

Glen Avon Elementary School



2021-2022

Parent/Student
Handbook

Glen Avon Elementary School
"Home of the Roadrunners"
A Message from the Principal Felicia Noel

Dear Families,

Welcome to the 2021-2022 new school year at Glen Avon Elementary. I am truly delighted to be your Principal and I am looking forward to establishing a positive, supportive relationship with each and every family, student, and staff at the school. As the new Principal at Glen Avon Elementary School, it is my desire to work with you, your child, and the staff to continue to foster a strong sense of community in order to increase student achievement. I have heard many wonderful things about the community, students, staff, and school. I'm sure I will find that everything I heard is absolutely true.

Professionally, I have twenty years of experience in the field of education. I worked as a kindergarten teacher, first grade, and second grade teacher, Instructional Support Teacher, Title 1 Intervention Teacher, Reading First Coach, Assistant Principal and now Principal. I am a wife and a mother of two beautiful children, a 15 year old son and a 13 year old daughter. They both will be high schoolers this year playing high school sports. As you can tell, my personal life is busy and just as important as my professional life!

I understand the value of giving our children a quality education and being sensitive to the needs of our school community. It is my philosophy as the principal of Glen Avon Elementary, that we provide the highest quality education for our students, as I would expect for my own children. From the varied experiences throughout my career, I have learned that the best method to increase and maintain high student achievement is to foster the development of a strong school community where the principal, staff, and families collaborate in order to best meet the needs of their students.

I truly believe strong partnerships between families and staff lead to academic success for all students. Therefore, I invite you to visit our school and to actively participate in your child's education. This participation may come in a variety of forms including: joining AVID Booster, checking your child's homework and agenda on a daily basis, attending school-wide events, communicating questions or concerns to me and the teachers, and participating in our English Language Advisory Committee (ELAC) and School Site Council (SSC) meetings.

I'm looking forward to meeting each of you as we start this new and exciting year together.

Sincerely,

A handwritten signature in black ink, appearing to read "f. noel", written in a cursive style.

Mrs. Felicia R. Noel
Glen Avon Elementary School
(951) 360-2764

**Glen Avon Elementary School
2021-2022
IMPORTANT DATES**

August 6	School Begins	February 18	End of 2nd Trimester
August 18	Wednesday Minimum Days Begin Grades 1-6, 1:35PM	February 21	President's Day-No School
August 19	Back to School Night	March 8	Spring Pictures
September 6	Labor Day-No School	March 21-25	Spring Break-No School
September 30	Picture Day	April 7	6th Grade Class Picture K & 6 Promotion Pictures
October 15	District Wide Minimum Day Grades 1-6, 1:35 PM	May 20	District Wide Minimum Day Grades 1-6, 1:35 PM
October 21 & 22	Parent/Teacher Conferences No School for Students End of 1st Trimester	May 30	Memorial Day-No School
November 2	Picture Make-Up Day	May 31	District Wide Minimum Day Grades 1-6, 1:35 PM End of 3rd Trimester LAST DAY OF SCHOOL!!
November 11	Veterans Day-No School		
November 22-26	Thanksgiving Break-No School		
Dec. 20 - Jan. 7	Winter Break-No School		
January 17	Martin Luther King, Jr. Day-No School		
February 11	District Wide Minimum Day		
February 14	Lincoln's Birthday-No School		

JURUPA UNIFIED SCHOOL DISTRICT MISSION STATEMENT AND GOALS

Our Children, Our Schools, Our Future!

On June 20th, 2005 the Jurupa Unified School District Board of Education adopted the following Mission Statements and Goals:

District Overall Mission Statement

The mission of the Jurupa Unified School District is to educate each student to the highest levels of academic achievement and prepare students to succeed in life.

Elementary School Mission Statement

Develop a strong academic foundation.

Middle School Mission Statement

Supporting a successful transition through academic and social learning.

High School Mission Statement

Preparing students for the challenges of today and tomorrow.

Community Mission Statement

Involve parents and the community in the educational process.

Performance Goal 1

All students will reach high academic standards.

Performance Goal 2

All English Language Learners (ELL) will become proficient in English and reach high academic standards.

Performance Goal 3

All students will be taught by highly qualified teachers.

Performance Goal 4

All students will be educated in learning environments that are safe, drug-free, and conducive to learning.

Performance Goal 5

All students will graduate from high school.

Performance Goal 6

All students will benefit from the District engaging and sustaining the trust and involvement of parents and the community in the educational process.

Daily Schedule

Kindergarten/Transitional Kindergarten 200 Instructional Minutes

Morning Session Bell rings at 8:35

Classes begin at 8:40 a.m. - 12:00 p.m.

Grades 1 through 6 320 Instructional Minutes

All Sessions Bell rings at 8:35

Classes begin at 8:40 a.m. - 3:05 p.m.

Additionally, every Wednesday, Grades 1 through 6 will be on a minimum day schedule. These students will be released at 1:35 pm. Kindergarten will not be affected as they will not be participating in the minimum day. Therefore, all Kindergarten students will come to school every Wednesday at their regular time schedule.

Students may begin arriving on campus at 8:00 a.m. Prior to that time there is **no supervision** and students **may not** be on school grounds. In order to protect their **safety**, students who arrive prior to 8:00 a.m. will be sent home and/or parents will be notified.

School Departure and Arrival

Students are to walk directly from home to school and directly home from school. They are not to stop at stores, restaurants, etc. Students may not arrive prior to 8:10 a.m. and must leave promptly at 3:05 p.m.

We have a parking lot at the back of the school with an entrance to the right of the Glen Avon South School. This helps maintain the safety of our students and helps ease traffic congestion in front of the school.

Please use the parking lot to drop off and pick up your students. This will allow you to enter and exit in a safe manner. Please do not exit through the entrance of the parking lot as this causes a back-up of parents and buses trying to enter.

We would like to take this opportunity to remind those dropping off and picking up their child to **drive slowly** through the parking lot at all times. It would also be very helpful if upon entering the parking lot you drive as far forward as you can to pick up or drop off your child, allowing the largest number of cars to come in off the street into the parking lot. We also ask that you not park along the pick up/drop off lanes. You may pull up and wait, but do not leave your vehicle unattended along the curb.

If you wish to speak with your child's teacher, kindly wait until the teacher walks their class out and returns to their classroom. If possible, schedule appointments with teachers ahead, by phone (360-2764) or by note sent with your child or by email. Each teacher has their email address posted on our school website.

A child's health or life is worth the extra time it takes to drive and park safely.

Look for school safety patrols or school crossing guards and obey their directions. For the crossing guard's safety, allow him or her to get safely to the side of the road before driving ahead.

Thank you for observing these procedures to ensure the safety of our children.

SCHOOL-WIDE POSITIVE BEHAVIOR PLAN (PBIS)

A safe, organized and positive school climate provides students with the best opportunity for learning and for becoming good citizens. The Glen Avon staff believes that we have a responsibility and the right to establish school rules and consequences that set the appropriate school climate for learning. We also recognize that the great majority of students have the ability and desire to behave positively. Because of this, our school and District have implemented a Positive Behavior Plan (PBIS) that will begin this academic year. Our **Positive Behavior Plan** emphasizes rewards for good citizenship, as well as providing consequences for those who choose to misbehave. It is our sincere belief that, with the help and efforts of the staff, parents and students, this will be a most positive and safe year. Throughout the year, families will also be learning about our plan to emphasize at home.

BULLY RESISTANT CAMPUS

Our school aims to be bully resistant. Just as some fabrics keep out stains, so Glen Avon wants to be a place where bullies are unwelcome. What exactly is bullying? It is any hurtful or aggressive act toward a person or group that is on purpose and repeated. Bullying can be physical or verbal. Bullying comes under many different names: punching, poking, repeated teasing, dirty looks, or hurtful gossip. All of these behaviors, when done on a repeated basis are bullying. While many may consider such actions as a normal part of growing up, the staff and students at Glen Avon realize that such actions are harmful to others and should not be tolerated. Therefore, to maintain a positive environment here at Glen Avon for all students, all forms of bullying will be dealt with through our discipline program.

Students who post anything on public internet websites that is perceived as bullying, intimidation, or a threat to students or school staff, or results in the disruption of school activities, will be subject to disciplinary action.

BP 5131.2

For a complete copy of this Board Policy please refer to the district website www.jusd.k12.ca.us

SUBJECT: Bullying

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

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. "Bullying" means conduct and communications specifically set forth in Education Code 48900, subdivision (r).

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

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

Bullying Prevention

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

The Superintendent or designee shall ensure that this policy, including information about the manner in which to file a complaint, is publicized to students, parents, employees, agents of the Governing Board, and the general public. The information shall be translated pursuant to Education Code Section 48985. In addition, this policy shall be posted in all school offices, including staff lounges and student government meeting rooms.

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

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

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

Intervention

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

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

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

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying that appear to be based on one or more protected category described in BP 5145.3 - Nondiscrimination/Harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. Documentation of complaints and their resolution shall be maintained for a minimum of one Categorical Program Monitoring review cycle.

Alleged or reported incidents of bullying that do not appear to be based on one or more protected category as described above shall be investigated and addressed by site personnel like other disciplinary matters. If in the course of an ordinary disciplinary investigation it appears that the incident was based on a protected category, the complaint shall be promptly investigated and resolved in accordance with BP 5145.3 - Nondiscrimination/Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

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

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

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

A student who has been determined by personnel of either the district of residence or the district or proposed enrollment to have been a victim of any act of bullying, as defined in Education Code 48900, subdivision (r), committed by a student of the district of residence shall, at the request of the person having legal custody of any student, be given priority for interdistrict attendance. (Education Code 46600)

BEHAVIOR EXPECTATIONS

Positive Behavior Plan Expectations:

Be Respectful
Be Responsible
Be Safe

DISCIPLINARY LEVELS (Re: Education Code 48900)

Level 1 Productive Personal Environment

Behaviors that affect only the disruptive student

Not having appropriate equipment and materials
Sleeping or not paying attention
Being off task, but not bothering others
Failing to complete assignments or turn in homework
Gum
Eating/drinking in class (unless teacher permits)

Level 2 Productive School Environment

Behaviors that interfere with the learning or work of others

Failure to follow reasonable request of teacher
Talking out inappropriately
Horseplay or bothering others

Level 3 Orderly Environment

Behaviors that are not physically threatening to others, but do negatively affect an orderly environment.

Disruptive activities at school or school events
Talking back or using inappropriate language or gestures
Possessing inappropriate items or pictures
Running in the halls
Making loud or inappropriate noises

Level 4 Safe Environment

Behavior that is physically threatening to others and/or is illegal

Tripping, pushing
Play-fighting or rough play
Intimidation/harassment of others, including sexual harassment
Purposefully and/or consistently stealing or stealing things of value
Causing or attempting to cause damage to school or private property
Possessed or used tobacco or any product containing tobacco or nicotine

Level 5 Severe Education Code Violations 48915

Suspension or Expulsion

Causing physical injury to another person
Possession of any weapon or look alike weapon, explosive, or other dangerous object of no reasonable use to the pupil
Unlawful possession of any controlled substance
Robbery or extortion
Assault or battery upon any school employee
Possessing, selling or otherwise furnishing a firearm
Unlawfully selling a controlled substance
Committing or attempting to commit a sexual assault

Saturday School/Detention

Students may be assigned to the Saturday School Detention program for reasons:

In lieu of suspension
Truancy and/or
Unexcused absences

Consequences

Our district's discipline practices include assertive and progressive discipline. This means that positive behavior is rewarded and negative behavior receives consequences that increase in severity if the behavior continues. Students who break rules may receive consequences from teachers, activity supervisors or other school staff. Teachers will communicate behavioral concerns to parents in order to work as a team with parents to alleviate classroom disruptions and playground misbehaviors. Students who continue to break rules or are involved in serious incidents in the classroom, cafeteria, or on the playground will be referred directly to the principal or principal's designee.

Consequences are assigned according to the level and frequency and include counseling, loss of privileges or recesses, special assignment, campus beautification, after school detention, Saturday detention or suspension from school.

Positive consequences for students that behave appropriately, attend regularly, and achieve academic success include notes home, Roadrunner coupons, awards, and prizes. These are given in both the classroom and at special assemblies by the Principal.

STUDENT CONDUCT

EC 51100 and Board Policy 5131

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

Duties of Pupils - 5 CCR, Section 300

California Code requires pupils to attend school punctually and regularly, conform to school regulations, obey all directions, be diligent in study, be respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Jurisdiction - EC 44807

Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

Grounds for Suspension and Expulsion - EC 48900, 48915

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

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

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

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

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

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

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

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

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

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

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

48900 (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

48900 (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

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

48900 (m) Possessed an imitation firearm.

48900 (n) Committed or attempted to commit a sexual assault, or committed a sexual battery as defined in PCs 261, 266c, 286, 288, 288a, 289, or 243.4.

48900 (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against the pupil for being a witness or both.

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

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

48900 (r) Engaged in an act of bullying. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property, B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health, C) Causing a reasonable pupil to experience substantial interference with his or her academic performance, D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following: (i) A message, text, sound, or image, (ii) A post on a social network Internet Website, including, but not limited to:

Posting to or creating a burn page. "Burn page" means an Internet Website created for the purpose of having one or more of the effects listed in paragraph (1).

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

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

48900 (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: 1) While on school grounds, 2) While going to or coming from school, 3) During the lunch period, whether on or off the campus; and, 4) During, or while going to or coming from, a school sponsored activity.

48900.2 Committed sexual harassment as defined in EC 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3 In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.

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

48900.7 (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

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

Mandatory Expulsion Violations - EC 48915

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

Possessing, selling, or otherwise furnishing a firearm.

Brandishing a knife at another person.

Unlawfully selling a controlled substance.

Committing or attempting to commit a sexual assault.

Possession of an explosive.

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

Suspension and Expulsion - Pupil Records - EC 48201

A school district to which a pupil is transferring to specifically request any records that the sending district maintains on the pupil of acts committed that resulted in suspension or expulsion of the pupil. Upon receipt of this information, the school district to which the pupil is transferring shall notify the teachers of the pupil of the information received.

Expulsion - Appeal to the County Board of Education - EC 48919

Parents who are appealing an expulsion hearing decision and who request a copy of written transcripts and supporting documents **shall put the request in writing** by completing the form "Request for Expulsion Hearing Transcript."

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

SUSPENSION APPEAL PROCEDURE

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

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

1. The pupil's parent or guardian shall have the right to submit a written statement that shall be attached to the suspension notice.
2. The parent or guardian shall submit a written statement outlining the reasons for requesting an appeal ***within five (5) school days of the date the student was suspended*** to the principal or designee. Upon receipt of a written appeal of a suspension, the principal or designee shall have five (5) school days to consider the appeal. After considering the appeal, the principal or designee will notify the parent or guardian of the decision.
4. If the principal or designee agrees to alter the suspension after considering the parent or guardian's appeal, and the parent or guardian agrees with the change, the appeal process shall end.
5. If the principal or his designee does not agree to change the suspension, or if the parent or guardian does not agree with the change offered by the principal, the parent or guardian may then appeal the suspension to the Superintendent's Designee.
6. The Superintendent's Designee shall hear appeals only after the appeal has been heard by the principal or designee.
7. The parent or guardian shall submit the written reason for appealing the suspension to the Superintendent's Designee within five (5) school days after being notified by the principal.
8. The Superintendent's Designee will contact the parent or guardian as soon as possible but ***within five (5) school days*** of receipt of the written request.
9. The Superintendent's Designee shall confer with the principal to determine if there is sufficient evidence to find that the alleged violation occurred, whether the penalty imposed is appropriate for the violation, and whether the pupil has been afforded due process of law.
10. The Superintendent's Designee shall make a finding of fact and shall render a decision.
11. The Superintendent's Designee will then inform the parent and the principal first verbally and then in writing, of the decision.
12. If the Superintendent's Designee determines that no violation occurred, all records regarding the suspension shall be immediately destroyed.
13. If the Superintendent's Designee determines that the penalty imposed was inappropriate for the violation, all records concerning the suspension shall be revised to indicate the penalty imposed by the Superintendent's designee.
14. If the Superintendent's Designee determines that the violation did occur and that the penalty was appropriate, the suspension shall stand.
15. In all cases, the decision rendered by the Superintendent's Designee shall be final and shall end the appeal process.
16. The appeal of suspension with a recommendation for expulsion is terminated with the Superintendent's Designee meeting. [EC 48911(g)]

ACADEMIC HONESTY

BP 5131.9

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules.

The Superintendent or designee may establish standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. Any recommendations for discipline shall be incorporated into the

school's site level discipline rules.

For a complete copy of this Board Policy please refer to the district website www.jusd.k12.ca.us

ACCEPTABLE USE OF TECHNOLOGY

EC 48980

One of the adopted goals of the Jurupa Unified School District is to assist in advancing the use of technology to enhance student learning. Access to Jurupa Unified School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All Jurupa Unified School District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The Jurupa Unified School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and or civil or criminal liability. For more information on the acceptable use of technology, please contact the school site principal or Joshua Lewis, Director of Education-Information Technology, at 951-360-4185.

Internet Use Rules Kindergarten - Third Grade

I will keep my friends and myself safe. I will not give any names or addresses to anyone without permission from my teacher and parent or guardian.

I will only use another's e-mail address with my teacher's permission.

I will be respectful of others. I will not call others names. I will not say anything to make others feel sad, bad or scared.

I will use proper writing and language skills online.

I will not use my school Internet address to buy or sell anything.

If I copy a person's work, I will ask for permission from the person to use his/her work first.

I will tell my teacher if I read or see anything that makes me feel scared or uncomfortable.

I will never send my picture or work to anyone without permission from my teacher and my parent or guardian.

I will take care of our computers. I will not have food, drinks or gum around the computers.

Internet Use Rules

Grades 4 through 12

The use of electronic information services must be in support of the educational goals and objectives of the District and used for educational research and professional duties only. General school rules for behavior and communication apply.

1. Students are responsible for the proper use of their e-mail and log-in accounts. For your safety and security, students are forbidden from using e-mail, chat rooms and other forms of direct electronic communications: e.g., instant message services, without the permission of the teacher.
2. Students shall not give out their personal information or the information of others, such as their last name, address, or phone number or password.
3. Transmission of any restricted material in violation of any federal or state law or regulation is prohibited. This material includes, but is not limited to copyrighted material, threatening or obscene material, material protected by trade secret, or material that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Students shall report any unsolicited mail or files of an inappropriate nature as listed above.
4. Use of the network systems to encourage the use or sale of drugs, alcohol or tobacco, or promotion of unethical or immoral practices or any activity not allowed by the law or Jurupa Unified School District policy is prohibited.
5. Use of network systems for commercial activities by a for-profit institution is prohibited. Use of product advertisement or political lobbying and services for personal financial or commercial gain is prohibited.
6. Use of network systems for plagiarism is prohibited. "Plagiarism" is defined here as the taking of ideas or writings from another person and offering them as your own. Credit should always be given to the person who created the article or idea.
7. Reading or forwarding other students' mail or files is prohibited. Interfering or tampering with someone's computer files or restricting an individual's ability to send or receive e-mail; deleting, copying, modifying or forging other students e-mail or files; seek unauthorized access, including so-called "hacking" and other unlawful activities are prohibited.
8. Students' mail and/or files are considered student work and may be accessed by authorized personnel.
9. Students are prohibited from downloading any software on any computer. Illegal downloads or use of copyrighted software, music, videos, images or other inappropriate files is strictly prohibited.
10. Messages sent or forwarded of a private or personal nature involving students, staff, or other individuals are prohibited.
11. Students will protect the network systems. Students granted access to the Internet through the district network systems assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by district policy. Students are considered subject to all local, state, and federal laws.

Parents, for further education and information about educating minors about appropriate online behavior, we recommend the Net Cetera: Chatting with Kids About Being Online (<http://www.onguardonline.gov/>). This booklet is produced by the Federal Government and may be accessed and downloaded free of charge.

GLEN AVON'S SCHOOL DRESS CODE

AVID and Uniforms

In conjunction with **AVID**, we will continue to encourage a school uniform program. We want our students to be focused on academics, organizational, and leadership skills. We feel that school uniforms will help to maintain the academic focus. Uniforms are encouraged, but are not required. Uniforms are available at Walmart, K Mart, Target, J.C.Penney, Sears, Costco, and Kohl's for very reasonable prices. We will conduct weekly drawings for students who participate in the uniform program.

These are the options for our school uniforms.

Tops: red, white, blue, or gray polo shirts.

Bottoms: blue, khaki, or black

This is the schedule that we will be following next year:

Monday: School uniform

Tuesday: School Uniform

Wednesday: 100 Mile Club shirt or GAE school shirt

Thursday: College shirt day

Friday: GAE school shirt (blue, purple, or red)

JURUPA UNIFIED SCHOOL DISTRICT DRESS CODE

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

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

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

Gang-Related Apparel

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

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

Appropriate Dress - General

Brief garments, such as swimsuits tops, strapless or halter tops, beach wear, tank tops with deep armholes, bare midriffs, backless shirts, tube tops, pajamas, lounge wear, sheer clothes, ripped or tattered jeans that expose private parts of the body, low necklines, and exposed undergarments are not appropriate for school. Garments with shoulder straps less than 1" in width are prohibited. Dresses, skirts or shorts must cover the full curve of the buttocks when walking, sitting, reaching or bending and should be no shorter than fingertip length with arms down.

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

Prohibited Items

Clothing, jewelry and personal items (backpacks, gym bags, water bottles, etc.) shall be free from writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, or which bear weapons, drug, alcohol or tobacco company advertising, promotions and likenesses. This includes any symbols the principal or designee considers to be drug related such as KK, blunt, 420, and 8-ball. Only school issued lanyards or lanyards with the logo of an accredited college or university, technical school or branch of the United States military are allowed.

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

Jewelry

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

Shoes

Shoes must be worn at all times. For safety reasons, only shoes which are appropriate for school wear are allowed, as determined by school administration. Shoes should stay on when walking or running. No slippers are allowed.

Hats

Only school approved hats, caps or other head coverings may be worn outdoors for sun protection. Hats with professional sports logos are not allowed.

Sunglasses

Sunglasses may not be worn in the classroom.

Hair

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

ABSENCES AND TARDINESS

Regular and timely attendance at school is an important prerequisite for academic progress. State law requires your child's daily attendance except when the child is ill, has a medical appointment or attends the funeral of an immediate

family member. **Please call the school office at 360-2764 the first day that your child is out to report the absence. If you are unable to do so by phone, please send a note with your child on the day he or she returns which includes the date, teacher's name, your child's name, the reason for absence and your signature.** Students who come to school tardy must also have a signed note.

Students are to report to the office if they are late for school to pick up a tardy slip. If your child arrives at school 30 minutes or more late, or is checked out 30 minutes or more early, the office will need a doctor/dentist note or a note from the parent stating that the child was ill to excuse the partial day absence.

State law and our district policy allow students to make up missed attendance days at Saturday School for 3rd through 6th grades. Your child will be assigned to Saturday School by our office if the absence is unexcused. If parents would like to sign their child up for Saturday School in order to make up an unexcused absence, they may do so by calling our office. Saturday school gives your child and our school attendance credit. **These procedures will take place when students return to campus for learning.**

If a child has been absent excessively, or absent without a valid excuse more than three days, (or tardy in excess of 30 minutes on each of three days within the school year) he or she is classified as "truant" as stated in the California Education code, Section 48260. Parents will be notified and disciplinary action for students taken. Continuing truancy may result in referral to the School Attendance Review Board (SARB). This Board is authorized to refer continuing truant students and their parents to the District Attorney's Office. Therefore, it is important that parents work with the school to resolve attendance problems.

During Distance Learning, Daily Attendance is mandatory and teachers will take attendance daily. We will continue to follow the same SART/SARB guidelines for excessive absences.

We will reward individual students and classes that achieve a good attendance record. Help us to continue to increase our attendance by ensuring your child is here every day on time. **This year we will be rewarding students who have perfect attendance on a monthly basis. Perfect Attendance is Perfect. That means that your child must be on time, in attendance ALL day, and NOT checked out early. Students who have perfect attendance will have an opportunity to attend Lunch with the Principal. Lastly, students who have PERFECT attendance for the entire year will have an opportunity to earn a Grand Prize provided by AVID Booster Club.**

REMEMBER STUDENTS, IF YOU MISS SCHOOL.... YOU MISS OUT!

BP 5113.1

For a complete copy of this Board Policy please refer to the district website www.jusd.k12.ca.us

SUBJECT: Chronic Absence and Truancy

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students classified as chronic absentees and truants, as defined in law and administrative regulation.

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging

learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

The Superintendent or designee shall work with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy. He/she also may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

Students who are identified as truants shall be subject to the interventions specified in law and administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the sole basis for his/her out-of-school suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.

The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence district wide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement and in identification of how to best allocate available community resources.

School Attendance Review Board

In accordance with law and administrative regulation, habitual truants may be referred to a school attendance review board (SARB).

The Board may submit a nomination to the County Superintendent of Schools for a person who will serve on the county SARB as a representative of school districts. (Education Code 48321)

The Board shall appoint members of the district's SARB, who may include, but are not limited to, a parent/guardian as well as representatives of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, school or county health care personnel, and school, county, or community mental health personnel. (Education Code 48321)

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Disaster Plan

Glen Avon Elementary has an up-to-date disaster plan, which was developed by a local emergency rescue team along with staff members. While we are continually adding to our emergency supplies, we feel confident that we can adequately take care of our needs should an earthquake or other disaster occur.

In case of an emergency, our top priority will be our children. Safe and orderly dismissal is a crucial element in ensuring the safety of each of our students. Because it will be necessary for staff members to know the location of every child, the following safety procedures will be enforced in the event of a disaster.

School gates will be locked.

There will be a student checkout center at the front entrance of the school.

All students will be checked out to parents or those on emergency cards only through this gate.

Parents and other people not assisting in our emergency efforts will not be allowed on campus.

Students will be checked out to those listed on their emergency cards only (unless circumstances warrant alternate safe placement).

Notation will be made as to who picked up each child and at what time.

Runners will be sent to bring your child to you.

Patience and your cooperation will be necessary as this process may be slow. Please remember that we are striving to provide safe dismissal for about 600 students.

RULES FOR THE ROAD!

BICYCLES

Only students in 4th, 5th & 6th grades are allowed to ride their bicycles to school. Students riding bicycles **must wear helmets**. Students not wearing helmets will have their bicycle held in the office. Parents will be contacted to bring a helmet or must pick up the bicycle and the student.

Bicycles are to be parked at the bike rack. All bikes must be locked.

Students are to walk their bicycles on and off school grounds.

Students are to follow bicycle rules or lose permission to ride their bicycles to school.

Skateboards, skates and scooters are not allowed on school grounds.



GENERAL INFORMATION

Emergency Information

In case of an emergency we always attempt to call parents first. Sometimes, however, parents cannot be reached. Therefore, it is ESSENTIAL you keep all phone numbers and emergency information current on your child's emergency card. ***Please be aware that we will not release your child to any person not listed on the emergency card.*** Please notify the school office immediately of any changes in your addresses or phone numbers or of those emergency contacts listed on your child's card.

Medication

If it becomes necessary for your child to take medications during school hours, State Law requires that we have a written statement from the prescribing physician (as well as the label on the medication) and written permission from the parent. A medication release form from our school office has a place for both of these signatures. All medication must be in a clearly labeled pharmacy container with the child's name and instructions for use noted. All medication must be housed in the Health Office and will be administered by school personnel. Students may not have any medication with them during the school day. Students may not take any medications (including over the counter) without the doctor's completed form. All medications must be picked up by the end of the school year and forms cannot be carried over from year to year.

School Visits

We encourage parents to volunteer in their child's classroom, **but volunteers will be limited this year.** For the benefit of all students, all visitors must sign through the Raptor System. Please bring a valid ID that will be scanned in the office and visitors' pass will be printed for you. No one will be allowed in a classroom without prior authorization from the principal. Parent volunteers who volunteer in the classroom on a consistent basis must have a valid TB test. Please see the office for compliance.

BP 1231

For a complete copy of this Board Policy please refer to the district website www.jusd.k12.ca.us

SUBJECT: Volunteers in Schools-(Due to Distance learning, Volunteers will be very limited)

The Board recognizes the value to pupils and to the school system that can be derived when parents and others volunteer their talents and energies in the classroom and on the campus. In order that pupils might receive full benefit from volunteer services it is essential that volunteers serve under professional supervision in ways which will further policies, goals and objectives of the District and of the individual school.

The Board also is aware that by accepting the services of volunteers, the District assumes certain responsibilities and obligations. These include Worker's Compensation for volunteers injured at schools and responsibility for actions of volunteers as they relate to employees and pupils.

To achieve maximum benefit for pupils and to protect pupils, employees and the District, persons who volunteer to serve in the schools must be screened and, after acceptance, trained. Responsibility and authority for recruiting, screening, training, assigning, and terminating volunteers rests with the school principals.

Volunteers who will have regular or extended contact with students, not under the direct supervision of a District certificated employee as determined by the school principal or designee, must meet the following requirements:

1. Submit evidence from an examination within 60 days prior to beginning volunteering that s/he is free of active tuberculosis.
2. Be fingerprinted and cleared by the Department of Justice criminal records check prior to beginning volunteering.

Examples of volunteers who must meet these requirements are coaches; athletic trainers; field trip, camp and fair chaperones; band, vocal music, and drama group helpers; reading program tutors and others who have unsupervised contact with students.

All Headstart and Preschool volunteers must meet these requirements unless they are a relative of a child in the program and are not used to replace or supplement staff in providing direct care to children (Health and Safety Code 1596.871 (b)).

Each school shall arrange for volunteers to sign in and out in an office record book provided by the Principal. Workers' Compensation coverage will be extended only during the hours of actual service by approved volunteers who have signed in at the school office.

The School District will not be responsible for loss or damage to the personal property of volunteers except as specific prior written authorization has been given by the principal.

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers

Nutrition at Glen Avon (During Distance Learning, Grab & Go Breakfast/Lunches will be available at school sites)

A small, nutritious breakfast is available daily at Glen Avon Elementary School. **The breakfast is FREE for ALL students.** Students may bring a small, healthy snack for break. **Examples could be fruit, yogurt, or nuts, etc.** **We are always promoting, "Healthy Bodies, Healthy Minds," so PLEASE do not send your child with an unhealthy snack such as Hot Cheetos, Takis, or candy.**

Cafeteria Lunches

A nutritious cafeteria lunch is available daily at Glen Avon Elementary School. The cost is \$2.25. Free and reduced lunches are available for those who qualify. You may get a lunch application online. Students who lose or forget lunch or lunch money may borrow from the cafeteria, which must be repaid the following day. If you choose to bring your child lunch, please take it to the cafeteria. We will not interrupt the classroom to call students to the office for their lunches.

Drug, Alcohol and Tobacco

Glen Avon Elementary School is a Smoke Free and Drug Free School and Workplace. **Absolutely no smoking is permitted on the school grounds or in the parking lot.** No drugs or alcohol are permitted on campus or in the parking lot. Drug and alcohol counseling is available in our community. Additional resources are available through the principal and our Counselor.

ELECTRONIC NICOTINE DELIVERY SYSTEMS (ENDS)

Health and Safety Code 119405 and 11014.5

The Jurupa Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers

and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

TOBACCO AND DRUG-FREE SCHOOLS

Board Policy 3513.3; Drug-Free school and Communities Act Amendment of 1989; Controlled Substances Act; 202 schedules I-V, 21 U.S.C., 812; 21 CFR 1300.1-1300.15; EC 44011, 44065, 44425, 44836, 44940, 44940.5, 45123, 45304; Government Code 8350-8357, Health and Safety Code 104495

Health and Safety Code 104495 prohibits smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. Any person who violates this section is guilty of an infraction and shall be punished by a fine of two hundred fifty dollars (\$250.00) for each violation of this section. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area. Parents or community members using tobacco products on school or district property will be asked to refrain from such use or to leave the property. Persistent disregard for these policies will result in a referral to law enforcement.

Pediculosis (Head Lice)

Please check your child's head periodically for lice and nits (dandruff-like specks that do not fall off). An early sign of head lice is excessive itching. If your child is found to have head lice at school, you will be contacted to make sure to clean your child's head completely. It is really important that this is done ASAP for your child's comfort. When your child returns to school, they will be checked by office personnel. If you need clarification or help with tips on cleaning, please contact the Health Clerk for advice.

Personal Items

Small electronic devices (including IPODS/Gameboys,etc) are not allowed at school for any reason.

Laser Pointers

PC 417.27

It is a crime for any student to possess a laser pointer on any elementary or secondary school campus, unless possession is for a valid instructional purpose. Directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog is also prohibited. A pupil may be suspended or expelled for acts which are enumerated in this section and are related to a school activity or attendance which occur at any time, including but not limited to: 1) while on school grounds, 2) while going to or coming from school, 3) during the lunch period, whether on or off the campus, or 4) during, or while going to or coming from a school sponsored activity. Law enforcement will be contacted.

Classroom Parties

Parties for birthdays and balloons sent to classrooms are a distraction that takes time away from instruction and are not allowed. Many teachers have a few times during the year when they have planned for holiday or end of year parties. Please check with your child's teacher to see if there is a scheduled party timeframe if you wish to volunteer

to help. Due to Health regulations, any food items sent to school must be commercially prepared (store-bought) and not "home-made".

Student Cell Phone Use Guidelines

This guideline is established for student cell phone usage on the Jurupa Unified School District campuses. The guideline is intended to provide consistent regulations and a positive school environment throughout the district.

Cell phone usage is not allowed on any school campus during school hours.

Cell phones may not be used during class, scheduled testing time, passing time, lunch period or any other break time during the school day.

Students may carry cell phones in their backpacks, but they must be turned completely off and put away during school hours.

Teachers may choose to collect cell phones during instruction time.

Students assume all risk and responsibility for lost or stolen cell phones.

Any student found using their phone during school hours will have the phone taken away and kept in the school office until the end of the school day.

Cell phones taken from students may only be picked up by a parent or guardian.

Students may possess or use an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil. Such use requires written permission from physician and surgeon and must be on file in the school office.

Repeated violation of this guideline will be dealt with as defiance and subject to further disciplinary action.

This guideline is established in accordance with Education Code 48901.5.

(a) The governing board of each school district, or its designee, may regulate the 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, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. (b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil.

For a complete copy of this Board Policy please refer to the district website www.jusd.k12.ca.us

CUSTODY ISSUES

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

HOMELESS YOUTH EDUCATION

42 US 11432

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless children. A homeless student has the right to attend either the school origin (the school that the student last enrolled or attended when housed) or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision by contacting the district's homeless liaison, Ilsa Garza-González, Director of Administrative Services at 951-360-4140.

NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES

EC 220; Section 504 of the Rehabilitation Act of 1973; Title II of the American with Disabilities Act; Title VI and Title IX of the Education Amendments of 1972

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

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

Jurupa Unified School District

Safe Place to Learn Act

Bullying, Harassment, Intimidation & Discrimination Prevention & Response

(Ed. Code §§ 234, 234.1)

It is the policy of the State of California to ensure that all local educational agencies continue to work to reduce discrimination, harassment, violence, intimidation, and bullying. It is further the policy of the state to improve pupil safety at schools and the connections between pupils and supportive adults, schools, and communities. (EC 234)

The Jurupa Unified School District is committed to maintaining a learning environment that is free from bullying, harassment, intimidation, and discrimination based on actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion,

sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so.

Any student who engages in acts of bullying, harassment, intimidation or discrimination related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion.

Students, parents, staff, and community members should report incidents so they can be investigated. Formal complaints may be filed, and will be timely investigated and resolved according to District policy and procedure. Complainants may appeal if they disagree with the outcome.

To report an incident, to file a complaint, and/or to receive a copy of the District's policies prohibiting and responding to bullying, harassment, intimidations and discrimination, please contact a school administrator.

Reference: Board Policies 5131.2 & 5145.3

SCHOOL BUS SAFETY

EC 39835.1

All pupils in pre-kindergarten, kindergarten and grades 1 to 6, shall receive written information on school bus safety (i.e. a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction may also include responsibilities of passengers seated next to an emergency exit.

Transportation of Students - Board Policy 5112.2

The privilege of riding school buses may be suspended or revoked for any student who violates the rules of conduct or commits acts that make the operation of a school bus unsafe. In order to conduct a safe and orderly transportation system it is necessary that the rules of conduct governing the behavior of passengers be observed.

The law requires that pupils transported in a school bus shall be under the authority of and responsible directly to the school bus driver. The driver is responsible for the orderly conduct of pupils while they are on the bus or being escorted across a street or road. The bus driver shall report all serious or persistent cases of misconduct to the principal of the school on the appropriate referral form. The principal shall take appropriate disciplinary action and inform the bus driver of the action taken.

The following are minimum rules of conduct. Passengers will:

1. Remain seated.
2. Refrain from hitting, pushing, and shoving.
3. Refrain from loud conversation and boisterous conduct.
4. Keep all parts of the body inside the bus.
5. Not throw items inside or out of the bus.
6. Refrain from using profanity.
7. Not eat or smoke on the bus.
8. Not wear athletic footwear equipped with cleats or spikes.

9. Watch for traffic when crossing the street in front of the bus.
10. Keep away from the side of the bus as it approaches or leaves a stop.
11. Be held accountable for their conduct at bus stops.

SEXUAL HARASSMENT NOTIFICATION

EC 48980 (g) and 231.5 and Board Policy 5145.7

The Jurupa Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact Tamara Elzig, Deputy Superintendent.

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

For more information on the complaint process, disciplinary action, confidentiality, and record-keeping, please refer to the 2015-16 Parent Guide.

WILLIAMS COMPLAINT POLICY & PROCEDURES

Administrative Regulation 1312.4 and EC 35186

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or mis-assignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school office, at

www.jusd.k12.ca.us/departments/administrative/SitePages/default.asp, or by contacting Elsa Garza-González, Director of Administrative Services at (951) 360-4140. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

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

UNIFORM COMPLAINT POLICY AND PROCEDURES

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

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The Board encourages the early informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal processes, the Board shall adopt a uniform system of complaint processes known as Uniform Complaint Procedures.

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged:
1) failure to comply with federal or state law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child

care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination, including discriminatory harassment, intimidation, and/or bullying, in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in EC section 200 or 220, Government Code section 11135, or Penal Code 422.55 or based on his/her association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local educational agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance; 4) district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. If a public school finds merit in a pupil fees complaint the public school shall provide a remedy to all affected pupils, parents, and guardians that where applicable includes reasonable efforts by the public school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the State Board (EC 49013(d)). The LEA will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred; 5) failure to comply with legal requirements related to the implementation of the local control and accountability plan; 6) retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy; and 7) any other complaint as specified in a district policy.

A complaint alleging retaliation, unlawful discrimination, harassment, intimidation and/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 discrimination, harassment, intimidation and/or bullying. These uniform complaint procedures require the complainant to submit a written complaint to Ilsa Garza-González, Director of Administrative Services, who will coordinate an investigation and response within 60 calendar days of receipt of the written complaint, unless the complainant agrees in writing to an extension of the timeline. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days of receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exist, including cases in which the district has not taken action within 60 calendar days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation and the District does not take corrective action to comply, then various civil remedies may be available.

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

Title I, Part A School-Level Parent and Family Engagement Policy

This policy describes the means for carrying out designated Title I, Part A parent and family engagement requirements pursuant to ESSA Section 1116(c).

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). How are parents notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand? How is the policy made available to the local community? How and when is the policy updated periodically to meet the changing needs of parents and the school (ESSA Section 1116[b][1])?

Glen Avon Elementary has developed a written Title I parental involvement policy with input from Title I parents. The school site annually involves parents in the joint development and agreement of the policy, which is reviewed as part of our Single Plan for Student Achievement (SPSA) and through site advisory groups (i.e., School Site Council (SSC), English Learner Advisory Committee (ELAC), Gifted and Talented and Special Education advisories, AVID Booster Club, and District School Liaison Team (DSLTL) when in program improvement status). The policy has been distributed to parents of Title I students. The policy will be provided in the informational materials that are distributed to parents at the beginning of the year. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

To involve parents in the Title I, Part A programs, the following practices have been established:

The school convenes an annual meeting to explain our Title 1 program and inform parents of their rights to participate. We also schedule regular flexible meetings with translation and childcare services. An annual survey for parents is conducted to assess our needs and evaluate the effectiveness of our programs. We provide timely information to parents about Title 1 programs via flyers, our website, phone messages, and social media, SSC, ELAC, and AVID Booster Club. At parent conferences, we explain our curriculum, assessment information, student progress, and intervention programs. Students can participate by attending SSC, ELAC, and AVID Booster Club meetings.

The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]). Add details about the annual meetings in the box below:

During our Virtual Back to School Night on August 19, 2021 and our annual Title 1 Parent Meeting, September 13, 2021, Parents are notified of the Title I requirements and of their right to be involved. We also host an additional morning meeting for parents in the fall to review and provide input.

The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]). Add details about the meetings in the box below:

A flexible number of meetings will be held at varying times based on parent needs and will include child-care and translation services, if needed. Glen Avon will have three Coffee with the Principal during each trimester.

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]). How does the school involve parents?

An annual survey of parents is conducted to assess needs, determine barriers, and evaluate the effectiveness of the parent involvement activities.

Included as part of the annual review of the Single Plan for Student Achievement (SPSA) through School Site Council (SSC), English Learner Advisory Committee (ELAC), Gifted and Talented and Special Education advisories; if necessary, District School Liaison Team (DSLTL) meetings when in program improvement status.

The school provides parents of Title I, Part A students with timely information about Title I, Part A programs (ESSA Section 1116[c)(4)[A]). How does the school provide the information?

Through parent flyers, parent meetings, electronic means such as Q Communicate, School website, Peachjar, Class Dojo, SSC, ELAC, AVID Booster Club, and Social Media (Twitter & Instagram)

The school provides parents of Title I, Part A students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet (ESSA Section 1116[c][4][B]). How does the school provide the information?

At parent-teacher conferences, assessment information on student academic progress and grade level CCSS standards are shared with parents. Student progress in relation to state and local standards and national norms will be explained to parents including curriculum being used, grade level expectations for proficiency, data reporting of local assessments and available intervention in reading, language arts, and mathematics for students needing assistance.

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c][4][C]). How does the school provide the opportunities?

Through formal and informal parent requests for meetings, Back-to-School Nights, SSC, ELAC, IEPs, SSTs, 504s, and AVID Booster Club.

The school engages Title I, Part A parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides Title I, Part A parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e][1]).

Glen Avon Elementary distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the state's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students. The school's responsibility to provide high-quality curriculum and instruction. The ways parents will be responsible for supporting their children's learning. The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent

reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities. The school-parent compact is distributed through parent conferences or mailed to parents not in attendance. A copy of the compact is attached as part of the policy.

The school provides Title I, Part A parents with materials and training to help them work with their children to improve their children's achievement (ESSA Section 1116[e][2]).

Training to empower families to support and assist their children's education. This may include such activities as: Math Parent Workshops and Tech Tips Parent Workshops.

With the assistance of Title I, Part A parents, the school educates staff members in the value of parent contributions, and in how to work with parents as equal partners (ESSA Section 1116[e][3]).

At staff meetings, parent survey results are reviewed and strategies for parent engagement and partnerships are discussed and integrated into the SPSA. Parents are informed of district-wide programs available to families such as 100 Mile Club Community Runs, Self-Defense for Women, and Protecting our Youth.

The school coordinates and integrates the Title I, Part A parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children (ESSA Section 1116[e][4]).

Coordination of parent involvement activities at the site are done by parent volunteers, employees, a staff committee, the leadership team, and/or the SSC. Appropriate roles for community organizations will be developed and may include: Walk-to-School Days, food distributions, supporting academic excellence through awards recognition assemblies, supplying the school with needed materials, equipment, career information, and role modeling. Through parent flyers, kindergarten orientations, and referrals to viable parent resources.

The school distributes Information related to school and parent programs, meetings, and other activities to Title I, Part A parents in a format and language that the parents understand (ESSA Section 1116[e][5]).

School information, including communication about the Title I program, will be distributed in all the major languages spoken by the families of the students at the school.

The school provides support for parental involvement activities requested by Title I, Part A parents (ESSA Section 1116[e][14]).

Parent involvement strategies within the SPSA are integrated based on parent input through survey data. Parents may submit comments through the Principal and/or the SSC if they are not satisfied with the school plan activities.

The school provides opportunities for the participation of all Title I, Part A parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand (ESSA Section 1116[f]).

Please see the [School-Parent Compact](#).

This policy will be adopted by the Glen Avon Elementary School during fall 2021 and will be in effect for the period of 2021/2022 school year.

The school will distribute the policy to all parents of students participating in the Title I, Part A program on, or before: September, 2022

Felicia Noel

Signature of Authorized Official

September 13, 2021

Date

**JURUPA UNIFIED SCHOOL DISTRICT
4850 Pedley Road
Riverside, Ca 92509**

CIVILITY POLICY

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

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

Disruptions

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

Safety and Security

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

Documentation

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

Legal References

EDUCATION CODE PENAL CODE

32211 Disturbing School 243.5 Arrest on School Grounds
44810 Willful Interference 415.5 Fighting on School Grounds
626.6 Refusal to Leave School Grounds
626.8 Disruptive Presence at School