

Riverside

STEM

High School

2022-2023

Parent/Student

Handbook & Contract

Grades 9-12

TABLE OF CONTENTS

| | |
|---|-----------|
| CONTACT US | 1 |
| SCHOOL OVERVIEW | 2 |
| Our Vision Statement | 2 |
| Our Mission Statement | 2 |
| Core Beliefs | 2 |
| ATTENDANCE POLICIES AND PROCEDURES | 3 |
| Consequences | 3 |
| ACADEMIC POLICIES AND PROCEDURES | 4 |
| ACADEMIC POLICIES AND PROCEDURES | 5 |
| Distinction Categories: | 5 |
| COLLEGE ADMISSIONS | 6 |
| STUDENT DRIVING POLICY STATEMENT | 9 |
| TECHNOLOGY POLICIES AND PROCEDURES | 9 |
| Fines for Lost or Damaged Books/Devices | 13 |
| DRESS & GROOMING CODE | 15 |
| DISCIPLINE POLICIES AND PROCEDURES | 16 |
| SEXUAL HARASSMENT | 18 |
| ANTI-BULLYING POLICY | 18 |
| DRUGS, ALCOHOL AND WEAPONS | 19 |

CONTACT US

School Telephone Number (951) 788-7308

Staff

| | | Extension |
|-------------------------------|--------------------|-----------|
| Principal | Jeremy Standerfer | 42650 |
| Assistant Principal | Dr. Tina Singh | 42635 |
| STEM Program Coordinator | Eric Mayhew | 42628 |
| Guidance Counselor(s) | Sandra Izquieta | 42611 |
| | Vanessa Hernandez | 42662 |
| SAP Counselor | Karla Junes | 42632 |
| Principal's Secretary | Cari Bokkes | 42651 |
| Asst. Principal's Secretary | Fabiola Vargas | 42634 |
| Attendance Assistant | Maria Benevides | 42646 |
| Guidance Technician/Registrar | Nora Unrath | 42658 |
| Library/Tech Specialist | Sarah Peters | 42665 |
| Health Office | Penny Arvizu | 42675 |
| Office Assistant | Josephine Erickson | 42627 |
| Campus Supervisor | Lisa Davie | 42633 |
| Campus Supervisor | Corey McCoy | 42643 |
| Campus Supervisor | Kelvin Smith | 42630 |

High School Teachers

| | | |
|------------------------|----------------|-------|
| Chemistry/Env. Science | Ms. Luna | 42626 |
| History | Mr. Ponce | 42621 |
| Biology/Anatomy | Mrs. Young | 42619 |
| Math | Mr. Fanning | 42601 |
| Math | Mr. Athalye | 42601 |
| ELA | Mrs. Murray | 42624 |
| CTE Engineering | Mr. Morehead | 42607 |
| Foreign Language | Mrs. Griffiths | 42602 |
| Math / Physics | Ms. Taylor | 42636 |
| ELA / Theatre Arts | Mrs. West | 42623 |

SCHOOL OVERVIEW

Riverside STEM High School is a Division of the Riverside STEM Academy (RSA) within the Riverside Unified School District with a focus on Science, Technology, Engineering, and Math (STEM).

Students use technology daily at school and at home as a tool to work collaboratively and to communicate effectively with teachers. Through the use of PowerSchool Learning, Aeries and Google Apps, students will research and create documents, spreadsheets, presentations, and websites. Emphasis on research and product-based learning provides a different venue in which students can demonstrate what they understand.

Community partnerships are an extremely important component to the RSA vision. RSA has developed close ties with the faculty and departments at the University of California, Riverside (UCR) and also Riverside Community College (RCC). RSA continues to develop partnerships with other local universities and colleges, community organizations, and STEM related businesses.

It is important for our students to have a deep understanding of the STEM higher education majors and career pathways. Our community partners play a vital role to link students' STEM-focused education to the broader STEM community. Regular seminars are presented to students by experts in the fields of Science, Technology, Engineering, and Mathematics. All students are required to work on STEM research projects and design challenges throughout the year

Our Vision Statement

We prepare students to excel in STEM fields of study and succeed in 21st century careers as leaders and innovators.

Our Mission Statement

Riverside STEM Academy's mission is to provide students a rigorous, interdisciplinary learning environment focused on science, technology, engineering and mathematics, to foster the joy of discovery, and to promote a collaborative culture of ethical and innovative problem-solving.

Core Beliefs

At the Riverside STEM Academy, the following beliefs are the foundation of our program. We believe...

1. Students can succeed best in a learning community where academic disciplines are integrated.
2. Critical thinking and problem solving skills are essential for students to understand the complex scientific, social and ethical issues facing humanity.
3. The scientific process provides the framework for explaining the mechanisms of the natural world, while authentic research combines foundational knowledge with individuality, creativity and wonder.
4. Citizens of a diverse global community are compelled to understand its languages, systems and cultures.
5. Art, music and literature are essential in developing well-rounded individuals.
6. All disciplines rely upon effective communication for clear expression of ideas.
7. Collaborative learning and extracurricular activities are essential in developing leadership and interpersonal skills.
8. Responsibility and integrity are vital traits of remarkable global citizens.

ATTENDANCE POLICIES AND PROCEDURES

Students are expected to maintain regular attendance and to be at school on time (before 8:25 AM).

Students Returning to School Following an Absence must be re-admitted through the attendance office before school. If an absence is not verified by the parent / guardian within 2 days, it becomes a truancy.

Absence Verification: When a student is absent from school, the parents should telephone the attendance office at (951) 788-7308, extension 42646, and provide the following information: full name (spell last name clearly), grade level of the student, dates of absence, reason for absence, name of person calling and relationship to the student. Students may also bring a note with the above information and take it directly to the attendance office before going to his/her first class.

Please see the **Riverside Unified School District Parent/Student Handbook** available on our website <http://stemhigh.riversideunified.org/> under the **“Parent Tab”** for more detailed information regarding attendance laws, policies and procedures.

Appointments: If a student is leaving school during the day for a doctor or dentist appointment, a parent or guardian must come to the receptionist area, present a photo ID, and sign their child out of school. Students will only be released to a parent/guardian, or person named on the emergency contact list with **written approval** from the parent or guardian. Students must bring a copy of the doctor or dentist appointment slip to the attendance office upon return to school, and get a re-admit to verify absence of classes missed. Please note: we do not call for students 20 minutes prior to dismissal. On Wednesday planning days, students will not be released during their lunch unless they have a doctor/dental appointment.

Tardy Policy

It is very important that students be in class for all instruction and that they do not disrupt other students' learning. Students are expected to be in their seats, ready to work, when the bell rings each period. Students are expected to attend each of their scheduled classes. Students who fail to attend one or more classes will be considered truant and disciplined accordingly.

- All students who are late to school must obtain a tardy pass from the attendance office before going to class.
- Three unexcused tardies of 30 minutes or more are equivalent to a day of truancy according to state law.

| Number of Tardies | Consequences |
|-------------------|--|
| One – Two | Warning |
| Three – Four | Administrative Lunch Detention |
| Five – Six | Two Administrative Lunch Detentions |
| Seven – Nine | Student earns a Discipline Level increase. After school one hour detention served on Wednesdays. |
| Ten or More | Student/parent meeting with discipline office. Student placed on Attendance Contract |

Student Drop Off and Pick Up Procedures

Students are to report on time to school **no earlier than 30 minutes before the beginning of the school day**. Students also must be picked up **no later than 30 minutes after the end of the school day**, unless participating in a school sponsored activity or attending an RSA event.

Parental Responsibility for After School Events/Activities

Although we supervise all school activities, during the afternoons, evenings and weekends, **parents are expected to pick up students within 15 minutes** of the time the event/activity ends or the time students are told to have their parents arrive. Teachers and administrators who are responsible for supervising these events/activities have agreed to work beyond their regular workday, but have not volunteered to stay indefinitely. **Students, who are not picked up within fifteen minutes, may be excluded from participation in the next event/activity.**

Short-Term Independent Study

If a student needs to be absent from school for an extended period of time due to unforeseen events, parents may request a Short Term Independent Study Program. The Agreement is available for families who know their student will be absent for five or more consecutive days and not exceed twenty days, but cannot be in the first 10 days of a school year or semester or the last 10 days of the school year. Independent Study cannot totally replace classroom assignments because of the loss of instruction and group activities. In situations where a student requires a Short Term Independent Study Agreement, parents must notify the attendance office in person **a minimum of five full school days in advance**. This enables your student to get credit for most school work and for attendance in case of a family emergency or other unavoidable reason to be out of town. Students will be assigned one hour of work for each class and the regular homework. **Independent Study work must be received by the due date identified in the Agreement.** Contact the attendance office for more information.

ACADEMIC POLICIES AND PROCEDURES

Homework Policy

RSA teachers provide homework assignments in order to promote academic excellence and teach responsibility. Homework and projects allows parents to be directly involved in the educational process. Parents who monitor homework know what their child is learning in class. Daily homework is available via Google Classroom. Parents should review Google Classroom with their student and the required homework each evening.

Missed Assignment and Make-Up Work

There is no doubt that an absent student misses valuable classroom instruction. Most of this classroom work simply cannot be made up when a student misses school. Classroom instruction is usually sequential in nature, involving both written and oral student participation. It cannot be expected that a teacher will reteach such a lesson to a student who has been absent. Therefore, it may not be possible for every assignment to be made up for credit. **It is the student's responsibility to request make-up assignments and to confirm acceptable due dates.**

ACADEMIC POLICIES AND PROCEDURES

Latin Honors System

Beginning with the class of 2022, student academic accomplishments will be recognized using a Latin Honors system:

Distinction Categories:

- **Summa Cum Laude** (With the Highest Praise)
The top recognition awarded. 3.90+ unweighted GPA on a 4.00 scale.
- **Magna Cum Laude** (With Great Praise)
The second highest recognition awarded. 3.70 – 3.89 unweighted GPA on a 4.00 scale.
- **Cum Laude** (With Praise)
The third highest recognition awarded. 3.50 – 3.69 unweighted GPA on a 4.00 scale.

Additionally, students who challenge themselves with a more rigorous course of study will receive additional distinction within the Latin Honors system. Honors courses will receive 0.5 points each semester. Advanced Placement, International Baccalaureate, and Dual Enrollment courses will receive 1.0 point per semester. Points will be totaled at the end of the student's first semester of their senior year.

- 16+ points will receive **Highest Honors**
- 11 – 15.5 points will receive **High Honors**
- 6 – 10.5 points will receive **Honors**
- 0.5 – 5.5 points will receive **Distinction**

Examples:

- Student A has a 3.60 GPA and 11 points- Student will graduate **Cum Laude with High Honors**
- Student B has a 3.90 GPA and 4 points- Student will graduate **Summa Cum Laude with Distinction**
- Student C has a 3.80 GPA and 0 points- Student will graduate **Magna Cum Laude**

California Scholarship Federation (CSF)

The purpose of California Scholarship Federation is to foster high standards of scholarship, service, and citizenship in California high schools. Membership in CSF is open to students who have met designated qualifications. Membership is by application only during a specified enrollment period and shall not be automatic or compulsory. Membership is for the semester following the one in which the qualifying grades were earned. The student must apply during the application period for each semester the student is eligible. Retroactive membership will not be granted to students who fail to take the opportunity to become members during the application period. Life membership in CSF is granted to students who earn membership for four semesters beginning in grade 10, including at least one semester in the senior year. Life Members (Gold Seal Bearers) wear a gold tassel and a gold honor stole at commencement and are identified in the commencement program. A gold seal is attached to the student's diploma and notation of this honor is made on the student's permanent transcript. For further information and specific requirements contact the CSF Advisor for more information.

Academic and Competitive Team Letter Policy

Varsity Letters may be awarded each year to students who participate in the following activities: ASB, Band, Science Olympiad, Speech and Debate. Students must meet the requirements established by the advisor and/or team leadership within the specific activity, be enrolled in a minimum of five classes and purchase an ASB card

for the qualifying year to be eligible. Subsequent “bars” and/or patches may be awarded annually as determined by each activity advisor and/or team leadership.

Academic Letters may also be earned by high school students that maintain a 3.0 cumulative grade point average for two consecutive semesters and will be awarded at the end of the school year.

Academic letters and subsequent “bars” and/or patches may be awarded annually to students that have earned a weighted GPA of 3.5 or above for two consecutive semesters.

COLLEGE ADMISSIONS

Requirements and Exams

The following information helps to define a college preparatory program. The courses listed for college or university admission will meet the minimum entrance requirements only. In preparation for college, students are urged to go beyond the minimum requirements and take rigorous subjects. Each college or university will have different requirements. Students should meet with Mrs. Izquieta to determine what specific requirements they must complete in order to be accepted into the college or university of their choice.

Entrance Exams

Admissions counselors at colleges and universities utilize the SAT I and/or ACT as one of the indicators in determining a student’s ability to succeed in the first year of college. Before registering to take college entrance exams, check the college catalog to see which exam is accepted by the college of your choice.

Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

The PSAT is administered in mid-October to students who are interested in attending college. This test measures verbal and mathematical reasoning ability. In addition to providing experience for taking the SAT, the test qualifies high-scoring juniors for the National Merit Scholarships.

Scholastic Aptitude Tests

The SAT is an examination which many colleges require for admission. It includes a general test of verbal and mathematical reasoning abilities. Most colleges and universities require only the first part, which is generally referred to as the SAT I.

American College Testing (ACT)

The ACT is similar to the SAT, but does not have the Achievement Tests (SAT II). The ACT tests academic skills in English, mathematics, reading, and science reasoning.

Test of English as a Foreign Language (TOEFL)

The TOEFL is designed to measure the English language proficiency of foreign students seeking a admission to U.S. colleges and universities. Students from other countries attending a high school in the United States less than three years may be required to show English language proficiency on the TOEFL.

Important Telephone Numbers

The following telephone numbers and web site addresses were accurate at the time of printing. Please be reminded that web sites and area codes change frequently.

1. Educational Testing Service (510) 873-8000
2. Information on test dates and sites for SAT, and TOEFL (Telephone registration (609) 771-7600, FAX registration (609) 771-7733)
3. American College Testing (319) 337-1270 (Information on test dates and sites for ACT)
4. PSAT / NMSQT (609) 530-0482
5. NCAA Clearinghouse (319) 339-3003 (24 hour response)

Useful Web Sites

The following list of web sites are to assist students and parents in obtaining helpful college information.

1. College Board (<http://www.collegeboard.org/>) is one of the best resources for college preparation and financial aid information and conducting college searches. Registration for the SAT is also available through this site.
2. College Net (<http://www.collegenet.com>) College Net is a database of four-year colleges and universities, community colleges, and technical schools with information regarding tuition, enrollment, sports, and financial aid.
3. The Princeton Review (<http://www.princetonreview.com>). This website is a complete database of the company's test-prep courses. It also provides general information on the college admission process and financial aid.
4. Common Application (<http://commonapp.org>)

RUSD High School Graduation Requirements

| Subject | "A-G" | Class of 2016 and beyond |
|----------------------------|-------|---|
| English | 40 | 40 |
| History / Social Science | 20 | 30 |
| Mathematics | 30 | 30 |
| Science | 20 | 20 |
| Physical Education | | 20 |
| Foreign Lang. / VAPA / CTE | 20 | 30 (20 of the 30 credits must be in the same concentration) |
| Health | | |
| Electives | 10 | 50 |
| TOTAL CREDITS | | 220 |
| Additional Changes | | Passing grade in Foreign language and math (Algebra or higher) completed prior to 9 th grade = subject area credit on HS transcript and does count toward 220 graduation requirement, but does not count in HS GPA. |

UC / CSU Minimum Requirements

| CSU Minimum Eligibility Requirements | | UC Minimum Eligibility Requirements | |
|--------------------------------------|----------|-------------------------------------|----------|
| Course | Required | Course | Required |
| English | 4 years | English | 4 years |
| Mathematics | 3 years | Mathematics | 3 years |

| | | | |
|---------------|-----------------------|---------------|--|
| | | | 4 years Recommended) |
| Science | 2 years (Lab Science) | Science | 2 years (Biology, Chemistry, Physics) 4 years recommended |
| World History | 1 year | World History | 1 year |
| US History | 1 year | US History | 1 year |
| VAPA | 1 year | VAPA | 1 year |
| Foreign Lang. | 2 years | Foreign Lang. | 2 years |
| Electives | 1 year (College-Prep) | Electives | 1 year |

NCAA Freshman-eligibility Standards

| | |
|--|--|
| <p>Test Scores</p> <ol style="list-style-type: none"> 1. Division I has a sliding scale for test score and grade-point average. 2. Division II has a minimum SAT score requirement 820 (verbal and math only) or an ACT sum score of 68. 3. The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used. 4. The ACT score used for NCAA purposes is a sum of the four sections on the ACT: English, math, reading, and science. 5. All SAT and ACT scores must be reported directly to the NCAA Initial-Eligibility Clearinghouse by the testing agency. Test scores that appear on transcripts will no longer be used. When registering for the SAT or ACT, use the clearinghouse code of 9999 to make sure the score is reported to the clearinghouse. | <p>Core Courses</p> <p>Students complete a minimum of 16 core courses for Division I or 14 core courses for Division II. After August 1, 2013, student athletes who wish to compete at Division II institutions must complete 16 core courses.</p> |
| <p>Grade Point Average</p> <ol style="list-style-type: none"> 1. Only core courses are used in the calculation of the grade-point average. 2. Be sure to look at the high school's list of NCAA-approved courses on the clearinghouse web site to make certain that the courses being taken have been approved core courses. The web site is www.ncaaclearinghouse.net. | <p>Division I or Division II 16 Core Course Rule</p> <ol style="list-style-type: none"> 1. 4 years of English 2. 3 years of mathematics (Algebra I or higher) 3. 2 years of natural/physical science (1 year of lab if offered by high school) 4. 1 year of additional English, mathematics, or natural/physical science 5. 2 years of social science 6. 4 years of additional courses (from any area above, foreign language, or non-doctrinal religion/philosophy). |

STUDENT DRIVING POLICY STATEMENT

Reminder: The parking lot speed limit is 5 MPH. Riverside Police Department has the right to issue citations.

Student Parking:

All students using the student lot must display a current Riverside STEM Academy parking permit. To obtain a parking permit you must complete an application form and provide proof of valid driver's license, vehicle registration information and insurance, along with \$5.00. Purchase a parking permit in the Administration Office during the first week of school. Students driving must obey all traffic laws and maintain safe driving practices while in the parking lot. Student vehicles must be parked in the student lot in the back area of the lower parking lot. Students may not park in any staff parking stall, visitors stall, or in any area not specifically designated for student parking. All cars must be parked properly, i.e. head in only and between the lines designating the space. Students violating the parking policy may receive citations issued by the Riverside Police Department and/or disciplinary action from the school including but not limited to the loss of parking privileges. No student is to be in the student parking lot during school hours without authorization of an administrator. Use of parking facilities is a privilege granted by Riverside Unified School District. School or law enforcement personnel may search a vehicle whenever there is reasonable suspicion that the vehicle is involved in any violation of a rule or regulation.

PLEASE NOTE, SHOULD THERE BE A CHANGE IN ANY POLICY, PROCEDURE OR PROGRAM, PARENTS AND STUDENTS WILL BE NOTIFIED.

TECHNOLOGY POLICIES AND PROCEDURES

A Computer in Every Backpack, Everyday: District Chromebook or Personal Laptop

Riverside STEM Academy relies on student technology for daily instruction. *For the 2022-2023 school year, all students 5-12th grade will be provided a district issued Chromebook.* Families may also choose to purchase an appropriate personal laptop for their child. Minimum specifications for personal devices are listed below. Students should have their fully charged Chromebook or a personal laptop, ready to be used everyday. Damage and theft are not the responsibility of RSA. Library fines (as listed in the 2021-2022 RUSD Student Handbook) will be assessed for damage or loss of *district devices*. According to RUSD policy, we are no longer providing information regarding device insurance, but you are welcome to provide your own policy.

Personal Technology Devices (Optional) - Minimum recommended specifications

Most lessons and activities at RSA are web-based, but some software may need to be installed on the laptop. RSA has some Windows laptops available for in-class use. If you chose to provide your own please purchase one that can run the most current versions of Windows 10 or macOS 14 or higher. Since various manufacturers make different Windows laptops, quality is relative. Name brands usually are more durable than off brands even when they have the same specifications. For a more detailed list of recommended specifications, visit the **Riverside STEM Academy Website**.

Parent Technology Training/ District Help Desk 951-208-7185

The district provides a Support Help Desk hotline for urgent questions Monday through Friday 7:30-3:30 pm. 951-208-7185. If you feel you need ongoing support, questions or concerns that are site related, please contact our Learning Management System Specialist (LMSS) in the library during business hours.

Sarah Peters, LMSS (951) 788-7308 x42665 speters@riversideunified.org. Orientation or parent training sessions may be scheduled later in the school year.

Riversideunified.org - Google Workspace Apps

Students will use their personal or district issued device to access lessons using the Google Workspace apps, digital textbooks, online research, and collaborate with peers. Google Workspace allows students to create documents, spreadsheets, presentations, and websites. Students may collaborate online with a small or large group when creating documents and spreadsheets using their Google account. RSA will also provide a district created @riversideunified.org email account to be used to turn in assignments and communicate with RSA teachers. Access is a privilege, not a right; as such, general rules of school behavior apply. Just as students are responsible for good behavior in a classroom or on school grounds, they must also be responsible when using school computer networks or personal technologies.

Aeries - Track Grades and Attendance

RSA utilizes an online grade book program in Aeries, which is accessible by both students and parents. RSA faculty expects students to know and understand their grades at all times. The link to the Parent/Student Aeries Portal can be accessed on the RUSD Home Page. Even though progress reports are sent home every five weeks to help support student achievement, it is expected that parents will regularly monitor their child's grades. Aeries contains other valuable information for parents including class schedules, data confirmation and attendance.

Technology Usage

RSA permits the use of Technology in the classroom, the tech center, lunch areas, outdoor tables and other locations specified by RSA teachers and staff. Cell phones and earbuds/headphones are not allowed in class unless directed to do so by a teacher. Please use district and personal technology devices in a safe manner. Devices must be closed and not in use in hallways. Devices are strictly prohibited in areas being used during high-stakes testing.

Summary of Acceptable Use Policy for RSA

Students at Riverside STEM Academy are encouraged to bring a district or personal digital devices that enable internet access for valid educational purposes. **In our classrooms, the use of any such device (including cell phones, digital tablets, laptops and headphones/earbuds) is encouraged when determined by the individual teacher in accordance with that teacher's plans for learning and assessment activities.** Any use of personal digital devices in violation of a teacher's classroom rules will result in regular classroom/school disciplinary procedures and possible confiscation of the device by a school administrator. Use of earbuds/headphones for personal entertainment purposes during non-class time is not allowed and will result in regular school disciplinary procedures.

Parents and students are hereby notified that the school and district are not liable for the loss or damage of any personal cellular phone or other electronic device brought to school. Violations of the cellular phone or electronic devices policy may result in, but is not limited to, administration confiscation, detention, parent conference, suspension.

- * Refusal to submit a cellular phone and/or electronic device to school administrative personnel will result in disciplinary action; EC48900 (k).
- * When a student's inappropriate use of a personal cell phone for voice, text, or email messaging, is associated with a violation of one or more sections of the California Education Code, the cell phone may be searched by an administrator, depending on the circumstances and severity of the infraction. See the *Riverside Unified School District Acceptable Use Policy* for further details regarding computer/internet use and personal digital devices.

Responsibility for Materials

Since every RSA student personally owns or has access to some form of technology, RSA staff strongly encourages students to be responsible with their backpacks and personal items. Backpacks should always be kept with the student or locked in their PE locker. Personal items, including backpacks and technology, should never be left unattended.

THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS THAT ARE BROUGHT TO SCHOOL AND CONFISCATED, LOST OR STOLEN.

Technology/Media Center (Located in the Upstairs Offices)

1. The Tech Center is open daily from 7:30 a.m. to 3:00 p.m. to serve student information needs. Students must have a pass from their teacher to access the Tech Center resources during class time.
2. Students are welcome to do homework, check out books, read, or use the computers for class work. We also have ebooks! Please follow our expected school rules of behavior. Talking in the library is limited.
3. Food, candy, gum, and drinks of any sort are NOT allowed in the Tech Center.
4. In order to access and search the internet, students and a parent/guardian must sign an *Acceptable Use Policy* at the beginning of the year. Students without a signed *Acceptable Use Policy* will be prohibited from using the computers. The computers are to be used strictly for schoolwork. No games or surfing allowed!
5. A valid student ID card must be presented in order to check out Tech Center materials. Students may check out two books at a time for a period of two weeks. Special provisions are made for additional checkouts for subject-area reports and projects.
6. Students will be charged a replacement cost for lost or damaged materials.
7. There is a black and white printer in the Tech Center for student use. The cost is 10 cents per copy.
8. **To comply with the Williams Act, students who will be using their own devices to download their textbooks need to register those devices with the Tech Center at Riverside STEM Academy Website prior to the first day of school.**

Technology/Media/Center and Library

1. The Tech Center is open daily from 7:30 a.m. to 3:00 p.m. to serve student information needs. Students must have a pass from their teacher to access the Tech Center resources during class time.
2. Students are welcome to do homework, check out books, read, or use the computers for class work. We also have ebooks! Please follow our expected school rules of behavior. Talking in the library is limited.
3. Food, candy, gum, and drinks of any sort are NOT allowed in the Tech Center.
4. In order to access and search the internet, students and a parent/guardian must sign an *Acceptable Use Policy* at the beginning of the year. Students without a signed *Acceptable Use Policy* will be prohibited from using the computers. The computers are to be used strictly for schoolwork. No games or surfing allowed!
5. A valid student ID card must be presented in order to check out Tech Center materials. Students may check out two books at a time for a period of two weeks. Special provisions are made for additional checkouts for subject-area reports and projects.
6. Students will be charged a replacement cost for lost or damaged materials.
7. There is a black and white printer in the Tech Center for student use. The cost is 10 cents per copy.
8. **To comply with the Williams Act, students who will be using their own devices to download their textbooks need to register those devices with the Tech Center form: Register Device during the first week of school.**

Library Fines

Lost text and library books must be paid for in full. If a book is missing for any reason, the student will be required to pay for its loss before a replacement copy is issued. Students who have overdue library books will not be permitted to check out any other books until the missing materials are returned or paid for in full. If a student pays for a book, which is later recovered, a refund will be issued. Materials may be renewed if another student has not reserved the item. Fines must be paid promptly and books, which are lost or stolen, must be paid for as soon as possible to clear the student's record for future checkouts and to keep the student off the school's "No Activity" list.

Fines for Lost or Damaged Books/Devices

| Damages to Library Books | Charge | Damages to Technology Devices | Est. Charge |
|----------------------------|---------------------|---|-------------|
| Pencil/Pen Markings | \$1.00 per page | LCD Display | \$10.00 |
| Torn Page(s) | \$1.00 per page | Lost/Damaged Charger | \$10.00 |
| Binding/Spine/Cover Damage | Up to 15.00 | Any other damages or lost computers -- see LMSS | TBD |
| Broken Binding | Cost of Book | | |
| Torn cover | Up to \$5 ea. cover | | |
| Liquid damage | Cost of book | | |
| Lost | Cost of book | | |
| Missing pages | Cost of book | | |

THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS THAT ARE BROUGHT TO SCHOOL AND CONFISCATED, LOST OR STOLEN.

Participation at special activities such as: sporting events, dances, and special programs is a privilege not a right. The principal of a school may deny a student's participation in end of the year student activities including graduation ceremonies for students who owe money for fines or damages to school district property. (BP #5127)

Campus Computer Rules

1. Students must LOG ON and LOG OFF using their unique ID name and password.
2. Students who do not LOG OFF will be responsible for anything that happens to the computer on the server.
3. Students may not log on using another student's password.
4. Students are not allowed to hack into the network.
5. Students are not allowed to alter, change or modify the control panel, computer settings, desktop, screen saver, display, monitor or mouse settings on a school computer.
6. Students are not allowed to use school computers for personal communication such as chatting and/or instant messaging.
7. Students are not allowed to copy, plagiarize or misrepresent their work or the work of other individuals.
8. Students are not allowed to upload, download, install, and/or copy software or CDs of any type on school computers.
9. Students are not allowed to use computers that they have not been regularly assigned to use.
10. Students are not allowed to steal, damage or vandalize school property.
11. Students are not allowed to use school computers to access or create vulgar, profane or threatening language and/or images.
12. Students are responsible for any damage occurring to their computer or equipment during class time.
13. Students can use flash drives for the school-related purposes on campus with prior approval. Flash drives are subject to content review.
14. Students must adhere to the RUSD acceptable use policy.

Consequences for violating “Campus Computer Rules”

- First Offense will include temporary loss of privileges and administrative notification may include referral, suspension, permanent loss of privileges, fines and/or legal action, and parent contact.
- Second Offense will include referral, suspension, permanent loss of privileges and parent contact and may include fines and/or legal action.

DRESS & GROOMING CODE

Students are expected to wear clothing that is appropriate for school and school sponsored activities. This means that clothing shall be decent, distraction free, free of any intimidation factor, and free of advertising of items that students are forbidden to buy or have in their possession. A student's general appearance should not draw undue attention to him/her or detract from or interfere with the learning process. Decisions regarding student appearance, including clothing, are made in the best interest of students. Clothing or appearance that is disruptive is not acceptable. To help families in the decision-making process regarding clothing for school or school activities, we have generated the following guidelines:

1. Students shall not show bare midriffs or wear low-cut or revealing tops or "off the shoulder" tops. No "see-through", "fishnet" or "mesh" tops, halter tops, spaghetti straps, and/or off the shoulder sleeves as these are inappropriate if worn alone.
2. Clothing that contains holes, rips, tears or fraying above the tip of the thumb when standing with arms straight down at the side is not permitted.
3. Short-shorts, skirts or skorts must be long enough to reach the mid-thigh when standing.
4. Pants must fit around the waist. The legs of pants may not be too large. Belts/suspenders may not hang. Sagging/loose baggy pants and hanging belts or chains are considered to be gang attire and as such are not permitted. School staff retains the right to determine appropriateness.
5. No undergarments shall be visible at any time, this includes "bralettes".
6. Clothing, notebook covers, backpacks, etc., containing emblems, printing, lettering or pictures pertaining to drugs, tobacco, alcohol, sex, profanity, violence, gang activity or unlawful acts are not permitted. This includes cartoons depicting vandalism.
7. The school administration will take appropriate action for students who wear clothing that is deemed inappropriate or gang-like in appearance.
8. Hair shall be neatly groomed. Hairstyle may not be disruptive.
9. Hats/caps inside the classroom (including at PE) shall be allowable only at the classroom teacher's discretion. "Hoodies" are not to be worn covering the head while indoors.
10. Pictures or words depicting racial superiority, i.e. "black/white/brown power", Nazi signs or Anarchy symbols are not allowed. Clothing with the "Iron Cross" is not allowed.
11. Appropriate and safe shoes must be worn at all times.
12. Jewelry worn in a place and manner that may be unsafe during PE activities or dangerous to the student or others is prohibited.
13. Jewelry and accessories with spikes is not permitted.
14. PE clothes are to be worn only during PE class.

Dress that is not specifically mentioned in this list is not necessarily acceptable. Any attire which, in the opinion of the administration, presents a health/safety risk or detracts from the learning process will be deemed a dress code violation. Please remember the dress code policy when shopping for new school clothes for your student. Students arriving at school dressed inappropriately will be asked to change clothes. Continual violation of the dress code will result in disciplinary action.

Decent means that all clothing shall be within the bounds of decency and good taste as appropriate for school. The body shall be covered from the shoulders to mid-thigh.

Distraction Free means clothing may not divert the attention of students away from lessons and studies.

Free of any intimidation factor means that clothing associated with membership in gangs is not permitted.

Free of advertising means that students shall not wear clothing which has advertising for any item which is illegal for a student to buy or possess. This includes alcohol, cigarettes, marijuana leaves, spray paint cans and guns.

Safe Clothing means if clothing becomes a safety hazard to themselves or other students (e.g. tripping), they are inappropriate for school.

DISCIPLINE POLICIES AND PROCEDURES

In order to sustain excellence in academics and provide a safe, orderly, and positive learning environment, school expectations are regularly communicated, taught and reinforced through positive rewards and disciplinary consequences. Discipline is firm, fair, consistent, and caring. Parents are regularly communicated with as a key partner in maintaining student success.

Campus Rules:

The Riverside STEM Academy is a closed campus.

1. Students are issued a student ID card at the beginning of the year. Students must have their student ID card on their person at all times. The first card is given free of charge. There will be a fee of \$5.00 for replacement cards.
2. Gum is not allowed on the campus.
3. Food and drinks are allowed only at lunch and nutrition break or with a staff member's permission on special occasions.
4. Food deliveries are NOT permitted during school hours.
5. PE lockers are the property of the district, and as such, locker use is a privilege. Lockers are subject to search under district policy.
6. Gambling of any kind is not allowed on campus.
7. All medication, including aspirin, antihistamines, and asthma inhalers must be checked in through the Health Office according to district policy.
8. Fighting or aggressive behaviors of any kind is not tolerated at RSA. This includes "play fighting", pushing, shoving, "rough housing", slamming, depantsing, or chasing.
9. Overt public displays of affection are not permitted. Appropriate consequences will be administered to students who choose to participate in such activities.
10. Involvement in gang activity such as intimidation, drugs, graffiti or tagging, use of gang clothing, names, symbols, or signs, is strictly prohibited.
11. Use or possession of inappropriate materials (digital or print) which are sexually suggestive, promote violence, racism or vulgarity (e.g., magazines/printed material, electronic storage devices, or personal items) is forbidden.
12. Theft: Students are expected to respect other individuals' belongings and keep their hands off others' personal items and/or school property.
13. Buying, selling or trading anything at school is strictly prohibited.
14. Cheating and plagiarism are not allowed. *Please refer to Cheating section (p. 11) of contract for detailed information.*
15. Cell phone and other electronic devices are not to be used during instructional periods for non-instructional and personal purposes unless permission is given by the classroom teacher or RSA staff member to use them as a resource for instruction.
16. Prohibited Items: In order to maintain school safety of person and property, the following items are not allowed at the Riverside STEM Academy (The following list is not all inclusive and will be adjusted at the discretion of the school administration):

- Jewelry and chains of all types that can be used in an unsafe manner (wallet chains and chain necklaces)
- No gang style writing on notebooks, backpacks or folders allowed.
- Inappropriate materials which are sexually suggestive or depict violence, racism, or vulgarity
- Gum and food/drinks including alcoholic beverages of any kind
- Water balloons
- Weapons, real or look-alike, are forbidden. Examples: Guns, squirt guns, BB guns, toy guns, or knives (including pocket). No aerosol cans on campus. The administration reserves the right to determine whether something is a weapon or not.
- Laser Light Pens, tasers or other dangerous objects
- Student may not carry permanent markers, liquid white out or etching tools.
- Any type of explosive device including poppers, fireworks, etc.
- Tobacco or vaping products (lighters, matches, cigarettes, cigars, pipes, chew, electronic cigarettes or vaping products), drugs and drug paraphernalia.
- Student should be encouraged not to bring more money than is needed for the day.

In Class Discipline

Teachers encourage positive behavior and utilize corrective measures to remedy inappropriate behavior. Students are clearly and consistently taught classroom rules and procedures. Teachers are primary agents for communicating and enforcing classroom and school wide expectations. Depending on the nature of the offense and the level of severity, the following consequences may be administered by teachers and grade level teams.

- Verbal correction or re-teaching of missed expectation
- Seat change
- Private student conference with teacher
- Parent contact
- Detentions
- Please Note: Failure to serve detentions will result in a more severe consequence
- Parent/teacher conference
- Team interventions, including Student Study Team Conference (SST)

Cheating

At RSA, we want every student to become a caring and productive citizen. Students are expected to achieve academic excellence and develop a strong character. The faculty, staff and administration expect each and every student at RSA to follow principles of honesty and integrity. Cheating undermines learning and character, therefore, cheating is taken seriously by both teachers and administration. Students caught cheating will receive a zero on the assignment/test and will not have the opportunity to make up the assignment/test. Administrative discipline may also be a consequence for cheating.

Students will be considered to be cheating if they:

- Copy another person's homework, class work or project.
- Obtain papers, reports or projects from another source, such as the internet or a sibling, and turn them in as their own. (Plagiarism)
- Copy another person's test or quiz answers.
- Use unauthorized information on an exam or quiz. For example: use a crib sheet, notes, an assignment or a book.
- Give permission or allow others to knowingly copy their homework, project, quiz or test answers.
- Change grades or answers on an assignment or test by giving unearned points to another student or by changing answers or work after the work has been graded.
- Turn in another person's work as their own.

Suspension

Suspension means the removal of a student from ongoing instruction for adjustment purposes. Students may be suspended or recommended for expulsion whenever the principal/designee of the school determines the student has committed an act in violation of Education Code 48900 in any of the schools of the district or in another district, and the act is related to a school activity or school attendance which occurs at any time including, but not limited to, any of the following:

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

For more detailed information, please see the Riverside Unified School District Parent/Student Handbook available on our website <http://stemhigh.riversideunified.org/> under the “Parent Tab”

Teacher Notification of Suspended Students

The school district shall inform the teacher of every student who has been suspended during the previous three years. In addition, when informed by the juvenile court of a minor’s conviction for certain serious offenses, the superintendent/principal shall inform teachers and other staff in direct contact with the offending student (E.C. 49079).

SEXUAL HARASSMENT

Please see the Riverside Unified School District Parent/Student Handbook available on our website <http://stemhigh.riversideunified.org/> under the “Parent Tab” for more detailed information regarding the district Sexual Harassment Policy.

ANTI-BULLYING POLICY

Riverside STEM Academy supports the Riverside Unified School District’s belief that **all students have a right to a safe and healthy school environment.** To that end, the district, RSA, and the community have an obligation to promote mutual respect, tolerance and acceptance. RSA will not tolerate behavior that infringes on the safety of any student. Students shall not engage in actions that are severe or pervasive with the intent to intimidate or harass another student through words or actions. Such behavior includes any severe or pervasive direct physical contact, such as hitting or shoving; verbal assaults, such as teasing, name-calling, threats, harassment or using insults, slurs, or fighting words which, by their very nature, are disruptive to the school environment made in person or via the internet or cellular telephone text messages; and social isolation or manipulation. This policy applies whenever a student is on school grounds, traveling to and from school or a school sponsored activity, during the lunch period, whether on or off campus, and during a school sponsored activity.

Students who act in violation of this policy may be subject to school/District disciplinary procedures up to and including expulsion.

For more detailed information, please see the Riverside Unified School District Parent/Student Handbook available on our website <http://stemhigh.riversideunified.org/> under the “*Parent Tab*”

DRUGS, ALCOHOL AND WEAPONS

Drugs and Alcohol -- Riverside Unified School District Policy

- *First Incident of Possession/Use*: Automatic five-day suspension and referral to Riverside Against Drugs Intervention Program.
- *Second Incident*: In addition to the above, recommendation for expulsion from the Riverside Unified School District.
- All incidents of possession/use are reported to the Riverside Police Department. (Health and Safety Code, Section 11357.) Selling/furnishing drugs, alcohol, weapons, or explosive devices (including firecrackers/poppers) to another student will result in a recommendation for expulsion from the Riverside Unified School District. This also applies to ‘look-alike’ items.

Search and Seizure

The principal/designee has the authority to conduct searches when reasonable suspicion exists to suspect that the student has contraband in his possession or control in violation of a rule, regulation or statute. The following regulations apply:

Personal Search - A personal search shall be defined as any inspection of a student’s purse, pocket, book bag, locker or similar receptacle used for the student’s belongings.

- The school official may request a police officer to conduct or assist in any search.
- Due Process will be followed and the student’s civil rights protected at all times.

Use of Detection Canine for Searches of Drugs or Other Contraband

In an effort to keep schools free of drugs, the district contracts with a vendor to provide specially trained, non-aggressive canines and handlers to assist in determining the presence of substances prohibited by law or district policy. These inspections are random and unannounced. The inspections will be implement in compliance with all applicable laws and under the provisions of District policy and Administrative Regulations. Evidence from inspections will be used in student discipline matters and will be forwarded to law enforcement.

Riverside Unified School District prohibits discrimination, harassment, intimidation, or bullying in all district programs, activities, and employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, age, sex, sexual orientation, parental or marital status, pregnancy, or association with a person or a group with one or more of these actual or perceived characteristics.

If you have any complaints or questions regarding this policy you may contact:

Senior Administrator for Pupil Services or the District Resolution Officer

5700 Arlington Avenue Riverside, CA 92504 (951) 788-7135 or (951) 352-1200