

**PEDLEY ELEMENTARY SCHOOL  
PARENT/STUDENT HANDBOOK  
2017-2018**

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## Principal's Message

We are the Pedley Roadrunners! Pedley has teachers who are dedicated to setting high expectations for all students. We are a community that believes every child can learn. We are an AVID Advancement Via Individual Determination and NEU Elementary School. Teachers will discuss these expectations with you at Back to School Night.

We work tirelessly to instill values in our students and we know we can only do this with the help of:

- A committed staff that recognizes their part in educating our students.
- Involved parents who are dedicated in supporting school activities and policies.
- A strong PTO that commits to providing resources for our students.
- Responsible students that come to school ready to learn.

Our school handbook is given to parents every year so that you are informed of school policies and procedures. This will ensure that we work together in creating an environment that instills parent and school communication for our children. As a principal I ask that you speak to your son or daughter about the best way they can resolve problem situations. The number 1 rule I always reinforce is “keep your hands and feet to yourselves.” Children at Pedley are taught on a monthly basis a different character trait. Please take time to reinforce this at home.

Also, please take time to join us at our School Site Council and English Learner Advisory Committee-ELAC where you can make a difference in our school and where we need support. I believe that through our combined efforts we will reach our goals. I look forward to meeting and working with you.

Sincerely,

Monica Leon  
Principal  
[monica\\_leon@jusd.k12.ca.us](mailto:monica_leon@jusd.k12.ca.us)  
*Twitter: @PedleyShares*



### Vision

Pedley Elementary School will....

P – Prepare all students to succeed by building cooperative links between home, school, and community.

E – Engage students in challenging and meaningful learning by maintaining high expectations and promoting academic excellence for all students.

D – Demonstrate respect by creating and supporting an environment in which all children and adults feel they are an important part of the school.

L – Learn through a variety of methods and strategies that accommodate the needs of every student.

E – Encourage students in an environment where they can learn together and support each other.

Y – Yearn and aspire to build artistically, academically, physically, socially, emotionally, and technologically prepared students that will make a difference in today's world.

### Mission

Our mission at Pedley School is to provide students, staff, and their families with a safe, supportive, and engaging school environment in which all students reach academic and technological proficiency.

### Motto

Roadrunners Read.....Roadrunners Know...Roadrunners Learn...Roadrunners Grow!!



## 2017-18 School Calendar Important Dates

### 2017

August 7	Back-to-School Night
August 8	First Day of School
September 4	Labor Day
September 26	School Picture Day
October 20	District Minimum Day
October 26, 27	Parent/Teacher Conferences
November 10	Veterans' Day
November 20-24	Thanksgiving Recess
December 18-Jan 5	Winter Recess

### 2018

January 15	Martin Luther King Day
February 12	Lincoln Day
February 19	Washington Day
February 16	District Minimum Day
March 13	Spring Picture Day
March 26-30	Spring Break
May 25	District Minimum Day
May 28	Memorial Day
May 31	Last Day of School District Minimum Day



### TELEPHONE DIRECTORY

Pedley Elementary School  
Main Office  
(951) 360-2793  
Fax (951) 360-2791

If your child is absent from school, please call the main office immediately to report the absence. Changes to emergency cards **MUST** be done in person. Phone calls to make changes will not be accepted.

Your child's emergency card **MUST** be up to date. If there are any changes, notify the office immediately. **We CANNOT release your child to anyone NOT identified by you on their emergency card. We cannot change your emergency card over the phone, you will have to do that in person, no exceptions.**

Office hours: Monday—Friday  
7:30 a.m.—4:00 p.m.

If you call after hours, follow the directory instructions to leave a voice mail message.

**STUDENTS ARE NOT ALLOWED ON CAMPUS UNTIL 7:40 AM AND ARE TO BE PICKED UP BY 2:45 PM.**

### Arriving and Departing School

**Students may not arrive prior to 7:40 a.m. and must leave promptly at 2:30 p.m. Students that are picked up must be picked up by 2:45 p.m.** Students are to walk directly from home to school and directly to home from school. They are not to stop at stores, restaurants, a friend's house, etc.

Parents who wait for their children after school should wait in their car or at the front of the school; students will be brought to the front of the school by their teacher. Parents and siblings waiting by classroom doors cause traffic problems and inhibit orderly dismissal. If you wish to speak with your child's teacher, kindly wait until the teacher walks their class to the front of the school and returns to their classrooms. If possible, schedule appointments with teachers by phone at (951) 360-2793, email or by a note sent with your child.

Students who are picked up by their parents are to wait in front of the school in the area designated by staff. All students must be picked up prior to 2:45 p.m. **When picking up students, parents are to park their cars in a designated parking space then meet and escort the student to their vehicle. According to vehicle code, the parking lot drive through/way is to remain clear. DO NOT BLOCK this area by sitting and waiting in your vehicle for pick-up as the Red Zones must remain clear.** Once the students have been dismissed, you may drive through this area to pick up your students but again please do not block this area by parking. Please do not park in designated parking spots such as principal, nurse, secretary, clerk, etc. Thank you for observing these procedures to ensure the safety of your child. Cars may begin to form a line in designated pick-up areas.

## Dress Code

The dress code will be strictly enforced. Parents are responsible for making sure that their children are dressed appropriately for school before leaving home. If a student is inappropriately dressed, he/she will be sent to the office to wait for a parent/adult to bring clothes that meet dress code requirements.

The following dress code applies to all students. A student may not remain in the classroom dressed in a manner which:

- Creates a safety hazard for the student or other students.
- Constitutes a serious or unnecessary distraction to learning.
- Tends to disrupt the campus order.
- Is in conflict with the District's goals and philosophy regarding prevention of substance abuse and gang activity.

Parents have the primary responsibility to see that students are properly dressed for school. School personnel have the responsibility for maintaining proper and appropriate conditions for learning.

### The following are not allowed and should not be worn:

**No unnatural colored hair or streaks of color (pink, green, or any other color that is not a natural haircolor).**

Clothing that is deemed gang-related by the Riverside County Sheriff's Department is not allowed. This includes, but is not limited to:

- Specific jackets,
- Oversized and/or sagging pants/shorts (no more than 2 inches over waist size and crotch of pants should not extend past fingertips of the extended hand when the student is standing with his/her arms at their sides),
- Un-hemmed pants or shorts, pants with split/cut seams, folded/rolled down from the top or otherwise inappropriately modified pants.
- Hanging belts,
- Suspenders off the shoulders, or belt buckles with letters or initials.
- Items with insignia **LA**

Clothing that advocates or advertises any type of alcohol, drug, weapon, gang illegal/obscene act, sexually suggestive act or partially clothed person or cartoon character, inappropriate video games or anything hazardous to one's health is not allowed.

Hats may not be worn inside (classrooms or cafeteria) and when worn outside may not be backwards or sideways.

Clothing that is sexually suggestive or extremely brief, such as low-cut garments, **"spaghetti straps" (less than one-inch-wide)**, strapless, backless or off the shoulder tops, bare midriffs (also shirts/blouses which are too short and expose the midriff in any way), or tank tops with large arm holes.

Shorts and skirts should, at a minimum, extend to the end of the thumb when the student is standing straight with their arms extended to their sides, no more than 7 inches above the knee.

Proper footwear must be worn at all times for safety reasons. Open toed shoes, and steel toed shoes or boots are not allowed. **Shoes must have a manufacturer's strap around the ankle, a closed toe and a maximum heel or platform height of no more than 1 inch.**

Attire, including clothing, jewelry and other accessories, which are a safety hazard or disruption to the wearer or others, is not allowed. Some items include, but are not limited to, wallet chains, "seat belt" belts, large or heavy buckles, large metal bead necklaces or bracelets, spike earrings, necklaces or bracelets and pagers or other devices. Glasses, other than prescription, shall not be worn. **Sunglasses** and colored contact lenses are not allowed, unless prescribed and none may be shared with other students.

**Makeup shall not be worn unless pre-approved by office for events (i.e. pride days, class projects, etc.)**

### **SPECIAL DRESS DAYS!**

#### **Wednesdays- School Shirt Day!**

**Wear your Pedley Shirt. Shirts are sold by PTO at the beginning of the year. Some Wednesdays will be Pride Days and have special themes.**



## **Fridays- College Day!** **Either college clothing or the colors from your classrooms adopted college.**

### **School Visits**

All visitors and volunteers must check in at the school office prior to going to classrooms, and they must have a TB clearance on file. When visiting other areas of campus such as the library or cafeteria, you must check in through the office also during school hours. This policy helps to safeguard our children and avoids disruption of the learning process.

When you are visiting school, you must wear a visitor's name badge which will be printed through RAPTOR system. When visiting campus or checking out a student you must present your ID in the office to be scanned through RAPTOR. If you are on campus during school hours and do not have a visitor's badge on, you should expect to be stopped by an employee and asked to go to the main office. We are interested in protecting your child from unauthorized visitors on campus and ask parents and relatives to strictly adhere to these procedures.

**Younger children will not be allowed on campus during school hours when visiting classrooms, please make arrangements ahead of time.** They may however attend the school-wide awards assemblies held in the cafeteria.

Parents must make arrangements with the teacher to come and help in the classroom prior to visitation. Also, if you are wanting to bring treats to the classroom you must contact the teacher in advance for permission as to what time/day would work best. Parents are not allowed to come and observe a teacher. It is the principal's responsibility to do professional observations.

### **Daily Schedule**

Kindergarten	200 instructional minutes	
	Morning session	8:10—11:30 a.m.
Grades 1-6	320 instructional minutes	
	All sessions	8:10 a.m. —2:30 p.m.

*Students may begin arriving on campus at 7:40 a.m. as there is no supervision prior to that time and students may not be on the school grounds. Students will not be allowed on school grounds before 7:40 a.m.*

*Students must be off campus by 2:45 p.m. Parents will be called to pick up their children if they are still on campus after 2:45 p.m.*

### **Riding the Bus**

Students have the responsibility to behave in a safe and courteous manner while riding the school bus. **Instructions of the bus driver must be followed.** Inappropriate behavior will result in a bus ticket with consequences and/or removal from the bus.

#### **Behavior Expectations**

The bus driver is the authority on the bus and is to be treated with respect. In accordance with the regulations of the governing School Board, bus riding privileges will be denied to students who pose a danger to themselves and others by not following these behavior expectations.

#### **Bus rules are:**

- Follow directions the first time given.
- Remain seated in your assigned seat while the bus is in motion.
- Keep hands, feet and objects to yourself.
- Do not eat on the bus.
- Be courteous and use appropriate language.
- Speak only in a quiet voice.
- Do not bring large items, balls, toys, or pets on the bus.

#### **Consequences for bus tickets**

1st ticket	Counseling/Parent contact with detention
2nd ticket	Suspended bus privileges for 5 days with parent contact
3rd ticket	Bus privileges may be suspended for 2 weeks
4th ticket	Suspension of bus privileges for the remainder of the school year

**Serious offenses will mean suspension of bus privileges no matter how many tickets have been received and may also result in suspension from school.**

## Disaster Plan/Emergency Information

In case of 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:  
Pedley School gates and office will be locked.

There will be a student checkout center by the “V” gate located at the northwest corner of the playground, next to the horse arena on 58th St. All students will be checked out to parents 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, make sure emergency cards/phone numbers are kept up to date. Notations 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 will be necessary as this process may be slow. Please remember that we are striving to provide safe dismissal for over 600 students.

## Medication [EC, Sec. 4942]

If it becomes necessary for your child to take medications during school hours, State law requires that a medication release form be submitted to the school by the parent. These forms are available in the main office. Medication must be in a clearly labeled pharmacy container with the child’s name and instructions for use. All medication, including inhalers, must be housed in the main office and the administration of such be supervised by school personnel. Students may not have any drugs or medications with them during the school day.

## 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 pick up your child by the end of the school day and will be given a copy of the brochure “A Parent’s Guide to Head Lice”. The day following treatment, bring your child to the office to be re-examined and if they are free of lice they will be admitted to class. If the child is still infested, then the parent will be re-contacted.

Please note that the “The School Guidance on Head Lice” specifically states that exclusion from school is not recommended. The reasons are that the research shows that head lice are not highly contagious in the school environment and pose no increased risk. The loss of instructional time violates the child’s right to attend school. Every measure will be taken to ensure child confidentiality.

## Cafeteria Breakfast and Lunch

The cost for breakfast and/or lunch is set by Food Services and will be printed on the menu. In an effort to support such values as responsibility and nutrition, we ask each student to try at least a portion of their food. We do not force students to eat all of what is served.

In addition, a snack bar provides milk, ice cream, cookies, and other snacks beginning at \$0.50 an item. **Students may not throw away their lunch tray without eating in order to go to the snack line.** Students will receive a number to enter into the computer each time they eat. **Parents may pre-pay to expedite the lunch process.**

**Students are expected to eat what they take from the salad bar area, do not take excess as it is a waste. We suggest they take small portions at a time.**

## Cafeteria Rules

- Student may not throw away their lunch tray without eating in order to go to the snack line
- Students need to line up to get their lunch. There is no cutting in line or saving spaces for friends.
- Students are to eat their lunch in the designated areas.
- Good behavior and table manners are expected.
- Be courteous to staff.
- Students may bring or buy their lunch, but should not force others to give them their food
- Students are to put all their trash in the trash cans.
- There is no throwing food at other students.
- Take small portions of food from salad bar



## **Bicycles**

All bicycle riders are required by law to wear helmets. Bicycles are to be walked at all times while on campus, including parking lots. Children should lock up their bicycle before leaving it in the bike cage. Pedley Elementary School is not responsible for stolen property. Children are not to loiter or play around the bike cage.

**Only students in 3rd, 4th, 5th or 6th grade may ride their bicycles to school.**

## **School Wide Discipline**

A safe, organized and positive school climate provides students with the best opportunity for learning and for becoming good citizens. The Pedley 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. Our school practices PBIS, positive behavior intervention support. Because of this, our behavior plan emphasizes rewards for good citizenship, as well as consequences for those that choose to misbehave. Saturday School may be assigned for behavior issues. Pedley staff members strive to create a positive learning environment for all students. Each day, all students are taught pro-social skills and Pedley's behavioral expectations. It is our sincere belief that, with the help and efforts of you and our staff, this will be a truly safe and caring environment!

Additionally, students attend Pedley Chats where schoolwide behavioral expectations are presented in detail.

### **Playground Rules**

- Students will avoid playing rough on the playground. Play only games that do not include touching other students with your hands, feet or any objects.
- **Students are to keep their hands and feet to themselves**
- Students will not push, hit, trip, kick, bully, or threaten other students.
- Students will stay out of and away from puddles and mud.
- Students will leave rocks, bark, sticks, and other dangerous objects alone
- Students will keep their fingers or any object away from gopher holes.
- Students are to stop and freeze when the bell rings and line up quickly.
- Students will play in assigned areas only.
- Students will show pride in their school by keeping the buildings and grounds free of litter.
- Students will eat only in designated areas.
- Students will not stand or jump off the cement planters and not climb trees or fences.
- Students will remain in assigned areas and can only leave area with permission.
- Students will conduct appropriate business in the restrooms. Restrooms are unsafe place to play!
- Students will seek an adult when someone is bothering them.
- Students will share playground equipment and play areas.
- Students will walk in the hallways or not sit on hallway railing.
- Students need permission from supervisors to go to the nurse's office.
- After the bell students will not be allowed to use restroom or get a drink, this is to be done during recess.

### **Consequences**

Consequences for violating school rules follow a hierarchy, from warning to progressively more severe disciplinary measures. Because discipline is a shared responsibility between students, staff, and parents, emphasis has been placed on informing all those involved of the student's behavior. This assists both parents and the staff in assuring that students are learning the appropriate citizenship skills. Teachers, at their discretion, will attempt to eliminate misbehavior through warnings, praise, and other techniques; when those are not successful, or when it is appropriate, the following actions will be taken:

### **School Wide Discipline**

1st Offense	Verbal warnings, and/or time out in class
2nd Offense	Recess Detention
3rd Offense	Lunch Detention/call home
4th Offense	Saturday Detention/referral to principal
5th Offense	Suspension

**SEVERE CLAUSE**—If a student exhibits habitual misbehavior, fighting with meaningful intent to harm, open defiance or vulgarity, etc... step by step consequences may be waived and more severe discipline will prevail, including a referral to the Principal or designee. Sexual harassment is illegal and will not be tolerated. Students violating sexual harassment rules will be disciplined, which may include suspension from school.

**Expulsion from school**—By law, a student is allowed twenty (20) days of suspension from school in a school year. At or before the 20th day, the Principal turns over the matter to the district for an expulsion hearing. The Principal may decide to recommend expulsion of a student prior to the 20th day of suspension if the misbehavior is severe.

## **Rewards**

Students are recognized through a variety of methods for academic achievement, academic improvement, exemplary citizenship and excellent attendance. In an effort to provide both long and short-term incentives for appropriate behavior by students, the staff has developed several rewards including:

### **Awards Assemblies**

#### **Achievement** (in any area)

1 student per class per assembly-total 6  
Students displaying exemplary achievement in school.

#### **Improvement** (in any area)

1 student per class per assembly-total 6  
Students demonstrating improvement in any subject area *or* behavior.

#### **Character Award**

1 student per class per assembly-total 6  
Students displaying exemplary behavior on the character trait of the month.

#### **Attendance**

Perfect Attendance is no absences, no tardies, no early release  
Attendance Award is either 2 early release or 2 tardies but no more than 2 strikes per semester.

#### **Principal's Honor Roll for Academic Excellence** (All subjects)

At the final awards assembly  
Students excelling throughout the curriculum and receiving all 4's

#### **Honor Roll**

At the final awards assembly  
Students excelling throughout the curriculum and receiving all 3's and 4's.

#### **100 Mile Club Recognition**

At the final awards assembly, students are recognized for mileage acquired during the school year.

### **"Caught Being Good" Ticket**

Students displaying exemplary behavior are given a ticket from school staff and they place their ticket in the schools "bingo cage". Once per month, names are drawn randomly, names are read at the awards assembly and students select small prizes in the school office.

### **Good Guys Assemblies**

The school will plan good guys assemblies for students to encourage good behavior. The PBIS coordinator will plan and organize assemblies.

### **Classroom rewards**

Each teacher will have classroom rewards and incentives for achievement, attendance and/or behavior.

### **Things that Should not be Brought to School**

Gum, radios, CD players, iPods, skates, skateboards, personal toys, matches, lighters, electronic games, pets, cameras, computer games, fireworks, bullets, trading cards, marking pens, balloons, spiked wrist bands or necklaces, squirt guns, spray bottles, sling shots, stuffed animals, white out, dice, or playing cards, laser pointers, laser pens, **large quantities of money**. If a student brings any of these items, they will be taken away and parent has to come to pick them up from the office. Jurupa USD and Pedley Elementary School staff will not be responsible for personal items that are brought to school or a school activity and are confiscated, lost, stolen or damaged.

## **LOCKDOWN**



A Lockdown is used to secure the campus when an undesirable situation occurs on **or** near the campus. If a Lockdown occurs while students are in the classroom, teachers will lock both inside and outside doors, and insist that students stay in the room. No one should be in the corridors, on the playground or in a restroom. Students who are on the playground will be directed into the nearest classroom to follow these procedures. The school gates, office and other buildings will be locked down, no one will be allowed to come on or leave campus until an All Clear is called by the Sheriff's Department or the District Office.

### **Absences and Tardiness – Responsibility Policy**

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 (951) 360-2793 the first day 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. If your child is Tardy because of a dental/medical appointment bring a note from the dental/medical office. **Late/tardy students will be sent to the Reflection room during morning recess.**

If a child has been absent excessively, or absent without a valid excuse more than three (3) 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 will be taken. Continuing truancy may result in referral to the School Attendance Review Board (SARB). Please be aware of the compulsory attendance laws to avoid any problems.

**Attendance Award** – We will have an Attendance Award for each semester (S1 and S2) the criteria for that award will be the student will be allowed no more than 2 infractions during a semester (i.e. a student can be late twice or a student can be pulled out early twice or they can have 1 of each but no more than 2 total per semester).

**Perfect Attendance Award** – This will be given out at the end of the year for the **whole** year and the criteria for that award is – students attend school **every** day **all** day which means they have **no absences, no tardiness and no leaving early.**

### **Parent/Teacher Conference Days**

October 26 and 27 has been set aside for conference days. Teachers will meet with each parent on one of these two days and will be asking you to sign up for a time.

### **Internet Safety**

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. It is important that you speak to your child about appropriate behavior on any internet website. Posting threats is illegal and the Sheriff's Department will be informed. Students will be completing Digital Citizenship lessons during the year.

## **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.

## **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.

## **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 with 72 hours after being directed to leave.

If an individual refuses to leave upon request or returns before the applicable period of time, the District administrator or designee may notify law enforcement officials. An Incident Report (attached) shall be completed for any such situations.

### **Safety and Security**

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**

32211 Disturbing School  
44810 Willful Interference

**PENAL CODE**

243.5 Arrest on School Grounds  
415.5 Fighting on School Grounds  
626.6 Refusal to Leave School Grounds

**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.

**DRESS CODE**

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

A copy of the full dress code is mailed home to families of Jurupa Unified School District at the beginning of the year. Copies of the dress code can be obtained at school sites and on the district webpage at [www.jurupausd.org/schools/Documents/District%20Dress%20Code.pdf](http://www.jurupausd.org/schools/Documents/District%20Dress%20Code.pdf).

**ELECTRONIC NICOTINE DELIVERY SYSEMS (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.

**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.

## **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.

## **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 Markham, Administrator of Education Support Services, at (951) 360-4144

## **PROPERTY DAMAGE**

*EC 48904*

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

## **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.

## **SCHOOLBUS 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 schoolbus loading zones, red light crossing instructions, schoolbus danger zone, and walking to and from schoolbus 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 following are minimum rules of conduct. Passengers will:

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

## **SEXUAL HARASSMENT NOTIFICATION**

### *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 2016-17 Parent Guide.

## **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:

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

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

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

**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:

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

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

#### **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.
3. 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)]

### **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.

### **ANNUAL NOTIFICATION OF UNIFORM COMPLAINT PROCEDURES (UCP)**

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties:

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, 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 (5 CCR 4610)

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

Any complaint alleging district violation of applicable state or federal law or regulations governing:

- Adult Education Programs
- Afterschool Education and Safety Programs
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Development Programs
- Child Nutrition Programs
- Special Education Programs
- Any other district-implemented program which is listed in Education Code 64000(a)

Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student.

Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan. The Board is required to adopt and annually update the local control and accountability plan (LCAP) in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:



- Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed.
- Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency.
- If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1.

Complaints must be filed in writing with the following compliance officer:

**Ilsa Garza-Gonzalez**  
**Director, Administrative Services**  
**JUSD Education Center**  
**4850 Pedley Road**  
**Jurupa Valley, CA 92509**  
**(951)360-4140**

A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

All UCP-related complaints shall be reviewed and completed within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. **If applicable, the complainant has the right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).**

A complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the California Department of Education (CDE).

A copy of the Jurupa Unified School District's UCP policy and procedures shall be available free of charge. A copy of the Jurupa Unified School District's UCP policy of also included in the Annual Parent Notification, Annual Employee Notification and on the JUSD website ([www.jurupausd.org](http://www.jurupausd.org)).

### **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](http://www.jusd.k12.ca.us/departments/administrative/SitePages/default.asp), or by contacting Ilsa Garza-Gonzalez, 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.

A copy of the Parent Guide for the 2017-18 school year was given to every parent at the time of registration. An electronic copy is available at: [www.jurupausd.org/our-district/edserv/Admin/Pages/Important-Links.aspx](http://www.jurupausd.org/our-district/edserv/Admin/Pages/Important-Links.aspx)

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