

Peralta Elementary School

Parent/Student Handbook for 2017-2018



Dear Parents and Students,

Welcome to the 2017-2018 school year! At Peralta, we believe a team approach (student, parent and teacher) ensures the best educational opportunities. Our excellent staff members commit to providing an educational setting ensuring *Learning for All*. We value parent participation in the educational process. Please take advantage of opportunities for involvement both in and out of the classroom.

Our Peralta Parent/Student Handbook provides you with important information, procedures and expectations. Please keep it as a handy reference.

Please contact me or come in and visit if you have questions, concerns or suggestions about our programs and activities.

Robert Cmelak, Principal

CURRICULUM

Peralta's teachers use District-adopted textbooks and materials to support teaching and student learning. Through implementation of the California State Standards, Peralta's students will begin the process of preparation for the eventual pursuit of college and careers.

Language Arts

The language arts curriculum adheres to the ELA California State Standards. Students will learn to closely read and analyze works of literature as well as nonfiction text.

Mathematics

The mathematics curriculum focuses on the California State grade-level standards in math. Students have opportunities for practice and review of concepts.

Social Science/History

Social Studies/History is a regular part of the curriculum at all grade levels. Students develop understanding and knowledge about their own nation and about other major civilizations throughout the world.

Science/Health

The science program includes various components for hands-on learning. These include mini-books, posters, vocabulary charts and lab kits. Students receive instruction on the scientific process.

Physical Education

The physical education program consists of individual teacher-directed activities. Students receive instruction and participate in activities stressing physical fitness and a healthy body.

Instructional Program Options for Learners of English K-12

1. English Language Mainstream
2. Structured English Immersion Program
3. Bilingual Spanish Program



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PROGRAMS AND SERVICES

Gifted and Talented Education

The GATE program offers educationally challenging curriculum activities to students identified/qualified as having extraordinary intellectual ability or achievement. Students benefit from enrichment activities throughout the year.

Health Services

We have the services of a school nurse approximately one day each week. The nurse is shared by other schools and may be called to our school in the case of an emergency. We also have a health care aide 3 hours daily.

Illnesses or accidents occurring after students' arrival at school should be reported to the Health Office. School Office personnel may assist when Health Office staff members are not present. **Please make sure to update your child's EMERGENCY CARD as needed so we can immediately reach you in the event of injuries or illnesses.**

Instrumental Music

Instruction in the woodwind, brass, and percussion instrument families is offered to fourth, fifth and sixth grade students who earn passing grades in their academic classes.

Language! Program

The Language! Intervention Program is offered to students in grades 4-5 identified as reading at least two or more years below grade level. The program takes the place of students' regular Language Arts curriculum. Students are directly taught reading and writing strategies at an accelerated rate to help catch them up to their grade level. The program incorporates phonics, vocabulary, grammar and fluency practice to improve reading ability and comprehension.

Language, Speech and Hearing Specialist

A Speech and Language Pathologist provides speech and language therapy for students with communication disorders for students who qualify. Students are screened upon the recommendation of their parents or teacher.

Library Services

Students visit the school library with their class regularly. Students have the opportunity to check out books and receive assistance with locating information for research projects. Lost books are the responsibility of the child and parent. Payment is required if school property is lost, stolen, damaged or destroyed.

Primary Support and Intervention

Primary Intervention support is provided to students in grades K-2.

Resource Specialist Program

This program provides assistance for students with learning disabilities who have a discrepancy between ability and achievement. Students served in this program have average or better intelligence but require alternative learning strategies in addition to the regular classroom instruction. The services are provided by a Resource Specialist Program Teacher in the classroom, working collaboratively with the regular teacher, and/or out of the classroom in small group instruction.

Special Day Class

Special Day Classes are part of a district program that provides special education services to students that have not benefited from a regular classroom setting. Smaller class sizes and instructional aides lower the pupil-teacher ratio.

THINK Together Afterschool Program

Think Together offers homework assistance, academic enrichment and **many** activities. The program runs until 6:00 p.m. daily. Please contact our Site Coordinator with any questions.

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Title I Program

This program emphasizes high standards for all students. By promoting early achievement, increasing parent involvement, continuous professional development and enhanced technology support for reading and math, the program will achieve its vision of developing students to become productive and responsible members of the community and achieve their maximum potential in academic and social areas.



SCHOOL ATTENDANCE

Students who maintain exemplary attendance are more likely to achieve maximum academic progress. Additionally, students arriving *on time* each day receive the highest benefit. By helping your children arrive to school each day *on time*, you ensure their greatest opportunities for success. We ask for your support in stressing the importance of good attendance, punctual arrivals and positive participation in daily school activities.

Remember, late arrivals and early pick-ups interrupt the educational process of your child and other students. Please limit these occurrences to unavoidable times when your child has medical or dental appointments.

Attendance at school is an important prerequisite for academic success. 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 (951) 222-7701 the first day your child is out of school to report the absence. Otherwise, you must send an absence note to school with your child on the day he/she returns. Messages and notes must include the child's name, teacher's name or grade, date, and reason for absence. Notes must be signed by a parent or guardian. Illnesses and doctor appointments are reasons for excused absences. **Students who are tardy must also come to school with a note from a parent or legal guardian.**

Remember, children sometimes complain when they get up in the morning, but feel better once they eat and go to school. If your child does not feel well once he or she has been in class, the office staff, health clerk or nurse can send him or her home if a fever or severe pain exists. Remember, late arrivals and early pick-ups interrupt the educational process of your child and other students. Keep your child home if fever or vomiting occur.

If a child has an absence from school, he or she may attend Saturday School in order to legally make up each absence. Saturday School attendance provides an excellent opportunity for students with absences to make-up each absence and receive full attendance credit.

Students who have unverified absences for three or more days in a row may be dropped from the school's roster and will have to re-enroll upon return (possibly at another school, if Peralta classrooms are full).

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

"If you miss school, you miss out!"

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Independent Study

If you know you are going out of town for **five or more days**, you can avoid being assigned to Saturday School by contacting the school office **at least one week in advance** to arrange for independent study for your child. Students who complete their Independent Study contracts will receive full credit for attendance. Failure to complete the contract will result in the assignment of Saturday School for each day of unexcused absence.

Perfect Attendance Award

Students with perfect attendance at the end of the school year will earn a special award and a fun BBQ, in May/June. To earn perfect attendance students must meet the following criterion:

1. Start school on August 10
2. Attend all 180 school days
3. No more than three tardies

Saturday School Make-Up – A student can make up an absence by attending Saturday School. For example, a student may miss 3 school days and can still earn Perfect Attendance if he/she attends 3 Saturdays.

Independent Study - A student can still earn Perfect Attendance if he/she applies for and completes an Independent Study packet for all days absent.

Student Arrival/Departure

Campus supervision begins at 8:15 a.m. Prior to that time, there is no supervision and students may not be on school grounds.

School begins at 8:45 daily and dismissal is at 3:05 p.m. Students are to go directly to and from school. Stops are not to be made without parent permission. **Students are not to enter the school grounds before 8:15 a.m. and must leave promptly when school is out.** Kindergarten dismisses at 12:05 and students are to be picked up promptly by parents or individuals **over the age of 18** designated on emergency cards.

Parents arriving for pick-up after 3:20 p.m. will be required to park and sign their child out through the school office.

Minimum Days are each Wednesday and school is dismissed at 1:35 p.m. for grades 1-6. Notification of District Minimum Days will be given and are available on the school calendar.

Student Drop-off and Pick-up

The Peralta campus has two areas for student pick-up:

Cafeteria Drop-off and Pick-up:

Parents should enter only at the Peralta Place entrance and wait in the car (**Kern St. driveway entrance is for Buses Only**).

Please YIELD/leave a space at the top of the driveway for the buses to exit. Students will be allowed to enter or exit cars only at the designated area in front of the cafeteria. **Dropping off your children at any other area in the parking lot is an unsafe practice.**

For their safety, students will not be allowed to walk through the parking lot to enter cars.

Kern Gate Drop-off and Pick-up

Please park along the sidewalks to drop off students in the morning and pick-up students in the afternoon. Please do not double park – even if it is just for a “quick pick-up.”

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Students will NOT be allowed to cross the street to meet parents/guardians at the car. Adults may be watching their children, but other drivers are not prepared for students crossing. WE DO NOT HAVE A CROSSING GUARD. Parents/Guardians will need to park the car, get out and escort their children to the opposite side of the street in order to ensure STUDENT SAFETY.

Overall, please be patient. Every parent/guardian in the parking lot wants the same thing as you, to pick up a child **safely**.

Bike Riders/Skateboards/Scooters

Students must be in at least third grade in order to ride a bicycle to school. All bike riders must wear helmets and lock their bicycles in the bike rack. Bicycles may not be ridden on campus. Students who fail to wear bicycle helmets will have their bikes confiscated for parent pick-up and may lose bike riding privileges. No skateboards, “wheelies,” or scooters may be ridden to school.

Buses

Transportation to and from school is provided to students who live a significant distance from the school. Approval is given after the application has been processed by the Business Services/Transportation Department and appropriate fees have been determined. Riding the bus is a privilege. This privilege may be revoked due to serious misconduct or repeated minor infractions. While riding the bus, students are expected to remain seated, talk quietly and follow the directions of the bus driver. The number for the Transportation department is (951) 360-2736.



PARENT PARTICIPATION OPPORTUNITIES

Parent Volunteer Program

Parents wishing to volunteer at school are welcomed and encouraged! Join us ~ Contact your child’s teacher to learn ways you can help either at school or from home. Inquire in the school office and office staff will help you understand the requirements: a current TB test to volunteer on-campus and both a current TB test and fingerprinting to chaperone off-campus

Peralta P.A.W.S.

(Parents Actively Working for Children’s Success)

PAWS is the parent involvement system at Peralta. We recognize we serve not only our students, but their families as well. Our parent involvement opportunities include the traditional parent participation in School Site Council, English Learner Advisory Committee and Parent-Teacher Association as well as attendance at events such as Back-to-School Night and Parent/Teacher Conferences. We strive to go much further than these typical involvement opportunities by providing opportunities for involvement in parent information-sharing seminars, English-language Arts and Math Nights, Read Across America Day, our Harvest Festival, the Peralta Family Picnic afternoon, classroom parent volunteer opportunities and for our Kindergarten families, Muffins with Moms and Donuts with Dads.

School Site Council

The School Site Council meets six times a year. Parents, school staff and the principal work together to make educational and funding decisions. It is composed of elected parents and staff members.

English Learner Advisory Committee (ELAC)

Schools that have more than twenty students identified as having limited proficiency in English are required by California State Law to establish a School English Learner Advisory Committee to allow parents to advise the professional staff in planning a program to better serve those students. These students are classified as English Language Learners (ELL). ELAC meets four times a year. All parents are welcome to these meetings.

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Parent Teacher Association

The PTA raises funds for many student activities. Parents are welcome to join and become active members of our PTA during the year. PTA sponsors many school activities. Talk to any member to find out more!

Parent Conferences

Teachers will schedule parent conferences during two days in October. The report card and your child's progress will be discussed.

All adults visiting the campus, including parent volunteers, must sign in at the office.

Students from middle or high schools must remain off campus during school hours and school events unless given specific permission to be on campus by office personnel.

GENERAL INFORMATION

Visitors/Volunteers at School

Visitors and volunteers are welcome at Peralta Elementary School. Upon arrival at school, **all visitors must sign in with office staff**. If you are coming to take your child off campus, the office staff will call your child to the office. **Please remember to bring identification with your picture on it when checking your child out of school. Without it, we are unable to release your child.**

Classroom Interruptions

To create and maintain the best learning environment for students, interruptions during instructional times **must be avoided**.

Calls made requesting delivered messages to students interrupt the instructional process. Please make all necessary arrangements about lunch, homework, permission or after school arrangements with your child **before school**. If you must notify your child during school hours, please check in at the office. Any items such as textbooks, lunches, etc. must be dropped off in the office.

Parents may not directly proceed to the classrooms, multi-purpose room or any other campus location. Check-in with the office staff is required. Meetings with teachers must be arranged outside of instructional hours. During the school day, teachers are engaged in teaching-related activities.

Telephone Messages

The school office hours are from 7:30 a.m. to 4:00 p.m. Office personnel will take messages for teachers. Teachers are unable to come to the phone when class is in session.

Calling the school office to leave messages for children is not a safe practice. It is difficult to verify identification of the person calling, whether it is a parent, a non-custodial parent or a stranger. **Additionally, the messages interrupt the learning process.**

Emergency Cards

Emergency cards will be sent home during the first week of school. Please fill them out and have your child return them to the school promptly. It is important for parents to fill these cards out completely and to **keep the information current**.

STUDENTS WILL ONLY BE RELEASED TO THOSE ADULTS LISTED ON THE EMERGENCY CARDS WHO PROVIDE PROPER IDENTIFICATION.

Up-to-date information is essential so we can notify you or designated persons in case of an emergency involving your child. We will not release a child to any person not listed on the child's emergency card. Please notify the school immediately of any changes in either your home or work address or any contact telephone numbers.

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WE MUST BE ABLE TO CONTACT YOU IN AN EMERGENCY.



Medication Policy

Most physicians, upon request, will prescribe medication to be given outside school hours. However, if medication must be taken during school hours, the California Education Code requires a form to be signed by the physician and parent. Please check with the health clerk if you need this form. The medication must be in a properly labeled container from the pharmacy. All medications will be kept secure at school. Students are not allowed to keep any form of medication in their possession during school hours. [EC, Sec. 4942]

School Lunches and Cafeteria Expectations

Students who wish to purchase a school lunch may do so. Applications for free and reduced lunches must be completed each year. Milk may be purchased separately.

Cafeteria Expectations

Be Respectful	Be Responsible	Be Kind	Be Safe	Be Ready
Stand appropriately in the line and recognize the space of others	Carefully place your food on the tray	Model cooperation and friendship	Watch where you are walking	Listen for adult directions
Use an inside voice	Remain seated at your table 	Use polite words such as please, thank you and excuse me	Eat only the food that belongs to you	Be prepared to input your lunch number (Memorize it!)
Use table manners	Pick up after yourself		Remain seated until excused for recess	

Due to health codes, federal funding guidelines, student safety and limited space, parents are not allowed in the cafeteria/eating area during student meal times. Parents wanting to enjoy lunch with their child must check-out the child from school.

Lost and Found

The lost and found rack is located in the MPR. Please label jackets, sweaters, and lunch pails with your child's name on the inside. This will help to recover lost articles.

School Notices and Newsletters

Peralta Elementary School relies upon the children to hand carry messages home to you. Newsletters contain as much of the current news as possible. Separate notices are often necessary. We urge you to stress to your child the necessity of bringing all school messages home and being reliable messengers. **Please check backpacks.** When possible, the majority of correspondence will be distributed **each Wednesday.**

Student & Teacher Classroom Assignments

Because of ever-changing enrollment, classroom assignments cannot be completed until the fall. The number of students assigned to a grade level often change significantly over the summer.

The tentative classroom assignments will be posted by 4:00 PM in the office windows the Friday before classes begin.

Please NOTE: All student and staff assignments are tentative until final classroom enrollment is determined between September and October. Based on new enrollment needs, student and staff assignments may change after school has started. For the above reasons, we may not be able to honor teacher requests.

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Textbooks, Library Books and Materials

Students are responsible for all textbooks and library books checked out to them. Payment is required if school property is lost, stolen damaged or destroyed.

Major Emergency Procedure

A detailed emergency plan has been developed for implementation during a major emergency. Drills are held regularly to make certain that students and staff understand emergency procedures. Your cooperation is asked in any emergency. The school will retain your child until you or an adult listed on the emergency card are able to come and pick them up.

Student Use of Telephone and Cell Phones

The school phone is for business purposes. Students may use the phone in an emergency or with permission from their teacher. Student cell phones must remain off while the student is on campus. If a student's cell phone rings or a student uses the cell while during class or on campus, the phone will be confiscated and returned at the end of the day. Continued rule infractions will result in the phone being held and returned only to the parent.

Progress Reports (Reporting Grades)

Report cards are sent home at the end of each trimester in October, March and June. Parent-Teacher conferences are held in October. Progress reports are sent home 4-6 weeks before the report card is sent home.

Homework

Regular homework is required by the school district. It is an important factor in helping students achieve academically and develop good work habits. It is a student's responsibility to complete and turn in all required assignments. Homework reinforces what students learn in school. Questions about the homework assignments should be directed to the teacher. At Peralta, every student is required to read each night for homework.

Classroom Celebrations

Arrangements to bring in food items or other goodies must be made with teachers **in advance**. Only store-bought items (not homemade) may be shared at school. Please do not open the items prior to your arrival at school.

Recommendations for Parents/Students during District and State Testing

The following are recommendations for you and your child during the testing period:

- ✓ Make sure your child is present and on time each day of the testing.
- ✓ Offer encouragement and words of praise the day of testing.
- ✓ Schedule medical and dental appointments in the later afternoon or avoid these dates, if possible.
- ✓ Make drop off/pick up and babysitting arrangements for your child in advance.
- ✓ Make sure your child gets adequate sleep and is well rested.
- ✓ Give your child a well-rounded diet. A healthy body leads to a healthy, active mind.
- ✓ No classroom interruptions.

1972 Federal Rights Privacy Act

Parents are not allowed to ask for confidential information about any student other than their own child.

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AWARDS AND RECOGNITION

Students at Peralta Elementary School are rewarded for positive conduct and in the classroom, on the playground, and in the lunch area.

Awards Assemblies are held to recognize Student Achievement based upon recommendations by teachers.

Students who follow Peralta schoolwide and classroom rules will not only increase their chances of doing well academically, but will also feel good about being positive citizens at school.

Each student deserves the best possible education. In order to achieve this goal, we have developed behavior expectations, as well as consequences and rewards emphasizing positive behavior to secure a safe and orderly learning environment.

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 incentives including:

Panda Passes

Students displaying exemplary behavior are given a note from the activity supervisors. Once per week, names are drawn randomly, names are read over the intercom and students select small prizes in the school office.

Super Pandas

Six times each school year, one student from each classroom is selected based on a specified characteristic. These students enjoy juice, cookies and a story read by the principal.

Awards Assemblies

Principal's Award for Academic Excellence (All subjects)

1 student per class per assembly

Students excelling throughout the curriculum.

Achievement (Teacher specifies subject)

1 student per class per assembly

Students excelling in a specific subject area.

Improvement (in any area)

1 student per class per assembly

Students demonstrating improvement in any subject area *or* behavior.

Panda P.R.I.D.E. (Behavior and Citizenship)

1 student per class per assembly

Students displaying exemplary behavior.



Attendance

Teachers will be given certificates for all qualifying students to distribute at another time. Students' names are called during the assembly and they stand at their seated location. Students with Perfect Attendance for the year win a medallion.

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AVID Strong

Each trimester students in grades 1-6 will earn a Principal's Challenge if they are AVID Strong for the entire trimester. Students' names are called during each assembly and they stand in their seated location. Students that are AVID Strong for the entire school year will earn "Water Fun" and a bar-be-que in May/June.

100 Mile Club Recognition

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



AVID Pledge:

All students college and career ready

As part of Peralta's AVID program, we are directly and explicitly teaching students organizational skills for student success. Students will be given the following grade-level supplies to help organize materials. Peralta is asking for a \$10 donation per student to help cover the cost of these supplies. This is a wonderful investment in your child's future. Organization is aligned so that students are responsible for more as they progress from kindergarten through sixth grade.

TK / K Organization:

Poly Folder with page protectors

Leave at home section / Return to school section

Pages Include:

- Velcro pocket
- Directions for completing homework
- High frequency words
- Hundreds chart
- Letter sound cards
- Goals for the year
- Monthly calendar
- Reading homework nightly (Monday–Thursday)
- Weekly initial (Monday to Friday)

First Grade Organization:

1 ½ Inch Binder

- Zipper pouch including (2 pencil, highlighter, whiteboard marker, dice)
- Leave at home section / Return to school subject

1 Subject Area

- ELA Velcro Pocket

Section 1 Parent Communication

- Monthly Calendar
- Homework Log
- Parent Communication log

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Section 2 Language Arts

- High frequency words
- Fluency
- Poem of the month
- Reading Passages
- Readers
- Leveled Readers in a pocket folder

Section 3 Resources

- 1 to 120 Number chart
- Math work mats
- Mini Sound Spelling Cards

Section 4 Extra Paper

Second Grade Organization:

1 ½ Inch Binder

- Zipper pouch including (2 pencils, highlighter, whiteboard marker, math game)
- Leave at home section / Return to school section
- Agenda
- Parent log
- Homework chart
- Checklist roster for teachers

Two Subject Areas

- Math
 - Standards checklist
 - Fast and fluent
 - Daily Language Practice
- Language Arts

Third Grade Organization:

1 ½ Inch Binder

- Zipper pouch including (2 pencils, highlighter, whiteboard marker, highlighter, big eraser)
- Leave at home section / Return to school section
- Agenda

Three Subject Areas

- ELA
- Math
- AR

Fourth Grade Organization:

2 Inch Binder

- Zipper pouch including (2 pencils, highlighter, whiteboard marker, eraser, correcting pen)
- Leave at home section / Return to school section
- Agenda
- Spelling Dictionary

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- Page protector (Math Review)
- Page protector (Homework weekly)

Six Subject Areas

- Vocabulary
- Reading Comprehension
- Writing
- AR
- Math Vocabulary
- Math FUN

Fifth Grade Organization:

2 Inch Binder

- Zipper pouch including (2 pencils, highlighter, whiteboard marker, eraser, correcting pen, post-its)
- Leave at home section / Return to school section
- AVID binder checklist
- Agenda
- Sheet Protector (post test scores)
- Pocket folder return to school
- Pocket folder keep at home

Six Subject Areas

- Writing / ELD
- Foundations
- ELA
- Math
- Social Studies / Science
- Tests

Sixth Grade Organization:

2 Inch Binder

- Zipper pouch (2 pencils, highlighter, whiteboard marker, eraser, correcting pen, eraser)
- Leave at home section / Return to school section
- Sheet protector - Schedule
- Agenda

Six Subject Areas

- Math
 - Workbook for each chapter unit
 - Math notes in spiral
- Reading
 - Close reading
- Language Arts
 - Notes
 - Workbook
- Science

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- Social Studies
- Paper

All teachers will keep a model binder in their classroom. Organization skills will be directly and explicitly taught. Teachers will do frequent binder checks to ensure all students are organized and ready for instruction, and the principal with complete binder checks in classrooms as well. Papers will be purged from folders each trimester, but important notes may be kept for reference.

Incentives

Attendance –

- Perfect Attendance for Year
- Take 15 More
- Certificate

Medallion & BBQ
15 Minutes of Recess
Each Awards Assembly with Perfect Attendance

AVID Strong

- AVID Strong Each Week
- AVID Strong Each Trimester

Shakey's Opportunity
Principal's Challenges

Accelerated Reader

- Making Trimester Point Goal
- Making All 3 Trimester Goals

Sundae Party
Water Fun

Saturday School

- Clear 1 Absence Each Day Attending
- Incentive Each Day Attending

Counts for Perfect Attendance
Each Time Attending

Joining PTA

- Pizza Party with Principal

Parent Joins PTA in August

DISCIPLINE GUIDELINES

Proactive Strategies



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At Peralta, everyone can be a STAR...Be Respectful • Be Responsible • Be Kind • Be Safe • Be Ready!

Peralta staff members strive to create a positive learning environment for all students. Each day, all students are taught pro-social skills and Peralta's behavioral expectations.

Expectations are established for all areas: Classrooms, playground, cafeteria, arrival and dismissal, walkways, library, restrooms, office and assemblies. On the next page is the matrix for expectations in All Settings.

Expectations in All Settings

Be Respectful	Be Responsible	Be Kind	Be Safe	Be Ready
Show respect for all people in the school community	Follow all school rules	Use polite words (please and thank you)	Keep hands, feet and all objects to yourself	Be alert
Take care of school supplies, books and school property	Be a role model and a problem-solver	Compliment others on a job well done	Obey and model school safety rules	Be prepared
Listen to and obey all adults on campus	Use appropriate language and be truthful	Be supportive of others	Be aware of your actions at all times	Observe time limits
Treat others as you would like to be treated	Follow directions the <u>first time</u> they are given	Be helpful to others	Bring to school only necessary educational items	Listen for directions
	Comply with dress code	Express gratitude for kindness		Ask adults for help when needed

Each teacher has a classroom discipline plan that will be communicated to you in writing. Students referred to the office for disciplinary issues will receive appropriate consequences.

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

SAFE PLACE TO LEARN ACT

EC 234 and 234.1

The Jurupa Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the PC and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation and anti-bullying policies, please contact Ilsa Garza-González, Director of Administrative Services at (951) 360-4140.

Consequences

Students who break rules may receive consequences from teachers, activity supervisors or other school staff. Students who continue to break rules or who are involved in serious incidents in the classroom, cafeteria, or on the playground will be referred directly to the principal or the principal's designee.

Referrals to the office due to disciplinary concerns may result in the following: parent contact by phone or in writing by teacher and/or principal, counseling or a warning by the principal, lunch detention, Saturday Detention, on-campus detention or suspension from school.

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Students may be suspended for good cause offenses that occur while on school grounds, while going to or coming from school, during the lunch period, during or while going to or coming from, a school sponsored activity.

Peralta School Expectations:

- ◆ Obey and respect all adults on campus.
- ◆ Obey all playground and safety rules.
- ◆ Use appropriate language.
- ◆ Play safely.
- ◆ Ask an adult for help whenever needed.
- ◆ GUM is never allowed at school.
- ◆ Bicycles must be walked on and off the campus.
 - Park bicycles in racks, students provide their own locks, helmets are required by law.
- ◆ Bring to school only items needed for your education.
 - Books, notebook, paper, pencils, backpack, teacher requested items, etc.
 - Other items could be a distraction and end up lost.
- ◆ **Do not bring items that are distracting or dangerous.**
 - Don't "find" or "hold" items.
 - Do not bring candy, gum, electronics, markers, toys, pets, squirt guns, or stuffed animals.
 - Any unsafe items
 - Unsafe items include:
 - Medication/Drugs
 - Guns or "look-alike" weapons"
 - Any items that could hurt someone else or look as if they could
- ◆ Cell Phones
 - Must be kept off and out of sight during the school day and while on school grounds.
 - If there is an emergency, office staff can find you.
- ◆ Students are to comply with the Dress Code.

**** Peralta, JUSD and its employees are not responsible for lost or stolen items. ****

Peralta's students demonstrate RESPECT

- ✦ **Responsibility** (Follow all rules.)
- ✦ **Excellence** (Try your best.)
- ✦ **Self-monitoring** (Do the right thing.)
- ✦ **Perseverance** (Stick with it.)
- ✦ **Eloquence** (Speak *positively* and use kind words.)
- ✦ **Cooperation** (Help each other.)
- ✦ **Trustworthy** (Tell the truth.)

Panda Steps to Success

- ✦ **Show respect for all people in the school community.**
- ✦ **Keep hands, feet, and all objects to ourselves.**
- ✦ **Come to school every day prepared to learn.**
- ✦ **Finish class work and all homework.**
- ✦ **Read.**
- ✦ **Learn as much as we are able.**

Playground/Safety Rules

1. Students will avoid rough play or playfighting. Play only games that do not include touching other students with your hands, feet or any objects.
2. Students will play away from puddles and mud.
3. Students will leave rocks, bark, sticks, and other dangerous objects alone.

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4. Students will stop what they are doing when the bell rings and should line up quickly.
5. Students will play in assigned areas only. Students are not allowed on or around the cement drive by the back fence.
6. Students will show pride in their school by keeping the building and grounds free of litter.
7. Students will eat only in designated areas.
9. Students will conduct appropriate business in the restrooms. Restrooms are unsafe placed to play!
10. Students will remain in the supervised playground area.
11. Before school – 1st-3rd grade students on upper playground and 4th-6th grade students on lower playground.

Playground Expectations

Be Respectful	Be Responsible	Be Kind	Be Safe	Be Ready
Wait for your turn to play each game	Follow all game rules	Use polite words	Walk when traveling to and from the playground	Listen for adult directions
Give space to others on the playground	Hold the ball and stop all games as soon as the bell rings	Include others in games and take turns	Keep hands, feet and all other objects to yourself	Be prepared to show a pass when needed
Listen to all supervisors and other staff members and follow directions	Listen for adult directions	Think about how your actions impact others	Move with the flow of traffic	Drink water and use the restroom before the bell rings
Be a role model	Walk calmly after the bell rings	Focus on positive actions		
	Tell an adult if someone is hurt			



Reporting Procedures

All students have the right to feel safe and comfortable at school. No one should have to worry about being treated unfairly. Our country and our school have laws and rules to protect each of us.

If someone is making you feel unsafe or uncomfortable, we want you to report that to a teacher, the principal or someone you trust at school. Of course, you will want to tell a parent.

Sexual harassment is another type of discrimination. This is when anyone, child or adult, threatens you or touches you or even uses words in ways that make you feel uncomfortable or unsafe.

Let an adult at school know so we can help. You might be asked to also write it down. Together, we will be able to work through the problem and find solutions.

Peralta Dress Code (Refer to JUSD Dress Code for additional details related to Dress Code)

Please make sure your child is “dressed to learn.” Students shall be dressed and groomed according to standards that will not substantially interfere with or detract from the school standards of decency, safety, modesty, and cleanliness. Restrictions on the freedom of student dress shall be imposed whenever the mode of dress in question is unhealthy or unsafe either for the student or those around the student, is substantially disruptive of school operations and the educational process in general, or is contrary to law.

Students should wear clothing and shoes (closed-toed and closed-heeled) that allow for movement and safe participation during physical education and recess. Appropriate hats (teacher and administration approved) may be worn **outdoors**. At Peralta, students may only wear solid-colored hats or caps in black or green, Peralta Panda hats or college-logo hats.

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Examples of inappropriate items include, but are not limited to the following: baggy or sagging pants or shorts (must fit at the waist), clothing or accessories containing inappropriate words or drawings (references to drugs, tobacco, alcohol, gangs, violence, death, obscenities, etc.) dresses, shorts, and skirts that are too short, cut-offs, clothing with visible undergarments (bras, boxer shorts, etc.), halter, strapless or spaghetti strap tops, accessories that could be dangerous, unnatural hair color or hairstyles that disruptive to the learning process and pajamas.

Clothing shall be appropriate to the weather. Any student whose manner of dress and/or grooming may cause a safety hazard to himself/herself or others, causes distraction, or promotes illegal substances, tobacco, alcohol, gangs, or violence, may be sent to the office then home to properly prepare to remain in school.

SPECIAL DRESS DAYS!

Mondays- College Wear

Either college clothing or the colors from you classroom's adopted college.

Wednesdays- 100 Mile Club t-shirts!

Participants with 25+ miles can wear their shirts.

Fridays- Peralta Spirit Day/AVID Day!

Wear your Peralta Panda Shirts or black & white. Some Fridays will have special themes and these special days will be announced throughout the year.



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.

1. Pursuant to Education Code (EC) Section 212.5, sexual harassment is defined as follows:

A. "Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, progress, or promotion."

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- B. "Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual."
- C. "The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment."
- D. "Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution."

2. **Employees:** Any employee who has knowledge of conduct by other employees, volunteers, or individuals in the school community which may constitute sexual harassment of students is required to immediately report such conduct to any of the individuals specified in this policy. In addition, any manager, or supervisor who is aware of conduct in violation of this policy shall immediately report such conduct to the Director of Administrative Services.

3. **Students:** In addition to the reasons specified in EC Section 48900, Section 48900.2 specifies that a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as described in Section 212.5 All recommendations and/or orders to expel shall be made pursuant to Section 48915.

A. For purposes of this policy, the conduct described in Section 212.5 must be 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 intimidating, hostile, or offensive education environment. This policy shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

B. Any student who feels that he or she has been the victim of sexual harassment as previously defined in this policy pursuant to the provision of EC Section 212.5 shall immediately report the same to the principal or administrator of the school in which he or she is in attendance. The principal or administrator receiving the complaint shall immediately commence an investigation into the complaint.

Any student who has knowledge of conduct by employees of the District, volunteers, or other individuals of the school community or students which may constitute sexual harassment as previously defined, is encouraged to immediately report such conduct to the principal or administrator of the school at which he/she is in attendance.

Peralta Elementary School is a TOBACCO AND DRUG-FREE SCHOOLS

The Governing Board believes the use of tobacco, alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious social and legal consequences. Therefore, in the best interest of students, employees and the general public, and in accordance with State and Federal Law, the Board of Education of the Jurupa Unified School District prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances, alcohol or tobacco products at all times on district property and in district vehicles.

This prohibition applies to all employees, students, visitors and other persons at any school or district facility or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased or rented by or from the district. Parents or community members using tobacco products on school or district property will be asked to refrain from such use or leave the property. Persistent disregard for these policies will result in a referral to law enforcement.

BP 5131.2

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

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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.

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.

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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.

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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)

BP 5131.1

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

SUBJECT: Student Conduct / Bus Conduct

The Board of Education of the Jurupa Unified School District recognizes the value of providing transportation to and from school for students living beyond reasonable walking distance. School bus transportation is offered as a convenience and a privilege to such students.

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 rules of conduct governing the behavior of passengers be observed. The principal of each school shall be responsible for informing students and parents of the rules of conduct and the disciplinary procedures governing pupil transportation and of the parent's or legal guardian's personal liability for damages caused by their child.

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, 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.

Teachers, coaches, aides, volunteers, and other adults riding school buses are subject to the same rules and regulations and are responsible for assisting the driver in the enforcement of student rules and regulations.

BP 5113.1

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

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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 districtwide 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.

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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.

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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.

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.

ACCEPTABLE USE OF TECHNOLOGY

EC 48980

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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 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/) (<http://www.onguardonline.gov/>). This booklet is produced by the

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Federal Government and may be accessed and downloaded free of charge.

BP 0410

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

SUBJECT: Nondiscrimination in District Programs and Activities

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act.

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, note takers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination. Such notification shall be included in each announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups.

The Superintendent or designee shall also provide information about related complaint procedures.

A lack of English proficiency will not be a barrier to participation in any program or service offered by the district. In compliance with law, the district's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.

Inquiries regarding the district's equal opportunity policies may be directed to the Assistant Superintendent Personnel Services. Inquiries regarding Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 may be directed to the Administrator of Education Support Services who is the district Section 504/Americans with Disabilities Act Coordinator. Inquiries regarding Title IX of the Education Amendments of 1972 may be directed to the Director of Administrative Services, who is the district Title IX coordinator.

EDUCATION FOR FOSTER YOUTH

(refer to BP 7173.1)

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

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

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ACADEMIC HONESTY

(refer to 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.

CHROMEBOOK USE POLICY (DIGITAL GATEWAY)

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

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

1. Before Receiving the Chromebook

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

2. Receiving Your Chromebook

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

3. Care of Your Chromebook

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

3. Using Your Chromebook at School and Home

- a. Students are responsible to bring the Chromebook and power cords to school each day.
- b. To prepare the Chromebook for use during school, students should charge the Chromebook each evening.
- c. Inappropriate media, graphics, or language may not be used as a screensaver or background photo. Any drug, alcohol, or gang related symbols, pornographic images or inappropriate language will result in disciplinary actions.

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- d. Students are allowed to set up their home wireless network on the Chromebook. JUSD's Go Guardian filter contains filter options that meet the Children's Internet Protection Act (CIPA).

4. Acceptable Use Policy

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

CUSTODY ISSUES

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

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.

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.

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.

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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, video 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.

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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.*

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

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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)]

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A Suspension May Be Extended:

1. A suspension may be extended by the Superintendent's Designee when expulsion has been recommended. The extension order shall continue until such time as the Board of Education has rendered a decision on the expulsion.
2. No extension may be ordered unless the Superintendent or designee has determined, after holding a meeting with school personnel to which the student and the parent/guardian were invited, that:
 - a. The presence of the student at the school or in an alternative school placement would cause a danger to persons or property, or
 - b. The presence of the student would pose a threat of disrupting the instructional process.
3. Except as provided below, the total number of suspension days shall not exceed twenty (20) school days in any school year. [EC 48903]
 - a. The suspension may be extended to the date that the Board of Education renders its decision. [EC 48911(g)]
 - b. The suspension may extend to thirty (30) school days when the student has enrolled in or is transferred to another regular school, an opportunity school or class, or a continuation high school or class, for purposes of adjustment. [EC 48903]
4. A student under suspension shall remain away from the grounds of any school and shall not be allowed to participate in school-sponsored activities.
5. The parent or guardian shall be advised of their responsibility to provide adult supervision while the student is under suspension.

BP 1312.3

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

SUBJECT: Uniform Complaint Procedures

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination, harassment, violence, intimidation, and bullying and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, violence, intimidation, and bullying against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including those with actual or perceived characteristics set forth in Section 422.55 of the Penal Code such as sex, sexual orientation, gender, ethnic group identification, ethnicity, race, ancestry, national origin, nationality, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs.

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Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and mis-assignments shall be investigated pursuant to the district's Williams uniform complaint procedure.

Complaints related to the unlawful imposition of pupil fees for participation in educational activities in a public school shall be investigated pursuant to the district's Williams uniform complaint procedure.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination, harassment, violence, intimidation, and bullying complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination, harassment, violence, intimidation, and bullying. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

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

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.

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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

BP 1312.4

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

SUBJECT: Williams Uniform Complaint Procedures

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682, 4683)

1. Textbooks and instructional materials
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
2. Teacher vacancy or misassignment
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Facilities
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

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Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means, except as necessary for student safety or to make repairs, the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. (Education Code 35292.5)

4. High school exit examination intensive instruction and services:

A student, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the student has passed both parts of the exam, whichever comes first. (Education Code 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in items #1-3 above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

A complaint alleging any deficiencies specified in item #4 above shall be filed with a district official as designated by the Superintendent. Such complaints may be filed at the district office or at a school site and shall be immediately forwarded to the Superintendent or designee. (Education Code 35186)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

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For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. However, complainants need not use the district's Williams complaint form in order to file a complaint. (Education Code 35186)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Title I School-Level Parental Involvement Policy Peralta Elementary

Peralta 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 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, Parent Teacher Association (PTA), and District School Liaison Team (DSLTL) when in program improvement status. It has distributed the policy 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.

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Peralta, the following practices have been established:

The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.

- During annual meeting at Back to School night in August.

The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.

- Trainings to empower parents to support and assist their children's education will be scheduled and based on identified needs and may include childcare services, with translation provided, if necessary.

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The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.

- 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 students with timely information about Title I programs.

- Through parent newsletters, Back-to-School nights, parent conferences, parent partnerships, SSC, ELAC, PTA, Phone Caller, and the Marquee and Outdoor Kiosk.

The school provides parents of Title I 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.

- Assessment information reflecting student academic progress and copies of grade-level standards will be shared with parents at parent-teacher conferences. 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 for STAR and local assessments and available intervention in reading, language arts, and mathematics for students needing assistance.

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

- Through informal parent requests for meetings, parent programs, Back-to-School nights, SSC, ELAC and PTA.

School-Parent Compact

Peralta 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

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The school-parent compact is distributed through parent-teacher conference, sent home with students or mailed to parents not in attendance. A copy of the compact is attached as part of the policy.

Building Capacity for Involvement

Peralta engages Title I parents in meaningful interactions with the school. It 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 parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.

- At parent-teacher conference, informal parent requests, parent meetings, and through teacher's ongoing parent communication, information on standards mastery, assessment data, intervention, and how to support parents in monitoring their child's education are provided.

The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.

- Training to empower parents to support and assist their children's education. This may include such activities as English-language arts and Math Nights.

With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.

- A "Parents Make a Difference" newsletter in English and Spanish is provided by the district for all staff and parents on effective parent practices.
- At staff meetings, parent survey results are reviewed and strategies for parent engagement and partnerships are discussed and integrated in SPSA.

The school coordinates and integrates the Title I 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.

- Coordination of parent involvement activities at the site are done by a parent volunteer, an employee, a staff committee, the leadership team, and/or the SSC.
- Appropriate roles for community organizations will be developed and may include: Adopt-a-school, supporting academic excellence through awards recognition assemblies, supplying the school with needed materials, equipment, career information, and role modeling.
- Through parent newsletters, kindergarten orientations, and referral to viable parent resources.

The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.

- 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 parents.

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- 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.

Accessibility

Peralta provides opportunities for the participation of all Title I 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.

- All parents, including parents with limited English proficiency are provided information and school reports in a format and language through the use of translation of parent materials and interpreters for parents at meetings.
- Access to all facilities and parking are provided to parents with disabilities.

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.

PERALTA ELEMENTARY SCHOOL Learning Partnership Agreement

Teacher's Section

I understand the importance of the school experience to every student and my role as a teacher. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- teach challenging material so your child will continually learn to the best of his/her ability
- communicate with you regarding your child's progress
- provide clear standard of achievement for your child and provide means for you to support these standards at home
- teach all the necessary concepts to your child before regular homework is assigned

Teacher's Signature

Date

Student's Section

- I realize that my education is important. I know I am the one responsible for my success. Therefore, I agree to carry out the following responsibilities to the best of my ability:
- get to class on time every day that I am not ill
- be responsible for taking my work and school notes home to my parents
- read and/or write 15-30 minutes regularly during the week (minimum 4 days a week)
- return completed homework on time

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- be responsible for my behavior
- be a cooperative learner
- strive to be a good problem solver, yet ask for help when I've exhausted my own resources

Student's Signature

Date

Parent/Guardian's Section

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability:

- make sure my child gets to class on time every day he or she is not ill
- encourage my child to complete his/her homework
- review all school communications
- attend Back to School Night, Parent/Teacher conferences, and other school events
- encourage my child to engage in reading and/or writing activities for at least 15- 30 minutes regularly during the week (minimum 4 days a week)
- provide a quiet place/time for my child to do his/her homework
- make sure my child gets adequate sleep and has a healthy diet
- support the school's/district homework, discipline and attendance policies

Parent/Guardian's Signature

Date