



## Jurupa Unified School District

*Our Children, Our Schools, Our Future!*

# Rustic Lane Elementary School Parent & Student Handbook 2016-2017

Dear Rustic Lane Families,

I would like to welcome you to the 2016-2017 school year at Rustic Lane Elementary School. I hope you have enjoyed your summer break. We are happy to be back and anxious to start the new school year. We are looking forward to a great and exciting year ahead.

Common Core State Standards will remain our focus for this school year. Every Wednesday will be a minimum day for all elementary schools. **Our first minimum day will begin on Wednesday, August 24, 2016.** This will allow teachers time to collaborate and focus on our students' needs. Our mission at Rustic Lane will be to continue with a growth mindset and provide high quality instruction that challenges all students to acquire a greater depth of knowledge. Furthermore, in the years ahead, students will explore the tools of technology with chromebooks provided to all students in Grades 2-6, and we will begin to build an AVID system within our school to provide support, organization, and accountability structures in support of our students becoming college and career ready.

Parents are a critical component of Team Rustic Lane and your efforts and involvement with your child's education makes all the difference. Teamwork is the key! I strongly encourage parents to actively participate in their child's education. We are better able to meet our goals of increasing student achievement by creating a positive working relationship between the school and the home. I want to thank you, our parents, in advance for your support and volunteer time. Parents, as we start our new school year please take a moment to check in with your students and ask them to share with you their daily learning experiences, sign their student agenda, and remember to engage your student in daily reading outside of school for 20-30 minutes & practicing their basic math facts for 5-10 minutes daily.

Just these few practices will make a tremendous difference in your child's education.

Rustic Lane is not a uniform school, however our students must adhere to the dress code implemented by the Jurupa Unified School District. Please review the guidelines within this handbook. There are also weekly spirit days when students are encouraged to participate by wearing school T-shirts: Wednesdays (100 Mile Club), Thursday (College/AVID), and Fridays (Rustic Lane). School shirts will be available for purchase beginning in September and throughout the school year.

For those parents that drive students to school, please remember that we have a from everyone. **For your child's safety, students must be walked by an adult when walking through the parking lot. Please make use of the drop off zone at the far end of the lot so students may cross safely through the crosswalk. To maintain an effective movement of traffic, the parking lot is designed as a one-way parking lot and it flows from Rustic Lane (the entrance) to Rathke Drive (the exit).** For student safety and your convenience, you can use Rathke Drive or Stobbs Way to drop off or pick up your child. When coming up Rustic Lane or using the surrounding streets, we also ask you to please be respectful of our neighbors by adhering to the speed limit, and not blocking driveways or making U-turns on Rustic Lane.

Let's work together to have a safe and successful school year! If you have any questions or concerns, please do not hesitate to contact our office at 951-222-7837.

Sincerely,  
Kristi Batchelder  
Principal



**Rustic Lane**

**Elementary School**

**6420 Rustic Lane**

**Jurupa Valley, CA 92509**

**(951) 222-7837**

**FAX (951) 788-6401**

**Kristi Batchelder, Principal**

### School Hours

**8:15 a.m. to 2:35 p.m.**

**Wednesdays –**

**Minimum Day: Grades 1<sup>st</sup>-6<sup>th</sup>**

**8:15 a.m. to 1:00 p.m.**

**Kindergarten**

**8:15 a.m. to 11:35 a.m.**

**Preschool**

**Morning: 8:20-11:20 a.m.  
Afternoon: 11:50-2:50 p.m.**



# **Welcome to Rustic Lane Elementary**

## **Mission Statement**

All Rustic Lane students will receive strategic instruction to master California State Standards as measured by ongoing collaborative assessments. Students will be supported and challenged academically and socially in a safe, secure environment.

## **Vision Statement**

We are committed to establishing a school culture which recognizes no limitations in the achievement and success of each student.

## **Collective Commitments (Values)**

In order to achieve the vision of our school, the Rustic Lane Elementary staff has made the following collective commitments:

- Practice civility, collegiality, & professionalism in all levels of communication
- Utilize State and District adopted standards-based instruction
- Develop, implement, and monitor, subject-level focused goals in all instructional areas
- Implement State, District, and Grade Level, assessments and analyze the results to make instructional decisions
- Conduct item analysis of student achievement data to identify individual and group strengths and weaknesses and collaboratively plan to improve weaknesses and maintain strengths
- Utilize identified instructional strategies to promote success for all students
- Provide parents and students with resources, strategies, and information to help students succeed

## **R.O.A.R**

**Respect, Ownership, Attitude, Responsibility**

# **Rustic Lane Elementary**

Jurupa Unified School District  
6420 Rustic Lane  
Jurupa Valley, Ca. 92509

Main Office: (951) 222-7837  
Attendance: (951) 222-7837  
FAX: (951) 788-6401  
Office hours: 7:30 a.m. – 4:00 p.m.

## **Regular Bell Schedule**

7:35-8:05 Breakfast  
7:45-8:10 Playground Open  
Students Arrive  
8:15 **Instruction Begins**  
10:07-10:20 1<sup>st</sup> Recess (Grades 1-3)  
10:25-10:38 2<sup>nd</sup> Recess (grades 4-6)  
11:30-12:20 1<sup>st</sup> Grade Lunch  
11:40-12:30 2<sup>nd</sup> Grade Lunch  
11:50-12:40 3<sup>rd</sup> Grade Lunch  
12:00-12:50 4<sup>th</sup> Grade Lunch  
12:10-1:00 5<sup>th</sup> Grade Lunch  
12:20-1:10 6<sup>th</sup> Grade Lunch  
2:35 **Dismissal Grades 1-6**

## **Minimum Day Bell Schedule Every Wednesday (Beginning Aug.24<sup>th</sup>)**

7:35-8:05 Breakfast  
7:45-8:10 Playground Open  
Students Arrive  
8:15 **Instruction Begins**  
10:07-10:20 1<sup>st</sup> Recess (Grades 1-3)  
10:25-10:38 2<sup>nd</sup> Recess (grades 4-6)  
11:30-12:00 1<sup>st</sup> Grade Lunch  
11:40-12:10 2<sup>nd</sup> Grade Lunch  
11:50-12:20 3<sup>rd</sup> Grade Lunch  
12:00-12:30 4<sup>th</sup> Grade Lunch  
12:10-12:40 5<sup>th</sup> Grade Lunch  
12:20-12:50 6<sup>th</sup> Grade Lunch  
1:00 **Dismissal Grades 1-6**

**RUSTIC LANE ELEMENTARY**  
is  
**A Drug Free and Smoke Free Zone**

**\*\*Students who are pick-ups are supervised in front of the school from 2:35-2:50. After 2:50 students will wait in the main office to be signed out by parents.\*\***

## **Kindergarten Schedule**

**AM breakfast 7:35-8:05**  
Morning 8:15-11:35  
(Kindergarten -200 minutes)

## **Preschool Schedule**

Morning 8:20-11:20  
Afternoon 11:50-2:50  
(Preschool – 180 Minutes)

## **DATES TO REMEMBER**

August 9..... Back to School Night  
August 10.....First day of classes  
August 16 .....Fall Picture Day  
September 5..... Labor Day  
September 23..... Fall Picture Make-Up Day  
October 21 ..... Minimum Instruction Day  
October 27 & 28.... Parent Conferences  
October 28..... End of 1<sup>st</sup> Trimester K-6  
November 11 ..... Veterans Holiday  
November 21-25.... Thanksgiving Recess  
Dec. 19-Jan. 6.....Winter Recess  
January 16.....Martin Luther King Jr. Day  
February 3..... Spring Picture Day  
February 13. ....Lincoln Holiday  
February 17 ..... Min. Instruction Day K-6  
February 20 ..... Washington Holiday  
February 26 ..... End of 2<sup>nd</sup> Trimester K-6  
March 27-Mar.31.... Spring Recess  
May 29..... Memorial Day  
May 26 ..... Min. Instruction Day K-6  
June 2.....Min. Instruction Day K-6  
End of 3<sup>rd</sup> Trimester K-6  
Last Day of Classes



## From A-Z

### ACADEMIC HONESTY

To ensure the integrity of Rustic Lane's educational program, a strict policy of academic honesty is enforced school wide. Students will be expected to:

1. Do their own academic work, unless authorized to work in groups.
2. Avoid plagiarism (copying another person's work or author's writing and claiming it as yours).
3. Adhere to classroom academic standards when testing. Failure to adhere to the above standards may result in the loss of credit for an assignment and/or the lowering of an academic grade.

### AFTER SCHOOL

When school is over, students are to leave the campus immediately, except for students who are participating in after-school clubs, activities, or detention. Students who ride buses are to report directly to the bus loading area. Students are expected to go straight home. **Students are to go home first and then make arrangements with their parents regarding visiting friends.** Students may not return to school grounds in the evening unless accompanied by an adult for a school function, and must observe all JUSD regulations posted at each gate.

### APPEARANCE POLICY

Rustic Lane is not a uniform school however our students must adhere to the dress code implemented by the Jurupa Unified School District. On Fridays students may participate in school spirit day. Students will be encouraged to wear their Rustic Lane School shirts. School shirts will be available for purchase. As you begin to plan your student's wardrobe for the school year, please keep in mind that elementary school students do not have the option of changing into different clothes for physical education (P.E.) or recess. Everyday during P.E., students will be expected to participate in a wide variety of physically demanding activities. Therefore, students need to wear athletic shoes, appropriately fastened, rather than dress shoes or sandals, which are not safe or appropriate for these activities. Their clothes should also promote these activities by not being too brief or restrictive. For example, students are required to wear some type of short under their skirts so they feel more comfortable playing on the playground equipment or doing activities such as sit-ups. For male students, if their clothes are too big or the crotch of their pants extends too far, their movement is restricted and not conducive towards the activities required of them.

In addition, the following appearance policies apply to all students: A student may not remain in the classroom dressed in a manner which:

1. Creates a safety hazard to themselves, other students, or any staff members.
2. Constitutes a serious or unnecessary distraction to the learning process.
3. Tends to disrupt the campus order.
4. Is in conflict with the District's goals and philosophy regarding prevention of substance abuse and gang activity.

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

### **The following are inappropriate and should not be worn:**

- Inappropriate hats, caps, bandannas, hairnets, or other types of head covering, as well as colored hair or inappropriate hair styles (spiked hair no longer than 2 inches) because of distractibility or disruption are not allowed.
- Clothing that is deemed gang-related by the Riverside County Sheriffs Department is not allowed. This includes, but is not limited to: specific jackets, oversized and/or sagging pants/shorts (*no more than 2 inches over waist size and crotch of pants should not extend past fingertips of the extended hand when the student is standing with his/her arms at their sides*), un-hemmed pants or shorts, socks pulled up to meet shorts, pants with split/cut seams, folded/rolled or inappropriately modified pants, hanging belts, suspenders off the shoulders, or belt buckles with letters or initials.
- Attire, including clothing, jewelry, and other accessories, which is a safety hazard or disruptive to the wearer or others, is not allowed; e.g., excessively baggy clothes, oversize legged pants, wallet chains, "seat belt" belts, large/heavy link or metal/plastic beads or chains
- Clothing that advocates or advertises any type of violence, alcohol, drug, weapon, illegal/obscene act, sexually suggestive act i.e. no "Skin" brand clothing, or anything hazardous to one's health is not allowed. Clothing which is sexually suggestive or extremely brief, such as low-cut garments, strapless or off the shoulder tops, bare midriffs (also shirts/blouses which are too short and expose the midriff in any way), spaghetti strap tank tops, torn/ragged garments, shorts or skirts exposing the posterior or that do not cover undergarments are not allowed. Shorts and skirts should at a minimum extend to the end of the fingertips when the student is standing straight with their arms extended at their side. Students wearing skirts must wear shorts underneath the skirt.

## **APPEARANCE POLICY CONT...**

- Images of people on t-shirts/student attire must align with dress code. Bandana print is also not allowed.
- Proper footwear must be worn at all times for safety reasons. Sandals (without backs), thongs, steel toed shoes or boots, and flip-flops are not allowed. Shoes must have a manufacturer's strap around the ankle, and a maximum heel or platform height of two inches.
- No facial makeup, artificial or acrylic nails
- Glasses, other than prescription, shall not be worn.

## **ASSEMBLIES**

Assemblies are held during the school day. Each assembly has a purpose that requires the student's attention and orderly behavior. Students earn the right to attend the next assembly by demonstrating good behavior in the last assembly. Assembly behavior includes:

1. Entering and exiting in an orderly manner.
2. Coming to order quickly when asked.
3. Giving full attention to the presentation or speakers.
4. Booming and whistling are **NOT** appropriate assembly behaviors.
5. All guests will be treated with respect and courtesy. Students are required to return to class when dismissed.

## **ATTENDANCE**

**Absences:** When a student is absent, parents should **CALL THE SCHOOL AT 222-7837** on the morning of the absence with the reason for the absence. You may leave a message from 4:00 p.m. to 7:00 a.m. by calling 222-7837. If parents are not able to call, the parent or student is to bring a written excuse stating the date and reason for the students' absence on the morning they return (*Board Policy 5113.1*). If the student's parents do not contact the school either by phone or in writing within two days after the student has returned to school, the absence will be recorded as truancy and a Saturday School will be assigned. Saturday School is an enrichment program held once a month at the site, and will also be offered optionally to students who wish to make up excused absences to maintain perfect attendance.

**Tardiness to school:** Students who are tardy to school must report directly to the Attendance Office to receive a pass to class. Please ensure that your child is in school and on time each day. Your child's education is our number one priority. In order to do our very best for your child, we must have him or her in school each day and on time. Being absent/tardy in the morning and leaving early from class hinders student progress. Even if you get the missed

assignments for your child to do at home, it is not the same as your child being in class and participating. **We recommend that you schedule medical and dentist appointments after school so that students won't miss** out on any instruction, important announcements, or directions.

**Truancy:** Truancy is the illegal act of missing classes without the knowledge and consent of school personnel and the student's parents or an unexcused tardy in excess of 30 minutes. Every effort will be made by school personnel to work toward a change in behavior of each truant student. Efforts at remediation may include Saturday School, a formal letter sent home, parent conference/SART contract, referral to School Attendance Review Board (SARB), or a referral to the Riverside County District Attorney (*Ed Codes 48200 & 48262*).

## **BICYCLES/SKATEBOARDS/SCOOTERS**

**Students in grades 4<sup>th</sup>-6<sup>th</sup> are permitted to ride bicycles** to school. Students are not permitted to ride their bicycles on school grounds; therefore, they must walk them as soon as they arrive on campus. Bicycles must be parked and locked in the bike rack as soon as the student arrives on campus. Every effort is made to safeguard the student's bicycle while it is parked at school, but as with other personal property, the school cannot assume responsibility for theft or damage. No loitering is allowed around the bicycle parking area. **State law, requires that children wear helmets while riding on public streets, therefore students who do not wear a helmet will not be allowed to leave with their bicycle.**

**SKATEBOARDS AND/OR SCOOTERS ARE NOT PERMITTED AT SCHOOL.**

## **BUS RIDERS**

The Jurupa Unified School District Board of Trustees will grant the privilege of riding a bus to and from school to students in grades K-6 who reside two miles or more from school. This is a privilege that should not be taken lightly. Any questions regarding the scheduled transportation fees please refer to the transportation information packet or the J.U.S.D. web site. All students riding the bus, must have a bus pass. Both the Board and the school are interested in seeing that students have a safe trip each day on the bus. Horseplay and rowdy behavior reduce students' chances for a safe trip. All students will be provided with a separate copy of the bus rules the first week of school and are reminded that **bus riding is a privilege, not a right.** The school reserves the right to deny bus transportation to students who do not comply with all school rules and bus rules while going to, coming from, while waiting

## **BUS RIDERS CONT...**

at the bus stop, or while riding the bus (*Board Policy 5112.2*). Because of the danger to all bus-riding children, the privilege of riding the bus will be denied to those who do not comply with the rules.

**The driver will report violations of rules in writing to the principal.**

**The following rules apply:**

1. Students shall arrive at the bus stop not more than 10 minutes before their pick-up time.
2. Students shall board the bus in an orderly manner at the scheduled time and only at their scheduled bus stop.
3. Each student shall be seated as directed by the bus driver and every pupil shall remain seated until she/he has reached her/his destination.
4. Students will be required to share seats (no more than three to a seat).
5. Except for ordinary conversation, students shall observe quiet conduct on the bus.
6. Students shall leave the bus in an orderly fashion; if a student needs to cross the street, she/he will do so only in front of the bus as directed by the bus driver.
7. Students may not leave the bus at any place other than their designated stop without written parental consent approved by the Principal or designee.
8. Students must keep all parts of their body inside the bus.
9. Students must not throw anything inside the bus or out the windows.
10. Students may not eat or drink on the bus. They may bring a sack lunch on the bus as long as it does not contain any glass containers.
11. Students may not spit on the bus, on others, or out the windows of the bus.

**A student may not get off at a different stop or ride a different bus. Students may not ride a different bus to go and visit friends. Students are to go home first and then make arrangements with their parents regarding visiting friends.**

Students are under the authority of, and directly responsible to, the bus driver. The bus driver is responsible for the orderly conduct of pupils transported. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. When a student is suspended from the bus notification of the suspension will be sent home with the student. Parents have the legal responsibility of providing transportation for their students who lose bus privileges. Staying home because of a bus suspension constitutes truancy.

## **CAMPUS CONDUCT**

Rustic Lane Elementary is a community of students gathered for the purpose of formal learning. Students will be taught our school wide expectations of R.O.A.R (Respect, Ownership, Attitude, & Responsibility):

1. Use appropriate language. We expect students to talk to adults and students with respect.
2. Practice common courtesy and safety in their conduct to and from school.
3. Be punctual in attendance to school.
4. Respect all personal and school property, including textbooks, instructional materials, desks, and the interior and exterior of the school.
5. Follow the directions of all staff members on a daily basis.
6. Move in an orderly and quiet manner throughout the campus.
7. Refrain from displays of public affection such as holding hands, kissing, etc.
8. Keep food and drink in the lunch area only.
9. Comply with the directions for seating, conduct, and dismissal at assemblies or group activities.
10. Maintain a clean campus by depositing trash in a proper container.
11. Comply with appearance policies.
12. Comply with bicycle regulations.
13. Exhibit orderly and safe behavior while waiting at bus loading areas on and off campus.
14. Refrain from engaging in body contact activities, such as play fighting, kicking, hitting, biting or pushing.
15. Refrain from any type of horseplay such as running or chasing.
16. Bring only necessary items to school. Toys, aerosol cans (hair spray, deodorant/anti-perspirant, air freshener, etc.), MP3 players, cameras, electronic games, electronic pets, laser pointers, or cell phones are not appropriate for school. The only exception to this rule may be at certain activities where special permission may be granted prior to the activity. Jurupa Unified School District, Rustic Lane Elementary, and staff are not responsible for personal items brought to school or a school activity and are confiscated, lost, stolen, or damaged.
17. Arrive to school no earlier than 7:35 a.m. There is no supervision prior to that time.
18. Leave campus immediately after school is dismissed unless involved in an after school activity. Loitering in hallways, restrooms, or restricted areas will not be allowed.
19. Always walk on campus.
20. Exhibit orderly behavior during lunch. Throwing food or any form of horseplay will not be tolerated.
21. Possess an official campus pass when out on campus during class time.
22. Do not possess or chew gum on campus.

## **CLOSED CAMPUS POLICY**

Rustic Lane Elementary is a closed campus. **This means that students cannot leave the grounds at any time during the school day, including lunch, except when the student has been released through the office to the parent or authorized adult.** The parent must sign the student out at the office when leaving, and then sign her/him in upon return to the school. **All visitors must report to the front office before entering the campus. During school hours, parents or other authorized adults will be asked to present photo identification before being allowed to leave with a student (Board Policy 5116).**

## **COMPUTER ACCESS**

We are pleased to offer students at Rustic Lane Elementary access to computers and will begin implementation of a 1:1 device program providing Chromebooks for educational use in 2016-17 to students in Grades 2-6. When Chromebooks are issued in August, parents/guardians will be asked to sign a Chromebook Distribution Form agreeing to be responsible for the Chromebook and its care. (Please see the section titled: (Chromebook Use Policy-Digital Gateway) in the JUSD Codes & Policies Section. Students are responsible for good behavior on the school computer & network just as they are in a classroom or school hallway. Communications on the network are often public in nature; therefore, general school rules for acceptable behavior and communications apply. Students are responsible for adhering to the rules and internet use guidelines outlined in the JUSD Acceptable Use Policy. The following are not permitted:

- Sending or displaying offensive messages or pictures, or attempting to access inappropriate material.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or networks.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folder, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.

Violations may result in a loss of access as well as other disciplinary action.

## **COUNSELING SERVICES**

Crisis counseling services are available. Please contact the school office for information.

## **CURRICULUM AND INSTRUCTION**

We are dedicated to providing an excellent education in a safe environment at RLE. We have established high academic standards and expectations for students. Our instructional program and curriculum are designed for academic excellence and are fully diverse and enriched to challenge all students.

**Resource Specialist Program:** RLE provides a comprehensive education and pupil services program. Our students with special needs are fully included in school life through mainstreaming and extra instructional support through our Resource Specialist Program (RSP).

**Special Day Class:** RL also has a special education class for Grades 4-6 which provides services to students with intensive needs that cannot be met by the general education program, 504, or RSP.

**English Language Learners:** Certificated teachers provide English Learners (EL) student's basic skills and instruction as well as English Language Development (ELD).

**Programs for the Gifted:** Gifted and Talented Education (G.A.T.E.) program is designed for those students with special academic talents and students who have consistently demonstrated high academic achievement in the classroom.

## **DISASTER PLAN**

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

- Rustic Lane's gates will be locked.
- Parents should enter the campus through the gate on Rathke.
- Our office staff will check out all students to parents.
- Classes will be gathered on the athletic field.
- Parents and other people not assisting in our emergency efforts will not be allowed on campus.
- Students will be checked out to those listed on their emergency cards only (unless circumstances warrant alternate safe placement).
- Notations will be made as to who picked up each child and at what time.
- Patience will be necessary as this process may be slow. Please remember that we are striving to provide safe dismissal for over 600 students.

## **DISASTER PLAN DRILLS**

**Fire Drills:** A continuous series of short bells will signal a fire drill. Students should follow the evacuation route directed by their teacher.



## **DISASTER PLAN DRILLS CONT...**

**Earthquake Drills:** Everyone on campus should drop to the floor beneath a desk, chair, table or bench with her/his back to the windows. If no cover is near, get close to a bearing wall. If in a hall, drop away from freestanding cupboards and face away from movable walls. Cover the back of your head and neck with a coat, sweater, notebook or your hands. Wait for further signals and/or instructions (*Board Policies 6410 & 6411*).

**Code Blue/Code Red Drills:** An announcement will be made in the event that something happens in the community or neighborhood of the school that may be/is dangerous to students or staff. Staff will immediately clear the hallways. Staff and students will remain in classrooms with doors locked, until an all clear is given.

## **EMERGENCY CARD INFORMATION**

In case of an emergency we will always try to call parents first. Sometimes, however, parents cannot be reached. Therefore, it is ESSENTIAL that you keep all phone numbers and emergency information current on your child's emergency card.

Please notify the attendance office of any change in address, home, work, or emergency phone numbers.

If a student is moving, notify the office. (Phone call or written note from parents or guardian (*Board Policy 5125.4 & 5125.5*)).

**Please be aware that we will not release your child to any person not listed on the emergency card.** Please notify the school office immediately of any change in your address or phone number or of those emergency contacts listed on your child's card.

Students will be released to only those adults (over the age of 18) designated on the Emergency Card. **The adult must have identification and sign the student out in the office.**

## **EMERGENCY BROADCASTS**

Bus delays or school closures resulting from bad weather, earthquake, disaster, or road conditions will be broadcast over radio stations: KCAL FM96.7, KCAL (Spanish) AM1410, KDIF (Spanish) AM1440, KFRG FM95.1, KOLA FM99.9, KPRO AM1570, and KSZZ (Spanish) AM590.

## **FOOD SERVICES**

Breakfast is available daily and free of charge to all students at Rustic Lane Elementary School. For lunch, students may purchase a meal for \$2.00, which includes open access to the salad bar. In an

effort to support such values as responsibility, nutrition and to eliminate waste, we ask each student to make an attempt to "try" at least a portion of their meal. Please apply online through the JUSD site if you are in need of a free/reduced meal.

Students must line up to buy their food. Saving places or taking cuts in line is not allowed. Money may not be passed to those in line. Responsible behavior and good table manners are expected. Be courteous. All eating must be done in the lunch area and students are to be seated while in the lunch area. Students are expected to clean up after themselves. All trash is to be disposed of in the appropriate containers. Students must raise their hand for permission to leave the table and are to wait until the person on duty dismisses them.

**After dismissal from the cafeteria, students must go directly to the playground. Students are not permitted in the corridors during lunch periods without a permit from school personnel.**

While we welcome parents to our campus, please remember that our cafeteria facilities and resources are limited and are primarily for student use. **Parents may occasionally be granted permission to accompany their student(s) and only their student(s) in the eating area outside of the cafeteria, but must sign in with the office and wear a visitor's badge while on campus. Please limit this to special occasions, as we do want to encourage students to develop independence and build social relationships with peers while at school.** Due to safety, parents may not accompany their child/children to the playground or anywhere on campus outside of the designated eating area.

### **Cafeteria Rules:**

1. Children are expected to go directly to their table after leaving the serving lines and remain there until excused by the person in charge. Children should not be getting up to sit with friends, to get a drink of water, etc.
2. Children may talk softly to others at their table. Horsing around or food throwing will not be tolerated.
3. Children are responsible for the condition of table as well as the floor area. They must clean up before putting their trays away.
4. Children raise their hands when they wish to be excused. They then go out to the play area.
5. Cafeteria food may not be taken off campus.
6. Food is not allowed on playground, only in eating areas

## **HALL PASSES**

Students must have a hall pass to be out of class (*restroom, office, library, media center etc.*). Students may obtain the pass (pink slip with name, date, time) from their classroom teacher.

## HEALTH SERVICES

The nurse's office is located in the administration (main) building. Students are responsible for notifying the teacher and/or activity supervisor immediately if an injury occurs. A student who feels ill or wishes to discuss a health problem with the school nurse or health clerk should ask for a health referral from the classroom teacher or supervising adult.

In case of serious injury/illness, parents are contacted for referral to their family physician. Parents are requested to notify the school nurse about serious health concerns. **All students must have an up-to-date emergency card on file in the office.** These cards are used to contact parents when students are ill or injured.

**Immunizations:** All students shall meet the requirements of all sections of the Health and Safety Code governing immunizations and will not be admitted until medical records indicating compliance with the requirements are submitted or unless an exemption has been requested (*Board Policy 5112*).

**Medications:** The school nurse serves more than one school and is not available to administer medications on a daily basis, so a medically untrained person most often performs this function.

**Whenever a parent/guardian requests that school personnel dispense medication to a pupil at school, the parent/guardian and doctor shall complete and submit the Permission to Give Medication form to the Principal. All medications taken at school are stored in a container with a pharmacy label that specifies: the pupil's name, the physician's name, the dosage, and the number of times per day the medication is to be given, and the name and telephone number of the pharmacy (A.P. 232, Ed. Code 49423).** These requirements must be renewed whenever the prescription changes and at the beginning of each school year. Students may not transport medication to and from school or carry it with them while they are on campus. Medications are stored in the health office.

**Insurance:** Although care is exercised to prevent accidents, neither the Board of Trustees nor the school can assume responsibility for accidents or injuries to students. An insurance company, not connected with the school, offers an inexpensive accident policy that provides coverage for regular sessions. Parents are encouraged to review the merits of this insurance (*Board Policy 5157*).

## HOMEWORK

Homework is an integral part of the school program; students should have homework each night or receive a packet, which is due at the end of the week.

Homework can be in many forms; it is designed to supplement class work and to further educational growth (*Board Policy 6105*). The students' teacher can provide assignments, parents can provide encouragement and good study conditions, but it is the students' responsibility to complete the assignments. To do well on their homework, students should take responsibility to:

- Listen carefully to all homework directions and explanations.
- Ask questions if assignments are unclear.
- Keep assignment agendas/calendars up to date including dates and specific requirements.
- Review the student agenda with parent/guardian nightly and have it signed.
- Set a definite time and place for study free from interruptions.
- Budget time wisely and keep a schedule of study time.
- Begin assignments promptly and turn them in when they are due, in acceptable form.
- Use libraries, dictionaries, maps, general reference materials, and question people who are authorities or who are experienced in various fields.
- Take the initiative in making up missed work.
- Study independently unless a group project has been assigned.
- Strive to put all homework assignments in their own words and avoid copying other students' work.
- Establish priorities and a timeline to complete long-term assignments.
- Students will be assigned to homework club when their homework/classwork is not completed or their agenda is not signed.

## LIBRARY

The Library is open for use during the school day. During class and lunchtime, students must have a pass to enter the library. Students are expected to pay for damaged or lost books and/or materials (including Chromebooks) they check out of the library. Students are required to return the same textbooks they were issued. It is the responsibility of each student to keep their checked out items from the library protected and in good condition. If any textbook or library issued item is lost or damaged, the student will be expected to pay for replacement or repair.... Textbooks & Chromebooks (2-6) issued to students will be required to be returned when the student checks out of school and/or at the end of the school year. Library books are required on the due

## **LIBRARY CONT...**

date. If a Book/Chromebook is not turned in or paid for, no grades will be posted, and the student will not be allowed to participate in activities until the matter is settled. If a student leaves Rustic Lane to attend another school, current records may not be forwarded. This policy applies to textbooks, library books, instruments, and all other school materials and fees owed to the school.

## **LOST AND FOUND**

The school is not liable for lost or stolen articles. Items found should be brought to the main office immediately. Articles will be kept for a reasonable time, or until they are claimed. Students may claim lost articles by describing them. To prevent items from getting lost, please label your child's sweaters, jackets, caps, and lunch pails. Items that are not claimed by the end of each trimester are given to charitable organizations

## **OFFICE VISITS**

Students must have a pass or office call slip when visiting the office for any reason.

## **PARENT CONFERENCES**

Parent conferences are scheduled each October. Your participation in these conferences is very important and appreciated. This partnership allows you to be better informed of the grade level expectations for your student as well as understand his/her academic successes and/or challenges. It is also a time when essential support/intervention can be discussed.

Parents may contact the teacher(s) at any point throughout the year to schedule a conference

## **PARENT INVOLVEMENT**

Rustic Lane Elementary recognizes that the foundation of a good education begins in the home. Parents, please take a moment nightly to check in with your students and ask them to share with you their daily learning experiences, sign their student agenda, and remember to engage your student in daily reading outside of school for 20-30 minutes & as well as practice their basic math facts for 5-10 minutes daily. Just these few practices will make a tremendous difference in your child's education.

We expect our students' families to communicate with us. Tell us what you like about the school and what could be improved. We encourage all parents to play an active part in their son/daughter's education at Rustic Lane Elementary. Please volunteer in the classroom (TB test required), serve on the School Site Council/English Learner Advisory Committees, attend one of our PTO meetings, or

become involved with any number of activities or committees on campus. Parents are welcome to visit their student's classroom. Most of all, we support a school, parent, community coalition dedicated to creating an environment of excellence in which to raise the youth of today...the citizens of tomorrow.

## **PARENT INVOLVEMENT POLICY TITLE I**

An annual meeting of parents will be held to describe the school sites Title I program. The meeting will include provision of timely information about the program and will outline a process for communicating with parents throughout the year. A flexible number of parent meetings during the school year will be part of the process.

Parents will be offered opportunity to participate in the planning, review and improvement of the Title I program through DAC, DELAC, SSC, ELAC, GAC, and PTO. They will be told how parents may submit comments through the Principal and/or the SSC if they are not satisfied with the school plan.

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. To the extent possible, meetings will be conducted in a language parents understand. As available, interpreters will be present to translate for parents at meetings conducted in English only. To the extent possible, someone will be available in the school office that can communicate with parents who speak a language other than English.

Assessment information reflecting student academic progress will be shared with parents at parent-teacher conferences in the fall. Growth that students have made during the year will be highlighted. Student progress in relation to state and local standards and in relation to national norms will be explained to parents.

School administrators and teachers will present information to DAC, DELAC, PTO, SSC, GAC, and ELAC to assist parents in understanding the standards their children must meet and how their children's progress will be evaluated. These meetings will focus on the national educational goals, the state standards, district standards, and the state and local assessments.

School leaders will determine who is responsible for the coordination of parent involvement activities at the site. It may be a parent volunteer, an employee, a staff committee, Rustic Lane PTO, the leadership team, and/or the SSC. Persons responsible shall monitor the implementation of the parent involvement activities in the plan, help to administer the needs assessment to parents, and assist in

designing the evaluation of the parent involvement program.

Training for meaningful parent involvement will be provided, as follows:

Training to empower parents to support and assist their children's education. This may include such activities as: Family Nights, AVID nights, & a variety of Parent Outreach classes/activities.

Appropriate roles for community organizations will be developed by every school and may include: Adopt-a-School, supporting academic excellence through awards and other recognition, supplying the school with needed materials and equipment and career information and role modeling.

An annual survey of parents will be conducted to assess needs and to evaluate the effectiveness of the parent involvement activities. School leadership team and SSC will use these annual evaluation results to plan and improve the parent involvement program.

### **PARKING LOT**

For those parents that drive students to school, please remember that we have a very small parking area off of Rustic Lane that requires patience and respect of safety expectations from everyone. **For your child's safety, students must be walked by an adult when walking through the parking lot. Please make use of the drop off zone at the far end of the lot so students may cross safely through the crosswalk. To maintain an effective movement of traffic, the parking lot is designed as a one-way parking lot and it flows from Rustic Lane (the entrance) to Rathke Drive (the exit).** For student safety and your convenience, you can use Rathke Drive or Stobbs Way to drop off or pick up your child. When coming up Rustic Lane or using the surrounding streets, we also ask you to please be respectful of our neighbors by adhering to the speed limit, and not blocking driveways or making U-turns on Rustic Lane.

If using Stobbs Way, near the **staff only** lot, we ask parents to please not pull into the parking lot for student pick up or drop-off. **This is necessary to protect our students who must walk through the parking lot to enter and exit the school through the back of the campus. Do not use the area designated BUS LOADING AREA or STAFF PARKING LOT (Board Policy 1318.1).**

### **PERSONAL PROPERTY**

Students assume the responsibility for loss or damage to their clothing, equipment, books, backpacks, or instruments. The school attempts to protect all personal property, but cannot assume responsibility for its theft or damage. **Large sums of**

**money and articles of real or sentimental value are not to be brought to school.** When items of value must be brought to school, they should be taken to the office for safekeeping until they are needed. Any items deemed unsafe or disruptive are not allowed at school (*Board Policy 1318*). Jurupa Unified School District, Rustic Lane Elementary, and staff are not responsible for personal items that are brought to school or a school activity and are confiscated, lost, stolen, or damaged.

### **REDUCING CLASSROOM INTERRUPTIONS**

In an effort to reduce classroom interruptions, we are asking that you help us by making every effort to set your day's plans with your children before sending them to school each day. Every time a request is made for a message to be relayed to a student or teacher in a classroom, the secretary in the office must relay the message by calling the classroom by phone or intercom system. This call goes into the classroom and since there is no way to determine if it is a time that would not disrupt learning in the classroom, sometimes these calls are made during important lessons or tests. These calls are the ones we are trying to eliminate.

Therefore, we are asking you to help us by:

1. Not calling the office to relay messages to your child unless it is an emergency.
2. Informing your children before they leave for school in the morning of any plans for after school such as:
  - a. Who is picking them up after school?
  - b. Do they need to ride the bus or walk?
  - c. Who are they to go home with?
  - d. Do they need to go to day care?
  - e. What to do if it rains?
  - f. Do they have homework?
3. Making sure lunch is taken care of by:
  - a. Seeing that they take their lunch with them to school
  - b. Checking if they have lunch money for that day
  - c. Paying in advance for meals
4. If students forget any of the following items at home: lunch/lunch money, homework, backpack, class project, instrument, it will be the responsibility of the student to come to the office on their own time (recess) to check if their parents have dropped off anything.
5. If parents are dropping off lunch (i.e. fast food) it will be the student's responsibility to know to expect lunch and come to the office and check.
6. If you are going to be picking up your child before his or her regular dismissal time,

please send your child with a note for the teacher with the specific time that he or she is to be in the office. However, we recommend that you schedule medical and dental appointments after school so that the students won't miss out on any instruction, important announcements, or directions.

7. If parents need to drop off goodies for classroom celebrations, these items must be dropped off in the office if instruction has already begun.

### **REPORT CARDS & PROGRESS REPORTS**

Reports of student progress are issued at the end of each trimester. Parents should receive *Report Cards* at the end of each trimester. *Poor Work Notices* will be sent home 3 weeks before the end of each trimester to notify parents if their students are in danger of failing or are doing poorly. Teachers may send home personal poor work notices or progress reports any time during the school year. Parents should contact the school if they have not received a report or if they have any questions (*Board Policy 5120*).

### **RESTROOM**

Students are expected to do their part to keep the restrooms and halls clean, orderly, and free of litter, defacement, & graffiti. If it is necessary for students to use the restrooms during class, they must have a pass from a teacher and refrain from creating a disturbance. Students should not gather in large groups that block the passage of other students. Food and loitering are not allowed in the restrooms.

### **STUDENT AWARDS AND INCENTIVES**

We are proud of Rustic Lane Elementary students. We offer various activities and assemblies recognizing student achievement in a variety of areas: attendance, academic achievement, character, improvement, behavior, 100 mile club, state testing, EL Redesignation, etc. The following is a description of some of our incentives programs:

**Trimester Awards:** At RLE we promote an environment that positively reinforces students who are doing well. Students who have worked hard for the trimester will be eligible to receive special recognition and incentives at this event.

**Student Attendance:** Students are encouraged to be in attendance at school every day and to be on time. Various attendance milestones and incentives are offered to reward and encourage student attendance. Perfect Attendance means students have not been absent, tardy or checked out early. Every minute of every day counts!

**ROAR Events:** Students are asked to exhibit the traits of ROAR (Respect, Ownership, Attitude, and

Responsibility) throughout the school year. Every 2-3 months, the school focuses on a particular letter of ROAR, & students who have exhibited excellent character with regard to that trait are invited.

### **STUDENT COUNCIL**

The Rustic Lane Student Council is an organization in which student representatives can help with the functions of the school. Student Government promotes leadership and initiative. Officers and representatives must comply with the eligibility requirements by maintaining grades of C or better, not having excessive absences, tardies, or discipline problems during the school year. Students can be removed from Student Council if they do not maintain the eligibility requirements.

### **TELEPHONE**

The school phone number is **(951) 222-7837**. The office phone is to be used only for school business or in case of an emergency. Students cannot be given messages except in emergency situations.

### **TRAFFIC**

Students walking to and from school are to obey all traffic rules and are to be safety conscious. Crossing guards are stationed at Rustic Lane/Opal and Rathke/Tournament to ensure student safety. An activity supervisor is stationed at Stobbs Way.

### **VIDEO TAPING OF STUDENTS**

Rustic Lane Elementary students may be photographed or videotaped from time to time as a part of classroom or school projects, programs, activities for instructional purposes, press releases, yearbook, or student activities and awards programs. **If you object to this policy, please send us a signed statement** indicating that your student is not to be photographed or video taped. This information will be kept on file at the school and needs to be filed every year.

### **VISITORS**

For your child's protection and safety Rustic Lane is a closed campus. Any adult who visits the campus is required to sign in at the office and wear a visitor's badge. No middle or high school students are allowed on campus unless accompanied by a parent. Students are encouraged to be friendly and courteous to visitors who may be touring the school. **Relatives or friends from other schools are not permitted to visit students on campus or accompany students to class.** Parents or guardians of students attending Rustic Lane are encouraged to visit the school. Parents who wish to confer with teachers should arrange for an appointment before or after school with their child's teacher

# **Rustic Lane Elementary**

## **Student Code of Conduct**

### **A Safe Place to Learn**

The total program at Rustic Lane Elementary is student centered. The Discipline and School Safety Committee at Rustic Lane Elementary developed this CODE OF CONDUCT handbook in a collaborative and cooperative effort. It is designed to inform parents and students of our high expectations at Rustic Lane Elementary, and to assist in modifying the behavior of students who display actions which are disruptive to the learning process and the school environment. This CODE OF CONDUCT handbook gives us the guidelines to discipline with dignity in a fair and consistent manner, thus promoting an effective learning environment and building self-esteem within our students.

# Rustic Lane Elementary

## PHILOSOPHY OF DISCIPLINE

Everyone at Rustic Lane Elementary is expected to do his/her very best at all times. Our goal at RLE is to help prepare our students for a successful adult future by learning our school wide expectations of R.O.A.R (Respect, Ownership, Attitude, & Responsibility).

The philosophical base of the Rustic Lane Elementary discipline plan is built upon the framework of PBIS (Positive Behavior Intervention Support) with the following beliefs:

1. We believe in a consistent, progressive school wide plan of expectations.
2. We believe in a proactive discipline plan based on active listening and counseling involving all staff members.
3. We believe in providing a safe and orderly environment where students can learn.
4. We believe in a school atmosphere, which recognizes students as unique individuals.
5. We believe in "discipline with dignity".

## ANTICIPATED OUTCOMES OF THE PLAN

Because we have designed an effective plan through PBIS (Positive Behavior Intervention Support) with all staff members, the following conditions will exist on campus:

1. An environment for students and staff that encourages academic achievement.
2. An environment for students to make positive behavior choices.
3. An environment for students to celebrate their accomplishments.
4. An environment for students that is safe, secure, and supportive which facilitates learning.

## AREAS OF DISCIPLINE RESPONSIBILITY

### The Board of Education

The Board of Education of the Jurupa Unified School District, acting through the Superintendent, requires all school district employees to be responsible for the control and conduct of students. As described in this handbook, policies pertaining to student discipline apply to all students when they are legally subject to the supervision of the school district. Therefore, the Board of Education will support all personnel acting within the framework of district policy.

### The Superintendent

The Superintendent exercises leadership in establishing necessary procedures, rules and regulations to implement policies developed by the Board of Education that relate to student conduct.

### The School Principal

School Principals have responsibility and authority to develop school rules and regulations to enforce district policies relating to student conduct that have been established by the Superintendent and the Board of Education. Principals involve representatives of the teaching staff, parents, security personnel if appropriate, and students in middle and senior high schools, whenever school rules are developed or reviewed. (*Ed Code 35291.5*)

### Teachers and Other Certificated Personnel

All staff members are responsible for the adequate control of students. Their responsibility extends to the general enforcement of school rules and classroom rules as they pertain to student conduct (*Ed Code 44807*).

### Classified Personnel

Certain classified personnel employed by the school district, including but not limited to secretaries, clerks, instructional aides, activity supervisors, and campus supervisors, are responsible for student control and discipline for students under their supervision. When classified personnel observe students violating discipline rules and procedures, they report their observations to teachers, administrators, or supervisors. Bus drivers are responsible for student control when students are boarding, on, or unloading from school buses. Bus drivers report discipline violations to school principals (*C.C.R., Title 5, Sec. 14103 (a)*).

### Parents/Guardians

Parents/guardians are responsible to assist school personnel by seeing that their children are diligent in their studies and attendance (*Ed Code. 48291, 48293*). Parents/guardians are expected to participate in conferences regarding the behavior of their children as required by law (*Ed Code 48900.1; L.C. 230.7; L.C. 230.8*). Parents/guardians are responsible for the willful misbehavior of their children and any damage to school property (*C.C. 1714.1; Ed Code. 48904*). Additionally, parents/guardians should remember and/or be aware that upbraiding, insulting and/or abusing school personnel or entering a school for unlawful business is against the law and such actions may be grounds for legal action against them (*Ed Code. 44811; P.C. 626.8*)

### Students

All students are obligated to achieve and maintain a reasonable standard of conduct and self-control, to be diligent in study, and to adhere to the rules and regulations of their school (*C.C.R., Title 5, and Sec. 300*).

## Student Code of Conduct

### Students will:

1. Be on time.
2. Be prepared and follow directions.
3. Complete and turn in all assignments.
4. Respect the rights and property of others.
5. Be courteous.
6. Be honest and truthful.
7. Dress appropriately for school.

### ARRIVAL TO SCHOOL

1. Walk, walk, and walk. Running is not acceptable behavior on campus except on fields. Beginning at 7:35 a.m., students may enter the campus and must report to the cafeteria if on campus before 7:45. The playground supervision begins at 7:50. All students must wait on the playground (or in designated areas during inclement weather) until the 8:10 a.m. bell rings.
2. Students are not allowed to leave the playground.
3. Bicycles must be locked onto the bike rack.
4. For safety reasons, students are not allowed in the parking lots.

### ON THE GROUNDS

1. Students must keep their feet on the paved walkways. Do not climb any roof or tree, cut corners in hallways, or cross through the grass or planters.
2. The school has a "hands-off" rule. **No fighting, pushing, chasing, horses play, or play fighting.**
3. Skateboards, radios, MP3 players, toys, cards, cameras, cell phones, or other expensive items and playthings are not allowed at school. Jurupa Unified School District, Rustic Lane Elementary, and staff are not responsible for personal items brought to school or a school activity and are confiscated, lost, stolen, or damaged.
4. Do not bring or possess **dangerous objects** of any kind going to, coming from, or at school.
5. Do not deface or damage any school or private property.
6. Put litter and trash in the trashcans.
7. Stay in authorized areas.

### IN THE CLASSROOM

1. Be prompt to class.
2. Be prepared for class. Bring pencils, erasers, books, three-ringed binder and any other classroom materials needed as appropriate per grade level.
3. Follow directions. Each teacher will establish academic and behavior expectations for his/her classroom.
4. Be courteous. Use appropriate language. "Put-downs", name-calling, profanity, vulgarity, and threats are unacceptable.
5. Be neat in appearance. Appropriate clothing is expected at all times.

6. Students are expected to complete and turn in all assignments on time. If a student is absent he/she must make arrangements to make up missed work. Cheating is not acceptable.
7. Students need a hall pass from their teacher (or support staff) to be out of class.
8. If students need assistance or help, they should be sure to see their teachers.

### DURING LUNCH

1. Students must line up to buy their food. Remember that it's first come, first served. Saving places or crowding is not allowed.
2. Students are to eat their lunch and snacks in the designated areas.
3. Good behavior and table manners are expected. Be courteous to staff.
4. Students may bring or buy their lunch, but should not beg or force others to give them their food or money.
5. Parents may leave forgotten lunches or money in the office. **Please see reducing classroom interruptions.**
6. Students must keep their eating areas clean and dispose of their trash.
7. When dismissed, do not disturb classes in session.

### LEAVING SCHOOL GROUNDS

RLE is a closed campus. This means that students may not leave the grounds, at any time during the school day, without permission from the office. Only a parent or other identified adult on the student's emergency card may sign the student out in the office. During school hours, **parents, or those listed on the emergency card, will be asked to present photo identification before being allowed to leave with a student.** We appreciate your cooperation in this matter.

### ATTENDANCE

Students are expected to attend school, to be on time, and to attend every day.

### PROHIBITED ITEMS AND ACTIVITIES

It is important for the staff at Rustic Lane Elementary to create a safe and orderly learning environment. To accomplish this, in addition to the classroom, office, and bus discipline programs, we prohibit certain items and activities on campus. The list below is not all-inclusive, but contains some of those things that have a potential for causing problems.

#### **These things are not allowed at RLE**

Gum, MP3 players, skates, skateboards, aerosol cans, personal toys, matches, lighters, electronic games or pets, drugs or drug paraphernalia, cameras, computer game discs, roach clips, fireworks/poppers, weapons, (no real or toy guns) bullets, trading cards, marking



## **PROHIBITED ITEMS AND ACTIVITIES CONT...**

pens, permanent pens, sharpie pens, water balloons, spiked wrist bands or necklaces, squirt guns, spray bottles, bean shooters, pepper spray, sling shots, stuffed animals, cell phones, laser pointers, "white-out", and dice or playing cards.

Smoking, profanity, drinking, gang activity, fighting, graffiti, gambling, public displays of affection, begging for money, play fighting, or any other inappropriate action which disrupts school activities. Students who participate in these activities will receive appropriate consequences. Students who bring unauthorized items will have them taken away. Items will be returned, as administration deems appropriate. Parents are responsible for picking up confiscated items in person from the front office any time during the school year. **Items which are unclaimed by the last day of classes will be discarded.**

## **WILLFUL DISOBEDIENCE, DEFIANCE, AND DISRESPECT TOWARDS ADULTS AND OTHERS AT SCHOOL**

1. All students are expected to comply with all reasonable requests and to follow directions when asked to do so by school personnel.
2. Courtesy is an expectation; abusive language or obscene gestures are not acceptable.

We are committed to teaching R.O.A.R. (Respect, Ownership, Attitude, & Responsibility). If a student feels they are being treated unjustly, they may see an administrator.

## **CONSEQUENCES**

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. The frequency and severity of student behaviors will determine the level of intervention/discipline administered. Students are expected to complete their consequences and failure to do so will result in further disciplinary action.

## **SUSPENSION/EXPULSION PROCEDURES**

Suspension is the removal of a student from ongoing instruction for adjustment purposes. Reasons for suspension are as follows according to *E.C. 48900, 48900.2, 48900.3, 48900.4, and 48915*:

A person shall not be suspended from the school or recommended for expulsion unless the Superintendent or the Principal of the school in which the pupil is enrolled determines that pupil has violated Ed Code.

**PLEASE SEE JUSD CODES & POLICIES  
ON THE FOLLOWING PAGES FOR DETAILED  
DESCRIPTIONS OF SUSPENDABLE &  
EXPELLABLE OFFENSES AS WELL AS APPEAL  
PROCEDURES.  
SEE SECTION TITLED STUDENT CONDUCT.**

# JURUPA UNIFIED SCHOOL DISTRICT CODES AND POLICIES

## **ACADEMIC HONESTY**

### *BP 5131.9*

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

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

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

## **BULLYING**

### *BP 5131.2*

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 individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct) (cf. 5136 - Gangs) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment) (cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the creation or 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.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be

incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils) (cf. 0450 - Comprehensive Safety Plan) (cf. 1220 - Citizen Advisory Committees) (cf. 1400 - Relations Between Other Governmental Agencies and the Schools) (cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

## **Bullying Prevention**

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote 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 engaging in bullying.

(cf. 5137 - Positive School Climate)

As appropriate, the district shall 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.

(cf. 6142.8 - Comprehensive Health Education) (cf. 6142.94 - History-Social Science Instruction) (cf. 6163.4 - Student Use of Technology)

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

(cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

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 an act of bullying shall immediately intervene to stop the incident when it is safe to do so.

(Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement. Jurupa Unified School District

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

### **Reporting and Filing of Complaints**

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint. Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who

may have relevant information, and provide other evidence of bullying.

### **Investigation and Resolution of Complaints**

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

### **Discipline**

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation) (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)) (cf. 6159.4 - Behavioral Interventions for Special Education Students)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action) (cf. 4119.21/4219.21/4319.21 - Professional Standards) (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

## **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

- a. 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.
- b. Under no circumstances should Chromebooks be left in unsupervised areas, such as, the school grounds, lunchroom, library, PE rooms, unlocked classrooms, or outdoor walkways.
- c. Use a soft clean and dry cloth to clean the screen. **Do not** use water or cleaning solutions.
- d. Students are responsible for keeping the Chromebook battery charged for class each day.
- e. Parents may choose to purchase a protective case.
- f. When carrying you Chromebook in a backpack or other carrying case, avoid placing too much pressure and weight on the Chromebook screen.
- g. 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.

## 4. 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.
- 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).

## 5. 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

## CUSTODY ISSUES

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

## DRESS CODE

All students are required to present themselves in an orderly manner, conducive to the advancement of education. Appearance should be neat and acceptable. Items that are disruptive or could cause situations that would diminish the safety of students will be prohibited. Students in violation of the dress code will receive a warning and parents will be notified. Students will be required to change or wear attire provided by the school. Repeat violators will receive consequences according to the school assertive discipline plan as appropriate for defiance of school rules.

A copy of the full dress code is mailed home to families of Jurupa Unified School District at the beginning of the year. Copies of the dress code can be obtained at school sites and on the district webpage at:

[www.jurupa.usd.org/schools/Documents/District%20Dress%20Code.pdf](http://www.jurupa.usd.org/schools/Documents/District%20Dress%20Code.pdf).

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 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."

### **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, 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.

Bagging or sagged pants shall not be worn at school.

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

### **Jewelry**

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

### **Shoes**

Shoes must be worn at all times. No slippers are allowed.

### **Hats**

Only school approved hats, caps or other head coverings may be worn outdoors for sun protection and shall not be worn indoors.

### **Sunglasses**

High School - Sunglasses may not be worn in the classroom.  
Middle School – Sunglasses may not be worn at any time, unless they are prescription sunglasses.

### **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, interfere with, or distract from the orderly conduct of school activities are not allowed.

### **Body Piercing**

Middle School – No body piercing except in the ear (no ear plugs). Absolutely no safety pins should pierce any part of the body.

## **ELECTRONIC NICOTINE DELIVERY SYSTEMS (ENDS)**

*Health and Safety Code 119405 and 11014.5*

The Jurupa Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

## **EDUCATION FOR HOMELESS CHILDREN**

*(refer to BP6173)*

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district.

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

## **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. The Board desires to provide foster youth with a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement.

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. To that end, he/she shall designate a staff person as the district liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth. The Foster Youth Liaison for JUSD is Ilsa Garza-Gonzalez, Director of

Administrative Services. She can be contacted at (951) 360-4140 or [igonzalet@jusd.k12.ca.us](mailto:igonzalet@jusd.k12.ca.us).

## **LASER POINTERS**

*PC 417.27*

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

## **NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES**

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

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

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

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

## **PROPERTY DAMAGE**

*EC 48904*

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

## **SAFE PLACE TO LEARN ACT**

*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.

## **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.

## **SCHOOLBUS SAFETY**

### *EC 39835.1*

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

### **Transportation of Students** - Board Policy 5112.2

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

The following are minimum rules of conduct. Passengers will:

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

## **SEXUAL HARASSMENT NOTIFICATION**

### *EC 48980 (g) and 231.5 and Board Policy 5145.7*

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

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of

students by other students, employees or other persons at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

For more information on the complaint process, disciplinary action, confidentiality, and record-keeping, please refer to the 2016-17 Parent Guide.

## **STUDENT CONDUCT**

### *EC 51100 and Board Policy 5131*

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

### **Duties of Pupils** – 5 CCR, Section 300

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

### **Jurisdiction** – EC 44807

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

### **Grounds for Suspension and Expulsion** - EC 48900, 48915

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**48900 (m)** Possessed an imitation firearm.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**48915** Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend



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

#### **Mandatory Expulsion Violations – EC 48915**

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

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

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

#### **Suspension and Expulsion – Pupil Records - EC 48201**

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

#### **Expulsion – Appeal to the County Board of Education - EC 48919**

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

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

#### **SUSPENSION APPEAL PROCEDURE**

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

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

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

## **Student Use of Technology**

The Governing Board intends that technological resources provided by the district be used in a safe and responsible proper manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use. (cf. 0440 - District Technology Plan) (cf. 1113 - District and School Web Sites) (cf. 4040 - Employee Use of Technology) (cf. 6163.1 - Library Media Centers) Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students. The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Acceptable Use Policy. District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices. (cf. 6162.6 - Use of Copyrighted Materials) The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules. (cf. 5145.12 - Search and Seizure) Jurupa Unified School District BP 6163.4 2 of 4 Adopted: 4-1-96; revised: 8-2-10 revised: 10-5-15 The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records. (cf. 5125 - Student Records) Whenever a student is found to have violated Board policy or the district's Acceptable Use Policy, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy. (cf. 5125.2 - Withholding Grades, Diploma or Transcripts) (cf. 5144 - Discipline) (cf. 5144.1 - Suspension

and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)) The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances. Internet Safety The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777; 47 USC 254; 47 CFR 54.520) To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313) The district's Acceptable Use Policy shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against: 1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate Jurupa Unified School District BP 6163.4 3 of 4 Adopted: 4-1-96; revised: 8-2-10 revised: 10-5-15 matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs (cf. 5131 - Conduct) (cf. 5131.2 - Bullying) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment) (cf. 5145.9 - Hate-Motivated Behavior) 2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking" 3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

## **TOBACCO AND DRUG-FREE SCHOOLS**

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

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

## **UNIFORM COMPLAINT POLICY AND PROCEDURES**

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

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged:

- 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs;
- 2) unlawful discrimination against any protected group as identified under Education Code (*EC*) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, 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 program or activity conducted by a local agency, which is funded directly by or that received or benefits from any state financial assistance;
- 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code;
- 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code 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;
- 5) unlawful imposition of pupil fees for participation in educational activities in public schools; and
- 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to Ilsa Garza-González, Director of Administrative Services, who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the district finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists; including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact Ilsa Garza-González, Director of Administrative Services, at (951) 360-4140 for additional information or assistance.

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

## **WILLIAMS COMPLAINT POLICY & PROCEDURES**

*Administrative Regulation 1312.4 and EC 35186*

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

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

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

