to have an official pass. If a student is off campus during the school day without permission, they will be cited (ticketed) by the Redlands Police Department for "daylight loitering" under (*Redlands Municipal Code 9.24.040a-1*). Students may be required to appear in Juvenile Traffic Court for sentencing, which could involve a fine, community service or suspension of their driver's licenses.

**MAKE-UP WORK** - Students who are absent 1-2 days should check with individual teachers (phone call, e-mail or teacher website) for specific make-up work. If a student is absent three or more consecutive days, a parent/guardian may obtain homework from the Counseling Office by calling 307-5500. Please allow 24 hours for the work to be obtained. Students whose absences have been marked as truant (as denoted by a "C" or "B" in their attendance record) will be granted make-up work at the teacher's discretion. (RUSD AR 6154 Instruction: Homework/Makeup Work-Students who are absent from school due to truanancies from class may be required to make up all work missed due to the absence. The teacher may allow full or partial credit for the work. Such a decision shall be at the discretion of the individual teacher.)

## **CALLER ID**

Redlands High School's Attendance Office uses Caller ID for all incoming calls. This is how we verify that we are speaking to a parent. If a verified phone number does not show on Caller ID we will use alternate methods to authenticate the caller. If we cannot verify we are speaking with a parent/guardian, for all students' safety, all callers will be asked to call from a number listed in Aeries.

\*\*Please be sure to update your contact information and preference in your Aeries Parent Portal regularly. You manage your own settings. [Click here for the Aeries Parent Portal](#)

24 Hour Attendance Line [909-307-5511](tel:909-307-5511)

### **TRUANCY CONSEQUENCES**

For each full day truancy episode (4 or more unexcused periods per day), the Assistant Principal may assign lunch detention or campus service and a parent meeting (SART). A student may be issued a citation by the Redlands Police Department if found loitering during class time without a pass or off-campus during school hours under (Redlands Municipal Code 9.24.040a-1). Students may be required to appear in Juvenile Traffic Court for sentencing, which could involve a fine, community service or suspension of their driver's licenses.

Repeat violations will result in one or more additional consequences which may include:

- Additional Campus Service, and additional citation
- Loss of privilege to attend and/or participate in school activities, including athletics and dances
- Referral to School Attendance Review Team (SART)
- Referral to School Attendance Review Board (SARB)

**DANCE ATTENDANCE** - If a student is suspended, for whatever reason, within 45-school days of an RHS dance, they will be excluded from attending that dance. In addition, 45 period absences (including detentions, incomplete/non-compliant Short Term Independent Study, suspensions and all truanancies or Attendance Codes: A, B, C, D, S & L) will lead a student to be excluded from attending any dance during the current semester (Per RHS Attendance Policy, "Upon returning to school a student must turn in a note to the Attendance Office within 48 hours. Students failing to do so will be marked truant."). This policy will remain in effect until the day of the dance. In this situation, the student will be excluded for the dance and they will receive a reimbursement for the cost of their ticket. RHS nor RUSD is not responsible for any costs incurred in preparation for the dance (dresses, tuxedos, limousines, etc.).

**HEALTH SERVICES** - Students who are ill may go home with the consent of the Health Technician if they have turned in an Emergency Release Card and after the Technician has contacted a parent or guardian listed on the Emergency Release Card. Parent contact will be made from the Health Office. No calls will be made from classrooms. When leaving school because of illness, students are required to obtain an Absence Permit from the Health Tech and to sign out in the Health Office or they will be charged with truancy from class. Students should return their Absence Permit upon their return to school to the Attendance Office within 48 hours.

**MEDICATIONS** - Any student who is required to take medication during school hours must have the following information on file in the Health Office:

1. Parent Note
2. Doctor's note on the RUSD form.
3. Labeled medication.

**INJURIES** - All injuries, no matter how slight, should be reported to the Health Technician. The Technician will assess the injury, give first aid, and decide what further steps should be taken.

**OFFICE HOURS** - The Health Office is open from 7:30 a.m. until 4:00 p.m..



## Redlands High School Tardy Policy

Redlands High School believes that success in school is dependent upon punctual, regular attendance and quality instructional minutes. It is also our goal to instill skills necessary for college and career readiness, including but not limited to: responsibility, organization, punctuality and respect. To this end, students must regularly attend class on time, ready to learn.

### Tardiness is defined as:

1. A student who is not in his or her classroom or assigned instructional area when the bell rings.
2. Any student who is tardy by more than 30 minutes will be regarded as an unexcused absence for the period.

### Consequences – By period and cumulative.

By Period	Cumulative
<ul style="list-style-type: none"> <li>● Tardy 1-4: Warning - Teacher</li> <li>● Tardy 5: Lunch Detention</li> <li>● Tardy 6-10: Phone call home - Teacher</li> <li>● Tardy 10: Lunch Detention and Campus Service</li> <li>● Tardy 11+: Cumulative consequences apply</li> </ul>	<ul style="list-style-type: none"> <li>● Tardy 1-10: Teacher warning</li> <li>● Tardy 11: Lunch Detention</li> <li>● Tardy 15: Lunch Detention – phone call home</li> <li>● Tardy 21+: Referral to administration and Campus Service; placed on no-go list</li> <li>● Tardy 31: Referral to administration – Campus Service, SART Referral</li> </ul>

Lunch Detentions will be held every Tuesday and Thursday in Terrier Detention on North Campus.

Campus Service will be held every Monday after school. Students must report to South Campus Administration Office by 3:45pm.

Failure to serve a lunch detention will result in a rescheduled lunch detention PLUS campus service. Further failures to serve will result in progressive discipline by administration.

Distance Learning: If a student fails to report to their online class within the first five minutes, they will be marked tardy. Excessive tardies will be referred to administration.

### Why it Matters

<b>Impact of Student Tardies over a Single Semester</b>		
<b># of minutes tardy</b>	<b>Total Minutes Tardy over one semester</b>	<b>Day of Absence</b>
<b>1</b>	90	1.6
<b>2</b>	180	3.3
<b>3</b>	270	4.9
<b>4</b>	360	6.5
<b>5</b>	450	8.2
<b>6</b>	540	9.8
<b>7</b>	630	11.5
<b>8</b>	720	13.1
<b>9</b>	870	14.7
<b>10</b>	900	16.4
<b>11</b>	990	18.0
<b>12</b>	1080	19.6
<b>13</b>	1170	21.3
<b>14</b>	1260	22.9
<b>15</b>	1350	24.5

## **RHS Guidelines For Student Dress**

The Board of Education has determined that a student may not remain at school dressed in a manner which (1) creates a safety hazard for said student or for other students at school, and/or (2) when the dress constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order. When the site administrator/designee determines that a student's attire is in violation of this policy, the student will be required to modify his/her clothing and/or apparel in such a manner that it no longer violates this policy. If necessary, the student may be taken or sent home with parental permission to modify unacceptable dress and return to school. Refusal to take steps as described in this policy shall be cause for disciplinary action (defiance) against the student.

### **Student Dress Code:**

1. Shoes must be worn at all times. A substantial sole is required and enclosed toes and heel footwear is highly encouraged. For safety reasons, no slippers or house shoes are allowed.
2. Clothing will completely cover all undergarments, back, and abdominal area at all times. A jacket or cover-up to conceal brief clothing that reveals bras or bare midriffs is **not acceptable**. Extremely brief garments that are distracting to the educational environment are not appropriate. Inappropriate items include but are not limited to the following:
  - Tube tops; Halter-tops; Muscle shirts;
  - Bare midriff tops
  - Backless, strapless or open back tops
  - See-through garments
  - Low cut garments showing cleavage
  - Any clothing that reveals undergarments (example: sagging or low-rise pants)
  - Any clothing or accessories that are presently considered gang or gang-influenced attire.

### **\*\*No shorts or skirts should be so short as to show undergarments while seated or standing.**

3. Clothing or accessories shall be free of writing, pictures or any other insignia or logo which are crude, violent, obscene or sexually suggestive or which advocate racial, ethnic or religious prejudice or slogans or pictures depicting or promoting drugs, alcohol, tobacco or controlled substances are not appropriate. **Specifically, no clothing that might incite hatred or unrest between students is allowed.**
4. Earrings, jewelry, or accessories, which present a safety hazard to the wearer or others, are not suitable for school wear. Spiked/sharp accessories of any kind will not be allowed.
5. Only prescription sunglasses (**medical documentation required**) may be worn in class. Other types of sunglasses may be worn on campus outside of class.
6. Identified gang attire or any gang paraphernalia is prohibited. For the safety of all RHS students and staff, the administration has the right to bar any clothing style that indicates gang affiliation.

**NOTE:** The following steps are taken to uniformly interpret and enforce the provisions of the dress code among RUSD secondary schools.

### **Referral steps/consequences following student/parent contact by phone or in person:**

#### **1<sup>st</sup> Offense: Counselor/Designee**

1. Verbal warning.
2. Correct situation (change into an RHS dress code t-shirt, or send home if necessary)
3. Counsel regarding consequences of future violations

#### **Repeated Offense (Defiance): Assistant Principal/Designee**

**2<sup>nd</sup> Offense:** Correct situation (change into an RHS dress code t-shirt, or call parent to bring appropriate garment or send home if necessary); assign lunch detention.

**3<sup>rd</sup> Offense:** Correct situation (change into an RHS dress code t-shirt, or call parent to bring appropriate garment or send home if necessary); assign two lunch detentions

**4<sup>th</sup> Offense:** Correct situation (change into an RHS dress code t-shirt, or call parent to bring appropriate garment or send home if necessary); assign three lunch detention or suspension if appropriate.

**5<sup>th</sup> Offense:** Correct situation (change into an RHS dress code t-shirt, or call parent to bring appropriate garment or send home if necessary); assign On-Campus Suspension (OCS) if appropriate.

(**NOTE:** Any item(s) taken from a student will be sent to his/her Assistant Principal's office.)

## **Rules and Regulations**

**STUDENT VEHICLES** - A student parking area for registered student vehicles is provided on South Campus in the Terrier Gym parking lot. However, the school assumes no responsibility for any theft or vandalism that may occur. You park your cars in the parking areas at your own risk. All student cars must be registered and must display a school parking tag. To obtain a tag, you must first pay \$2.00 at the Finance Office. Then, bring your receipt, your driver's license and vehicle information to the North Campus Office where you will fill out a vehicle registration card and receive your parking tag. Students MAY NOT park in Faculty Parking Areas, Visitor Parking Areas, or fire lanes. Violators are subject to towing or booting. On-campus supervisors and/or Redlands Police Department will ticket parking violators. All vehicles are subject to search.

**STUDENT VISITORS** - NO student visitors are allowed during the day on the RHS campus.

**DELIVERIES** - Messages and deliveries (such as flowers, homework, lunch money, transportation appointments, or balloons) are not sent to students in their classrooms, as this disrupts the learning environment and creates liability on the part of school personnel. All RUSD schools have closed campuses. The spirit of the closed campus is that no items, including food items, may be delivered. Should a gift or florist shop deliver to the school, **the delivery will be refused. No meal deliveries will be accepted at RHS for students, including DoorDash, UberEats, Postmates, direct restaurant delivery, or any other meal delivery service.**

**SMOKING** - School Board policy prohibits the use of tobacco in any form on or near the RHS campus. Violation of this rule can result in school consequences including lunch detention and after school campus service and may result in a citation from the Redlands Police Department.

**DISCIPLINE** - The policy set by the Board of Education of the Redlands Unified School District, in support of the aims of public education, states that the behavior of pupils attending public schools shall reflect the citizenship demanded of members in a democratic society. Self-discipline (responsibility for one's actions) is one of the important goals of education. The Board of Education believes education is a right of American youth; however, the right of education is dependent upon the pupil's willingness to perform those duties required upon attendance in public schools. The Redlands Police Department will issue citations for smoking, fighting, closed campus violations, and daylight loitering.

**SUSPENSION** - Students may be suspended for up to five (5) days for the following reasons:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force upon another person.
3. Possessed, sold, or otherwise furnished any weapon.
4. Unlawfully possessed, used, or sold a controlled substance.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered. Or otherwise furnished to any person another liquid, substance, or material and represented the liquid as a controlled substance, alcoholic beverage, or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco, or any products containing tobacco or nicotine products.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code
13. Knowingly received stolen school or private property.
14. Possession of an imitation firearm.
15. Committed or attempted to commit a sexual assault as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
16. Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary proceeding.
17. Possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment.
18. Sexual Harassment as defined in Section 212.5 of the Education Code.
19. Caused, threatened to cause, or participated in an act of hate violence as defined in Section 233 of the Education Code.
20. Intentionally engaged in harassment, threats, or intimidation against a pupil or group of pupils.
21. Terrorist threats against school and/or school property or both.
22. The Principal or the Superintendent shall recommend a student's expulsion for any of the following acts committed at school or at a school activity off grounds, unless the principal or superintendent determines the expulsion is inappropriate, due to the particular circumstances.
  - 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 at school.
  - c) Unlawful possession of any controlled substance listed in Chapter 2, Section 11053, of Division 10 of the Health and Safety Code except for the first offense for the possession of not more than one ounce of marijuana.
  - d) Robbery or extortion.
  - e) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon a school employee.
23. The Principal or Superintendent of Schools shall immediately suspend, pursuant to EC48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following at school or a school activity off school grounds.

- a) Possession, selling, or otherwise furnishing a firearm.
- b) Brandishing a knife at another person.
- c) Unlawfully selling a controlled substance.
- d) Committing or attempted to commit a sexual assault or sexual battery as defined in subdivision (n) of 48900.

**MANDATORY EXPULSION RECOMMENDATION WILL RESULT FROM THE FOLLOWING:**

1. Causing serious physical injury or aiding and abetting or attempting physical injury to another person.
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance.
4. Robbery or extortion.

**SEXUAL HARASSMENT** - The RHS administration and staff are committed to maintaining a learning environment free of harassment. Sexual harassment is defined as unwelcome sexual behavior (physical, verbal, or nonverbal) that makes the student uncomfortable. **Students and Staff are encouraged to report an observed instance of sexual harassment even where the victim of the harassment has not complained.** It's probably sexual harassment if the person feels angry, offended, uncomfortable, or threatened as a result of the action. It does not matter what the harasser intended. A pupil may be suspended from school or recommended for expulsion if it is determined that the pupil has committed sexual harassment. Additionally, public displays of affection must be appropriate at all times. Prolonged hugging, kissing, sitting on laps, etc. will result in warnings and, if continued, disciplinary action. If you have any concerns about sexual harassment see a counselor or an administrator.

**DAMAGE TO SCHOOL PROPERTY** - Parents or guardians of students who willfully deface or damage school property will be held liable for all damages. Eighteen-year-old students will be held liable as adults. This applies to textbooks and other materials issued to the students. Students are expected to pay fees for damaged or lost books or materials before the end of school; if fines are not paid, the diploma will be withheld. Students and parents who refuse to pay fines will be referred to the Superintendent of Schools for legal action.

**CAMPUS** - Areas of the campus may also be restricted because of health and safety issues or problems if noise is distracting from educational services.

**TEXTBOOKS** - The textbook room is located by the North Campus faculty parking lot and is open from 7:30AM-4:00PM every school day. Parents and students may view both textbooks and library books checked out to students, book fines, and textbook guidelines online @ <http://Library.redlandsusd.net> . Click on "Redlands High School" / Click on "Login" in the upper right-hand corner / Type in student's RHS Username (first 6 letters of last name first 2 letters of first name 6 digit birthday) / Type in student's RHS Password (last 5 digits of student's long ID # located on ID card) / Click on the "My Info" tab at the top of the screen.

**INTERNET** - Students must agree to the RUSD Acceptable Use Policy in order to be able to access the RUSD network. Any deviation from this policy may result in disciplinary action.

**WEBSITE GUIDELINES** - Officially recognized RHS clubs, organizations, and departments who wish to create and publish sites online must first have ALL content approved by the Principal. In addition, all web sites intended to reflect officially recognized RHS clubs, organizations, and departments MUST be part of the official RHS domain (<http://www.rhs.redlandsusd.net>). **Strictly Prohibited:** Any advertisements and/or opportunities to email partners from school or District sites without the express written permission of the parent/guardian of the student(s) involved. Copies of the RUSD Release for Publication Form are available from the RUSD Technology Coordinator and in both the North and South Campus offices.

**RULES ON CAMPUS** - The California Education Code states that all students shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers. Continued disobedience or open and persistent defiance of a teacher will result in suspension or expulsion from school.

**LOCKER ROOMS** - Only use school issued locks on lockers. All non-school locks will be cut off. Locks left on more than one period will be cut off. Keep all belongings locked in your assigned basket. During P.E. class, you may use a long locker for your backpacks and other belongings. **Do not** share baskets or lockers. All book bags are to be locked up during the period. Locker rooms are open 5 minutes at the beginning and end of the period only. Locker rooms will not be opened during the period.

- **CONSEQUENCES:** The first time belongings are not locked up, they will be confiscated and you will be issued a written warning which you must sign and date for belongings to be returned to you. Additional infractions could result in OCS with the possibility of a grade drop. Your parents and counselor will be notified and the teacher will follow-up with RHS discipline and attendance policies.

**BULLYING** - The district has a network use policy that states that computers and the school network will be used appropriately on campus, including any time on the internet. However, it needs to be noted that your communications off campus can also become a problem at school. If you inappropriately use computers at home to threaten, bully, sexually harass, or explicitly text, otherwise known as "sexting," other students and it becomes a disruption on campus, you will be disciplined at school. Before you post, text, or comment, be sure to read the following guidelines, as these "innocent" statements can affect you well into the future. Consider the following:

- You can be suspended, expelled, and/or arrested for your comments.

- IF sexual in nature, you and your “friends” can be prosecuted for child pornography, requiring registration as a “sex offender” for the rest of your life.
- Once something is on the internet, or in cyberspace, there is no way to really destroy it.
- Is this something you would want your parents or future employer to see?
- Many students who are harassed, become seriously depressed and often commit suicide.

**Redlands High School takes this very seriously. If you are being bullied, harassed, or threatened either in person, or in cyberspace, immediately contact RHS Security and/or an administrator.**

Bullying form available: To report bullying or harassment please fill out the form located in the appendix of this handbook.

## **Athletics & Co-Curricular Activities**

**ASSOCIATED STUDENT BODY (ASB) PUNCH** - Available for purchase at the Finance Office, this punch admits the holder to all home football, basketball and wrestling contests free of charge. Students who have purchased an ASB punch and have fulfilled all requirements for participation will receive free athletic, activity, and academic letters. The punch also signals eligibility for student discounts at other athletic contests, at most student activities, on the *Makio*, and in the Student Store. Students can save over \$150.00 depending on the degree of participation in the school activity program.

### **PARTICIPATION & ELIGIBILITY:**

Participating in a sport or activity is a privilege; students who commit the following offenses may lose the privilege to represent RHS; the duration is to be not less than one quarter and not more than one semester. This is to be determined by the principal and the administrative staff.

- Providing, possessing or using dangerous drugs, alcohol, narcotics or other injurious substances
- Habitual truancy (habitual as defined by law)
- Extortion of money, food, etc., from other students
- Theft
- Forging passes, attendance slips, or changing the marks on a report
- Fighting
- Misbehavior in the educational setting which the principal and the administrative staff feel may bring discredit on the school and district.

### **Eligibility Requirements:**

In order to participate in extra/co-curricular activities, students in grades 6 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation. Satisfactory educational progress includes, but is not limited to, the following:

(cf. 6146.1 High School Graduation Requirements/Proficiency)

- Students must be enrolled in and pass at least four semester classes or the equivalent of twenty (20) semester hours and maintain a "C" average on a 4-point scale.
- Grades shall be counted in the following manner: A=4 points, B=3 points, C=2 points, D=1 point, and F=0 points.
- No additional points may be counted for plus (+) or minus (-) grades.
- In Pass-Fail classes a pass grade shall be counted as a "C" grade for the purpose of determining eligibility.
- Incomplete grades shall not be counted in determining eligibility unless the class constitutes part of the twenty [20] semester units needed for eligibility. In the event the incomplete grade is a part of the twenty [20] semester units, the incomplete grade shall be counted as an "F".
  - The determination of student eligibility shall be made at the time of the distribution of the official quarterly progress reports and semester report cards. Eligibility must be reestablished for each of the four grading periods during the school year. In the event a student finds that he/she is academically ineligible to participate in co-curricular activities for the upcoming school year, he/she may request in writing that current summer school grades be used to determine eligibility for the first grading period for the upcoming school year.
  - Each student shall be entitled to petition for a one-time waiver of the eligibility requirements at the beginning of his/her ninth [9<sup>th</sup>] year. The principal/designee shall determine if a waiver is granted; and, if granted, an academic remediation and assistance plan shall be developed to ensure continued eligibility.

**This policy shall not preclude other school-sponsored organizations from requiring eligibility standards. Organizations may require a higher standard than those specified herein.**

**SPECTATOR BEHAVIOR** - CIF and Citrus Belt League guidelines mandate that schools promote conduct and behavior that reflect the positive spirit of athletic participation and competition. Spectator behavior is of special concern. Spectator conduct that is antagonistic toward visiting fans, demonstrates poor sportsmanship, demeans student athletes, coaches, officials or cheerleaders does not promote CIF, Citrus Belt League or Redlands High School philosophy regarding positive behavior.

### **All spectators are expected to comply with the following guidelines:**

Fans are to remain in the stands and off the gym floor/playing field at all times. This includes after the game is over. Cheer for your team and not against the opponent. No booing/negative cheers. Support the good play of all student athletes participating. No comments or gestures directed at opposing players, coaches, cheerleaders or fans. No mechanical noise makers such as air horns, bells or megaphones. Be supportive of the officials and their decisions. Please display appropriate respect during the National Anthem.

**Failure to abide by these reasonable guidelines may result in removal from the event.**

**DANCE ATTENDANCE & GUESTS** – Students bringing guests to any Redlands High School dance must complete the Guest Pass form, which includes providing a photo ID of the guest. The administration reserves the right to refuse permission for a guest to attend any extra curricular event based upon that individual's previous behavior. Students who have been expelled and have not met the requirements for readmission to RUSD will not be approved as guests to attend RHS dances. **All adult guests must be under the age of 21. All student guests must be currently enrolled in the 9<sup>th</sup>-12<sup>th</sup> grades. It is the responsibility of the RHS student to obtain an approved guest pass *in advance* of the dance. No exceptions. Please refer to DANCE ATTENDANCE in this planner for more information.**

**DANCE POLICIES - To enter a RHS dance**, each person MUST present an ID along with their dance ticket, which indicates his or her name. All RHS students must present his/her **RHS ID card** along with the numbered dance ticket. If the guest is not an RHS student, he/she must present a **Guest Pass plus Photo ID**. RHS students and their guests must enter the dance **at the same time**. **Once students/guests leave** the dance, re-entry to the dance is not permitted. Students may not enter the dance after 10:00 p.m. **Dance tickets are non transferable and non refundable**. This means the person buying the ticket is the person who attends the dance and brings a photo ID. No refunds will be given if a student is directed to leave before the end of the dance. **School District and Insurance Policy** mandates that students arriving at school functions, such as the dance, under the influence of a controlled substance may not be admitted. Such students will be isolated immediately until custody can be arranged with the individual's parents or local authorities. A 5-day suspension will result from students violating this policy. **No smoking** at the dance or on the premises where the dance is held. **Inappropriate dress** for an RHS activity (as determined by RHS administration) may result in non-admittance to the dance. Extremely brief garments are not appropriate. No dress, skirt, pant or shirt should be so short (hem must reach the tip of the middle finger when the arms are relaxed at the sides) as to show undergarments while seated or standing by exposing bare skin. Inappropriate items include, but are not limited to the following: bare midriff tops, see-through garments, low cut garments showing cleavage or lower back, any clothing that reveals undergarments. **Student Pick-up:** Any student picked up 45 minutes or more after the end of the dance will be excluded from the next 2 dances. This will apply to the student and not the calendar year, therefore late pick-up runs the risk of the student not being permitted to purchase dance tickets into the following school year.

**The RHS Administration** reserves the right to search students and their possessions prior to entering the venue. Items that do not violate RHS policies will be returned at the end of the dance. **Dancing must be respectful at all times**. Dancing in a suggestive or explicit manner will not be tolerated. Dancing styles that involve intimate touching of your dance partner or that resemble sexual activity are NOT allowed. When dancing back to front, all dancers must remain upright--no squatting or bending is allowed. Students dancing inappropriately (see above) will be directed to leave the dance floor immediately. If inappropriate dancing (as determined by RHS administration) continues, students may be asked to leave the dance and their parent or guardian will be notified. **Information regarding mandatory dance contracts and dance dress code will be sent home in the summer mailer in July 2015. Also, it will be available on the RHS website as it becomes available.**

**DANCE COURT ELIGIBILITY** - Students who are candidates for any court associated with any activity, such as dances, should be good students and exhibit good citizenship. Candidates shall have a grade point average of 2.0 for the prior grading period. Both the student and a parent/guardian must sign a Court Contract, which implies compliance with the Redlands High School and District Dress Code and Code of Conduct guidelines. A student who sets an example of poor citizenship prior to or during the candidacy shall be ineligible to run. Poor citizenship shall be defined as a violation of Redlands District policy, Redlands High School policy, or the California Education Code that resulted in a suspension during the semester of or the semester prior to the event. A candidate will be disqualified if there has been a violation during the previous semester or during the semester of the activity, even if the violation occurs the day of the activity.

## **Dance/Event Agreement**

This document outlines the policies that will be enforced at all Redlands High School dances. In order to attend an RHS dance, students and parents must agree to these policies. A Dance/Event Agreement must be submitted each school year before any tickets can be purchased. Please read the following policies thoroughly. Failure to adhere to this agreement may result in removal from a dance or may jeopardize admittance into future dances. No refunds will be given if a student is directed to leave before the end of the dance. RHS is not responsible for any costs incurred in preparation for the dance (dresses, tuxedos, etc.).

### **POLICIES**

**ACTIVITIES:** Some dances or events may include Rock Climbing walls, Jousting, Henna Art, Photo Booth, Casino Tables, Karaoke, Pool Tables, Twister, Video Game Truck, and assorted other attractions. I acknowledge that these are voluntary activities and my child is not required to attend this event. I further understand that the purpose of the Release and Hold Harmless Agreement (“Release”) set forth herein is to protect Redlands Unified School District and its principals, agents and employees (collectively the “District”) from and against any and all liability which may arise from, or be related to, my child’s participation in the activity listed above. I acknowledge and understand that there are certain dangers and risks inherent in the activities in which he/she may participate and that the District cannot and does not assume responsibility for losses, including but not limited to, personal injuries or property damage arising there from.

**ATTENDANCE:** Attendance will be checked prior to students purchasing tickets. If a student is suspended, for whatever reason, within 45-school days of an RHS dance, they will be excluded from attending that dance. In addition, 45 period absences from the start of the semester up until the date of the dance will lead a student to be excluded from attending any dance. (Attendance codes A, B, C, D, & S) This policy will remain in effect until the day of the dance. In this situation, the student will be excluded from the dance and they will receive a reimbursement for the cost of their ticket. RHS is not responsible for any costs incurred in preparation for the dance (dresses, tuxedos, limousines, etc.).

**DANCING: Dancing must be respectful at all times.** Dancing in a suggestive or explicit manner will not be tolerated. Dancing styles that involve intimate touching of your dance partner or that imitate sexual activity are NOT allowed. When dancing back to front, all dancers must remain upright--no squatting or bending is allowed. Prior to entering the dance, students will be issued a wristband. Students dancing inappropriately (see above) will have their wristband removed by security or administration. If a second incident occurs, students will be asked to leave the dance and their parent or guardian will be notified.

**DRESS CODE: Dress code is Semi-Formal** - dresses and suits are appropriate unless otherwise indicated. No denim, t-shirts, shorts, etc. Extremely brief garments are not appropriate. No dress, skirt, pant or shirt should be so short (hem must reach the tip of the middle finger when the arms are relaxed at the sides) as to show undergarments while seated or standing by exposing bare skin. Inappropriate items include, but are not limited to the following: bare midriff tops, see-through garments, low cut garments showing cleavage or lower back, any clothing that reveals undergarments. Clothing should remain on for the duration of the dance – shirts are not to be removed. Clothing that covers otherwise revealing attire must not be removed). Inappropriate dress for an RHS activity (as determined by RHS administration) may result in non-admittance to or removal from the dance.

**ENTRANCE: To enter the dance,** each person **MUST** present an ID along with their ticket, which indicates his or her name. All RHS students must present their **RHS ID card** along with the ticket. **The RHS Administration** reserves the right to search students and their possessions prior to entering the venue. Items that do not violate RHS policies will be returned at the end of the dance. Once dance guests **leave** the dance, re-entry to the dance is not permitted.

**GUESTS: Guest Passes:** students who wish to bring a guest must complete and have approved a Guest Pass Approval Form **BEFORE** purchasing tickets for **ANY** dance. Once the Guest Pass is approved by RHS Administration, a student must bring it with them to the Finance Office in order to buy tickets – tickets for the RHS student and their guest **MUST** be purchased together. Specific deadlines for form approval will be set for each dance. RHS students and their guests must enter the dance **at the same time**. Guests must present an ID for admittance and all dance/event rules apply to guests.

**REFUNDS:** If a student is escorted, or asked to vacate the premises at any time before, during or after the dance by violating any of the dance rules, the student is **NOT** entitled to a refund. Refunds **MAY** be considered if a student is unable to attend the dance due to an extenuating circumstance that can be properly verified. (e.g. Bereavement) Students and parents should ensure that they can attend the dance prior to purchasing tickets. **ALL SALES ARE FINAL.**



**RUSD POLICIES:** School District Policy mandates that students arriving at school functions, such as the dance, under the influence of a controlled substance may not be admitted. Such students will be isolated immediately until custody can be arranged with the individual's parents or local authorities. A 5-day suspension will result from students violating this policy. **No smoking** at the dance or on the premises where the dance is held.

**TICKETS:** Tickets are nontransferable and nonrefundable. This means the person buying the ticket is the person who attends the dance and brings photo ID. No refunds will be given if a student is directed to leave before the end of the dance. RHS is not responsible for any costs incurred in preparation for the dance (dresses, tuxedos, limousines, etc.).

## **Student Parking Information**

One student parking lot is available for student use at RHS. It is located on South Campus by Terrier Gym just off of Redlands Boulevard. Do not park beside red "no parking" curbs, in front of chained gates or driveways, or in handicapped spaces unless you have a special permit. Also, students may not park in the red zones of Roosevelt St. Failure to adhere to these directives could result in a parking citation issued by the RPD. Further, students are not to park in the reserved faculty/staff lots on north campus, at Clock Auditorium, and at the South Campus Administration Building, or on the Terrier Hall, or the visitor's lot by the S-wing classrooms. Students who park in non-student areas on campus will be subject to having their vehicles ticketed or towed at personal expense. Students with Auto Shop and/or Auto Body classes may park in the shop area **ONLY** with teacher permission. No vehicles will be allowed to **ENTER** or **LEAVE** the shop areas during the lockdown time.

Student parking ID tags are available when we resume in person instruction from the South Campus Finance Office. All student parking tags issued during the 2019-2020 year or 2020-2021 school years can continue to be used as long as the holder of the tag issued is still an RHS student and the vehicle registration has not changed. All tags issued to graduates are null and void. Parking tags cannot be transferred from one student to another under any circumstances. Vehicles parked in RHS student lots without RHS parking tags will be subject to towing at the owner's personal expense beginning the first day of in person instruction. Please see the parking liability disclaimers and information required for vehicle registration on the backside of this flyer. If you cannot provide the information required to obtain a RHS student parking ID tag, you may not park in any lot.

## **Student Parking Registration**

**SAMPLE**

Graduation Date: \_\_\_\_\_

Tag Number:

(Office Use Only)

### **RHS VEHICLE REGISTRATION CARD**

(Please PRINT clearly)

Name:

Last

First

Driver's License Number:

License Plate Number:

State of California?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Name of state if out of state:

Vehicle Manufacturer: \_\_\_\_\_ Model:

( ) 2 door ( ) 4 door \_\_\_\_\_ Year \_\_\_\_\_ Color

The Redlands Unified School District is dedicated to ensuring the safety of its staff and students. In order to foster an environment that places the safety and welfare of our students at the forefront, vehicles parked on RUSD property will be subject to possible random checks by a trained detection canine.

All vehicle code sections and all Redlands Municipal Codes shall be enforced on the campus and parking lots of Redlands High School under authority of 21113C of the California Vehicle Code. The RHS parking tag licenses the holder to park one vehicle as directed. The Redlands Unified School District hereby declares itself not responsible for and assumes no liability arising from theft, damage to, or loss of the vehicle or any article left therein. Only a license of space is granted hereby and no bailment is created. ***This tag is issued subject to space being available and is not transferable.*** Acceptance of this tag and your signature constitutes acknowledgement by the holder that he/she has read and agrees to the provisions of the foregoing contract.

## **Duties and Responsibilities of Students**

The Education Code and California Administrative Code set forth the duties and responsibilities of students concerning their attendance in the public schools. As a matter of law, the admittance to and the continued attendance in the public school is a privilege dependent upon compliance with the laws of the State of California, the rules and Regulations of the State Board of Education, and the Rules and Regulations of the Redlands Unified School District. It follows that when a pupil does not comply with the law and rules, the privilege of attending school may be revoked. A student's failure to comply and perform duties and responsibilities as listed below constitutes misconduct, and such a student is subject to disciplinary proceedings, including suspension or expulsion.

Each student's duties and responsibilities are as follows:

1. Comply with the rules and regulations of the Redlands Unified School District.
2. Pursue the required course of study.
3. Conform to the authority of the teachers of the school (EC 48908).
4. Display proper conduct in the educational setting.
5. Abstain from gambling, card playing, immorality, profanity, providing, possessing, or using dangerous drugs, narcotics, or intoxicating liquors.
6. Refrain from defacing, damaging, or destroying school property.
7. Exhibit good citizenship and sportsmanship at all times.
8. Perform in a manner consistent with the student's individual ability and grade level.
9. Cooperate with teachers.
10. Be regular and punctual in attendance.
11. Refrain from disrupting, interfering, or making it difficult for other students to gain an education.

### General Campus Rules of Redlands High School

1. Students will not be out of class without a valid pass during the class period.
2. Students will not ride their mopeds, bicycles, skateboards, or any other vehicle etc. on campus. If a student chooses to ride a skateboard to school, they must request a skateboard locker from the North Campus office. All skateboards must be walked from the entry to campus to the skateboard locker. Students riding bicycles to school must provide their own lock, and lock them in the bike rack on North Campus. Bicycles must be walked from the campus gate to the bicycle rack.
3. Students will not bring laser pointers on campus.
4. Students will abide by the published RHS guidelines for student dress.
5. Students who have less than 6 class periods shall either report to the library for studying and tutoring time during period 6, or leave campus. Students may not loiter on campus while other students are in class.
6. Students will maintain a clean campus at all times.
7. **Students are to carry I.D. cards with them at all times.**
8. **As of the publication of this handbook, students must wear a mask/face covering at all times while indoors. Should county health requirements cause this mandate to change, this will be immediately communicated to students, parents, staff and our community.**

RHS students who do not comply with school rules and regulations will be referred to school administrators and counselors for disciplinary action as designated in the RHS Attendance and Discipline Handbook.

STATEMENT REGARDING SCHOOL LIABILITY WHEN PUPILS ARE NOT ON SCHOOL PROPERTY AND/OR OTHER TIMES  
WHEN STUDENTS ARE NOT ON SCHOOL PROPERTY (CALIFORNIA EDUCATION CODE 44808)

**Educational Code 44808:**

Notwithstanding any other provision of this code, no school district, city or county board of education, county superintendent of schools, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property, unless such district, board or person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school, has otherwise specifically assumed such responsibility or liability or has failed to exercise reasonable care under the circumstances.

In the event of such a specific undertaking, the district, board or person shall be liable or responsible for the conduct or safety of any pupil only while such pupil is or should be under the immediate and direct supervision of any employee of such district or board.

**ASSISTANT PRINCIPALS FOR ATTENDANCE AND DISCIPLINE**

School of Public Services  
School of Arts & Industry  
School of Enterprise

Gayle Dockham  
Vincent Gutierrez  
James Benanti

South Campus Administration Office  
South Campus Administration Office  
North Campus Office, Rm. 441

**COUNSELORS**

Mr. Luis Chanure  
Mrs. Kim Elgin  
Mrs. Dennise Kennedy  
Mrs. Vaughan Kusko

Mrs. Maria Magana-Saenz  
Mr. Ruben Montero  
Mrs. Sherry Walsh

## **RHS Medication Procedures**

If your student is to take medication of any kind (including aspirin, Tylenol, etc.) during school hours, please have him or her come to the Health Office and pick up a medication form. This form must be completed by both the parent(s) and a physician. Also, if your student is diabetic or has an allergy that requires an Epi-Pen kit, those forms are available through the district nurse at the Special Services Office located across the street from the district office. Special Services number is 909-307-5300 ext. 6411.

**A NEW REQUEST TO ADMINISTER MEDICATION FORM IS REQUIRED FOR EVERY NEW SCHOOL YEAR.**

Additionally, if a new medical condition has occurred since last completing your student's Health History card, it is important that the updated information be given to the Health Office. Also, please make sure all emergency release card information is current and is turned in during registration.

You may call the Health Clerk in the RHS Health office at 307-5500, extension 30130 for questions.

## **Pesticides Approved for Use on School Sites**

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. **This letter will serve as notification that we will be applying one of the pesticides below on the following dates:**

<b>Name of Pesticide</b>	<b>Active Ingredient (s)</b>	<b>Intended Use</b>
Masterline	Bifenthrin	Insect Control
JR Simplot Best 16-8-8 Weed-N-Feed	Ammonium Sulfate, Ammonium Phosphate, Potassium Chloride, Ferrous Oxysulfate	Weed Control
Olive Stop	Naphthalene Acid, Ammonium Salt	Prevent Fruit Production
Ortho Weed-B-Gone	Dimethylamine Salt	Weed Control
Onslaught	Esfenvalerate	Insect Control
Termidor	Fipronil	Termite Control
Roundup Pro	Glyphosate	Weed Control

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at <http://www.cdpr.ca.gov>. If you have any questions, please contact the Service Center at 307-5360.

## **Bullying and Harassment**

The Redlands Unified School District prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of a person's 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. This policy applies to all acts related to school activity or school attendance occurring within a District school.

Bullying is defined as 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 directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

*Board Policy 5131.2*

### **REPORT IT**

Any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus. Students have an option of reporting the incident anonymously through the Bullying/Harassment Complaint form located at the school or online on the district's webpage.

### **INVESTIGATION**

The principal or designee shall promptly investigate all complaints of bullying or sexual harassment. The student who filed the complaint shall have an opportunity to describe the incident, present witnesses and other evidence of the bullying or harassment, and put his/her complaint in writing. Within 10 school days of the reported incident, the principal or designee shall present a written report to the student who filed the complaint and the accused individual. The report shall include his/her findings, decision, and reason for the decision. If the student is in disagreement with the outcome of the investigation, an appeal can be filed at the Department of Student Services located at 33 West Lugonia Ave., Redlands, Ca 92374.

### **TRANSFER REQUEST**

A child that has been reported as the victim of a violent offense or bullying as defined by state law is entitled to transfer to another school within or outside the District, under California Education Code 46600 § (b). Placement at a requested school is contingent upon space availability. Transfer requests can be obtained at the Central Enrollment Center located at 7 W. Delaware St., Redlands, Ca 92374.

#### **DISTRICT LIAISON**

Department of Student Services  
Director, Student Services  
33 West Lugonia Ave.  
P.O. Box 3008  
Redlands, Ca 92373-1508  
(909) 748-6729



## **Bullying/Harassment Reporting Form**

This form should be used to report a possible incident of bullying/harassment as defined in the Redlands Unified School District's Policy Prohibiting Bullying /Harassment.

**Any student/adult can report bullying/harassment by talking to an administrator or completing this form and returning it to a principal, assistant principal, or campus safety officer. This form can also be turned in to any adult staff member on campus.**

### **PLEASE PRINT**

Reporting Party: \_\_\_\_\_

Victim (Optional): \_\_\_\_\_ School: \_\_\_\_\_

Name(s) of person(s) accused: \_\_\_\_\_

Where did the incidents happen (choose all that apply):

- On school property     At a school-sponsored activity or event off of school property     On the computer  
 On a school bus     On the way to/from school     At the bus stop     Other \_\_\_\_\_

On what dates did the incident happen? \_\_\_\_\_

Choose the statement(s) that best describes what happened (choose all that apply)

- Teasing     Threat     Stalking     Theft     Cyber bullying     Relational Aggression  
 Social alienation     Intimidation     Physical violence     Public humiliation     Other \_\_\_\_\_

What did the alleged offender(s) say or do? \_\_\_\_\_

***Note: (If more room is needed, you may attach extra pages to this form)***

Signature of student/adult completing this form (optional): \_\_\_\_\_

Today's Date: \_\_\_\_\_

-----***(to be completed by school personnel)***-----

Investigation outcome: \_\_\_\_\_

Who investigated the incident? \_\_\_\_\_

Thank you. This report will be followed up in a prompt manner. By completing this form, you are verifying that your statements are true and exact to the best of your knowledge. If you fear a student/adult is in IMMEDIATE danger, please contact a trusted adult right away!

*This form is in compliance with Redlands Unified School District Board Policy 5131.2 approved 7/10/12 and California Ed. Code 234.1  
JB/ms 7/10/12*

## **Administrative Regulation**

### **Uniform Complaint Procedures**

AR 1312.3

#### **Community Relations**

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in Board policy 1312.3.

The Board recognizes that school personnel shall take immediate steps to intervene, when safe to do so, whenever site personnel witness an act of discrimination, harassment, intimidation, or bullying.

#### **Compliance Officers**

The Governing Board designates the individuals identified below as the employees responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The Assistant Superintendent, Educational Services serves as the compliance officer specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individuals shall receive and coordinate the investigation of complaints and shall ensure district compliance with law:

Lead Compliance Officer: Assistant Superintendent, Educational Services

Special Services: Executive Director, Special Services

Adult Basic Education: Director, Curriculum & Instruction

Vocational Education: Director, Curriculum & Instruction

Consolidated Categorical Programs: Director, School Improvement & Professional Development

Address: Redlands Unified School District

20 West Lugonia

Redlands, CA 92373-1508

Phone: (909) 307-5300

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is assigned to investigate the complaint.

In no instance shall a compliance officer be assigned a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaint to which they are assigned. Training provided to such employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those involving alleged unlawful discrimination (such as discrimination, harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

#### **Notifications**

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 52075; 5 CCR 4622)

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
  - a. The district has the primary responsibility to ensure compliance with applicable State and Federal laws and regulations governing educational programs.
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c. A complaint alleging retaliation, unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
  - d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
  - e. The Board is required to adopt and annually update the Local Control and Accountability Plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
  - f. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
  - g. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:
    - (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
    - (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
    - (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
  - h. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
  - i. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
  - j. Copies of the district's uniform complaint procedures are available free of charge.

#### **District Responsibilities**

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed, and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

#### **Filing of Complaints**

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

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination, or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

### **Mediation**

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

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

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

### **Investigation of Complaint**

Within 10 business days after receiving the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide an opportunity for the complainant and/or his/her representative to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631) The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

### **Report of Findings**

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

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

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

#### **Final Written Decision**

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In other all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered.
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different individuals

5. Corrective actions, including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
- b. Individual remedies offered or provided to the complainant<sup>5</sup> or another person who was the subject of the complaint
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE, and procedures to be followed for initiating such an appeal.

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE.

(Education Code 262.3)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

### **Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

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

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint

6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

**Redlands USD**  
**Board Policy**

**Conduct**

**BP 5131**  
**Students**

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. 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.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats.
  2. Discrimination, harassment, intimidation, or bullying of students or staff based on their actual or perceived characteristics of sex, sexual orientation, gender, gender identity or gender expression, genetic information, ethnic group identification, race or ethnicity, ancestry, nationality, national origin, religion, marital or parental status, color, mental or physical disability, or age; or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on his/her association with a person or group with one or more of these actual or perceived characteristics, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.
  3. Conduct that disrupts the orderly classroom or school environment
  4. Willful defiance of staff's authority
  5. Damage to or theft of property belonging to the district, staff or other students
  6. Obscene acts or use of profane, vulgar, or abusive language
  7. Possession, use or being under the influence of alcohol, tobacco or other prohibited drugs
  8. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose (Penal Code 417.27)
  9. Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.
  10. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time
- Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.
- No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)
11. Plagiarism or dishonesty in school work or on tests
  12. Inappropriate attire
  13. Tardiness or unexcused absence from school
  14. Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation

of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion or transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

**Redlands USD**  
**Board Policy**  
**Sexual Harassment**

**BP 5145.7**  
**Students**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of any student by anyone at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

**Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender, or sex, and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment, even where the alleged victim of the harassment has not complained.
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints, and the person(s) to whom a report of sexual harassment should be made.
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues



8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

### **Complaint Process and Disciplinary Actions**

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

### **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.