

Pedley Elementary
Parent/Student
Handbook
2023-2024



Roadrunners

**PEDLEY ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
2023 - 2024**

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Principal's Message

Welcome to Pedley Elementary! We are a learning community that believes all children can learn. We look forward to having students resume in-school instruction and strive to their fullest potential, both academically and socially. We continue to analyze and refine our school policies, procedures and instructional programs to ensure that all students feel valued, connected and prepared for an educational experience that extends well beyond elementary school.

We have several programs at Pedley to support our students. Some of these programs include: Dual Immersion, Functional Skills, AVID, and GATE. We are starting two new programs this year to foster social emotional learning. These include our Peer Mediator program and Student Council.

Our school handbook is given to parents every year so that you are informed of school policies and procedures. This will ensure that we work together in creating an environment that instills parent and school communication for our children as well as understand district policies. As a principal, I ask that you speak to your child about the district rules and school policies and the best way they can resolve conflict. The number 1 rule to reinforce is "keep your hands and feet to yourselves." Students at Pedley are taught a different character trait each month and they can earn special prizes if they are "Caught with Roadrunner STAR." Please take time to reinforce these at home.

We have many school events that will be posted on Parent Square, our social media accounts, and on our school website. I look forward to meeting and working with you and your child this year.

Sincerely,

Nancy Galvez
Principal
nancy_galvez@jusd.k12.ca.us

Twitter: @PedleyShares



Vision

Pedley Elementary school provides a caring, supportive, and respectful educational environment where learning is active, cooperative, personalized and relevant to the continuing challenges of a diverse community.

Mission

Pedley is a community that puts academic success and student safety in the highest regard, where staff members work together to meet the unique needs of individual students, where we show respect to one another, where learning is fun, yet challenging, where student creativity and talents are fostered, where a strong academic program including social emotional learning and physical well being help promote strong minds and healthy bodies, where integrated technology enhances learning, where cultural diversity is embraced, where students are encouraged to take ownership for their learning through reflection and goal setting, where students prepare daily for college and career readiness, where high expectations are the norm, and where students feel valued, cared for, and appreciated.

Motto

Running to the road of success!!

TELEPHONE DIRECTORY

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

If your child is absent from school, please call the main office immediately to report the absence. Changes to emergency cards **MUST** be done in person or online via Parent Connect.

Your child's emergency card **MUST** be up to date. If there are any changes, log into Parent Connect to make changes. **We CANNOT release your child to anyone NOT identified by you on their emergency card.**

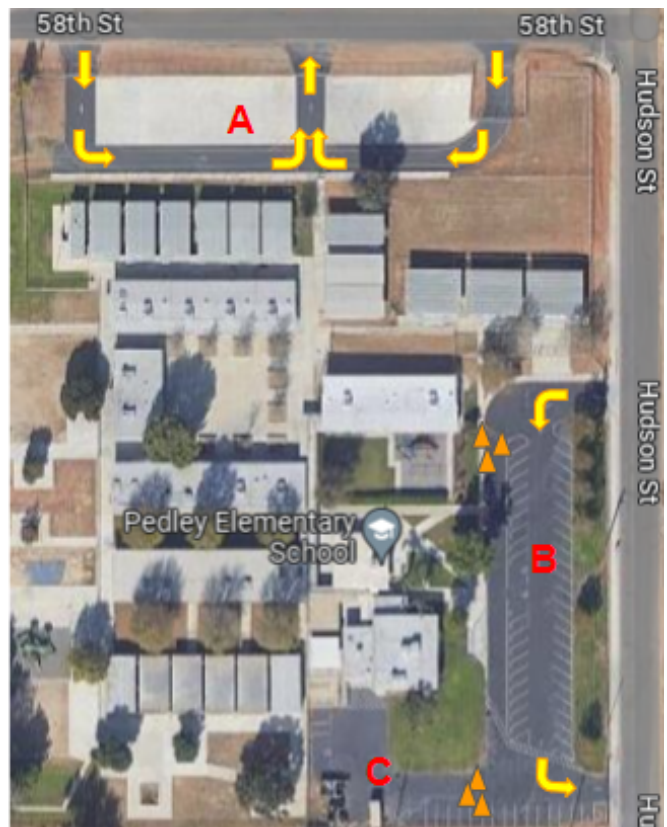
Office hours:
Monday—Friday
7:30 a.m.—4:00 p.m.

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

Arriving and Departing School

Students may not arrive prior to 7:20 a.m. and must be picked up promptly at 2:10 p.m. Students are to walk directly from home to school and directly to home from school. They are not to stop at stores, restaurants, a friend's house, etc.

- Parents who pick up children by car and prefer to remain in their vehicles must use the pick up/drop off loop on 58th Street to the north of the school. Please move aside for all buses (See A on the map).
- Parents who choose to pick up or drop off from the Hudson parking lot **must exit their vehicle and escort their children to their parked cars or gate.** (See B on the map below). For safety, please do not allow your child to walk through the parking lot unattended. The pull through lane directly in front of the waiting area will be closed for safety.
- The south side of the parking lot will be parking for staff only to help with traffic safety at the end of the day. (See C on the map).
- Students may not leave campus after school to purchase elote, raspados and other snacks. This is a safety issue. Students are to remain on campus in the pick-up area until parent/guardian arrives. Please do not send your children with money to purchase these items after school.
- Students must be escorted by an adult across any traffic areas. This includes within the parking lots. Parent/Guardian is to walk up to the curb/waiting area and the student will be released.



If you wish to speak with your child's teacher, kindly wait until the teacher walks their class to the front of the school and returns to their classrooms. If possible, schedule appointments with teachers by phone at (951) 360-2793, via email, Class Dojo, or by a note sent with your child. **According to vehicle code, the parking lot drive through/way is to remain clear. DO NOT BLOCK this area by sitting and waiting in your vehicle for pick-up as the Red Zones must remain clear. Please do not park in designated parking spots such as principal, office staff, etc.** Thank you in advance for your assistance in following these procedures.

Riding the Bus Board Policy 5112.2

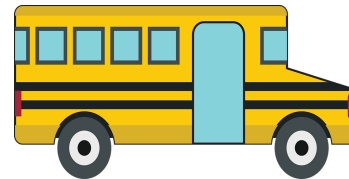
Students have the responsibility to behave in a safe and courteous manner while riding the school bus. Inappropriate behavior will result in a bus ticket with consequences and/or removal from the bus.

Behavior Expectations

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

Bus rules are:

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



Consequences for bus tickets

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

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

School Wide Discipline

A safe, organized and positive school climate provides students with the best opportunity for learning and for becoming good citizens. The Pedley Staff believes that we have a responsibility and the right to establish school rules and consequences that set the appropriate school climate for learning. We also recognize that the great majority of students have the ability and desire to behave positively. Our school practices positive behavior intervention support. Our behavior plan emphasizes rewards for good behavior, as well as consequences for students who do not follow school expectations. Saturday School may be assigned for behavior issues. Pedley staff members strive to create a positive learning environment for all students. Each day, all students are taught positive social skills and Pedley's behavioral expectations. It is our sincere belief that, with the help and efforts of you and our staff, Pedley will truly be a safe and caring environment!



Playground Rules

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

Consequences

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

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

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

"Caught being a Roadrunner STAR" Ticket

Pedley STAR - To continue to encourage positive behavior on campus, we have implemented Pedley STAR incentives. Students who demonstrate **Staying Together**, **Acting** responsibly, and **Respect** are able to earn "Caught with Roadrunner STAR" raffle tickets which they can redeem for prizes or fun experiences and events

Classroom rewards

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

Things that Should not be Brought to School

Gum, speakers, skates, skateboards, personal toys, makeup, matches, lighters, electronic games, pets, cameras, computer games, fireworks, bullets, trading cards, marking pens, balloons, spiked jewelry, squirt guns, spray bottles, sling shots, stuffed animals, white out, dice, playing cards, laser pointers, laser pens, or **large quantities of money**.

If a student brings any of these items, they will be confiscated and a parent will need to pick the items up from the office. **Jurupa USD and Pedley Elementary School staff will not be responsible for personal items that are brought to school or a school activity and are confiscated, lost, stolen or damaged.**

Important School Procedures

- **Cell phones:** Students are permitted to bring cell phones to school, however cell phones should be turned off during instructional times (BP 5131.8), and while students are on campus. Students are not permitted to use cell phones during class nor on the playground. Students can use the school phone in an emergency and with permission from his/her teacher. If a student's cell phone rings or a student is using his/her cell phone while on campus, the phone will be confiscated and returned at the end of the school day. Continued infractions will result in the phone being held in the school office for parent pick-up.
- **Pokemon Cards:** Pokemon Cards are not allowed at school. Unfortunately, we have had many incidents involving Pokemon Cards on campus resulting in disciplinary actions. If students are found with Pokemon Cards the cards will be brought to the office for parent pick up.



Rewards

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



Awards Assemblies

***Awards assemblies will resume following guidance from the CDC. Award ceremonies will be held after each trimester.**

Award	Criteria	Number of students in each class
Principal's Award	<ul style="list-style-type: none">• Effort and academics• Well rounded student	1
Pedley Scholar Award	<ul style="list-style-type: none">• Connected to grades• Students displaying exemplary achievement in school.	4-5
Personal Success	<ul style="list-style-type: none">• Perseverance• Met goals that were set• Students demonstrating improvement in any subject area or behavior.	2 or 3 students per class
Roadrunner STAR	Positive behavior connected to our STAR behavior matrix.	3
Attendance	Perfect Attendance is no absences, no tardies, no early release Positive Attendance Awards are either 2 early release or 2 tardies but no more than 2 strikes per semester.	Unlimited

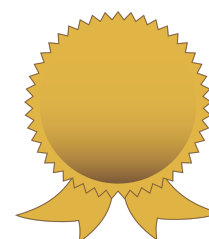
Final Awards Ceremonies

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

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

Honor Roll

At the final awards assembly
Students excelled throughout the curriculum and received all 3's and 4's.



100 Mile Club Recognition

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

6th Grade Awards

Special awards will be given to specific students. Criteria and awards selection TBD.

AWARDS CEREMONY SCHEDULE

*****Attendance by invitation only. Parents will be notified if your child will be receiving an award.**

- 8:00-8:30 - 3rd grade (Perez)
- 8:30-9:00 - 4th grade
- 9:00-9:30 - 5th grade (Pelagi)
- 9:30-10:00 - 6th grade
- 12:30-1:00 - 1st grade (Delano)
- 1:00-1:30 - 2nd grade
- 1:30-2:00 - TK/K (Hert)

SPECIAL DRESS DAYS!

- **Wednesdays** - School Shirt Day! *Wear your Pedley Shirt. Shirts are sold by PTO at the beginning of the year. Some Wednesdays will be Pedley Spirit Days and have special themes.*
- **Thursdays** - 100 Mile Club
- **Fridays** - College Day! *Either college clothing or the colors from your classrooms adopted college.*
- Makeup shall not be worn unless pre-approved by the office for events (i.e. school spirit days, class projects, etc.)

School Visits

All regular visitors and volunteers must be cleared through the Human Resources Department, and they must have a TB clearance on file. TB Clearance must be within 60 days, and they are good for 4 years. Volunteers and visitors must make arrangements with the teacher to come and help and/or visit the classroom prior to visitation. Additionally, all visitors and volunteers must check in at the school office prior to going into classrooms or any other areas of campus such as the library or cafeteria. This policy helps to safeguard our children and avoids disruption of the learning process. **All volunteers must submit an online application. Links to the application are shared on the main district page, all school websites, and on MYJUSD.**

When visiting the school, you must wear a visitor's name badge which will be printed through the RAPTOR system. When visiting campus or checking out a student you must present your ID in the office to be scanned through RAPTOR. If you are on campus during school hours and do not have a visitor's badge on, you should expect to be stopped by an employee and asked to go to the main office. We are interested in protecting your child from unauthorized visitors on campus and ask parents and relatives to strictly adhere to these procedures. **Younger children will not be allowed on campus during school hours when visiting classrooms, please make arrangements ahead of time.** They may, however, attend school-wide awards assemblies held in the cafeteria.

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

Only prepackaged food will be allowed on campus for celebrations and events. Celebrations are at the discretion of the classroom teacher. If permitted, they will be reserved for the last part of the school day in order to minimize interruptions to instruction.

Daily Schedule & Important Dates to Remember



Pedley Elementary 2023-2024 Bell Schedule

Gates Open & Breakfast is @ 7:20 a.m.

Morning Bell is @ 7:45 Tardy Bell is @ 7:50

Every WEDNESDAY will be a MINIMUM DAY, dismissal will be @ 12:40 p.m.

Grade	Regular Schedule Hours	Minimum Day Dismissal	Recess	Lunch
3rd & 4th	7:50 - 2:10	12:40	9:45-10:00	11:00-11:45
1st & 2nd	7:50 - 2:10	12:40	10:00-10:15	11:30-12:15
TK / K	7:50 - 2:10	12:40	10:00-10:15 (RM 5,6,11 & 15) 10:15-10:30 (RM 7, 8, 16)	11:45-12:30
5th & 6th	7:50 - 2:10	12:40	10:15-10:30	11:55-12:40

Aug. 8	Back to School Night	Jan. 15	Martin Luther King Day (NO SCHOOL)
Aug. 9	First Day of School	Feb. 12	Lincoln Day (NO SCHOOL)
Sept. 4	Labor Day (No School)	Feb. 16	Minimum Day
Oct. 20	Minimum Day	Feb. 19	Washington Day (NO SCHOOL)
Oct. 26-27	Parent/Teacher Conferences (No School)	Mar. 18-22	Spring Break
Nov. 10	Veterans Day Obs. (No School)	May 24	Minimum Day
Nov. 20-24	Thanksgiving Break (No School)	May 31	Last Day of School/Minimum Day
Dec.18-Jan.5	Winter Break (No School)		

Disaster Plan/Emergency Information

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

There will be a student checkout center at the front gate, located between the front office door and Kindergarten playground. All students will be checked out to parents through this gate.

Parents and other people not assisting in our emergency efforts will not be allowed on campus. Students can only be checked out to those listed on their emergency cards, so make sure emergency cards/phone numbers are kept up to date. Notations will be made as to who picked up each child and at what time. Runners will be sent to bring your child to you. Patience will be necessary as this process may be slow. Please remember that we are striving to provide safe dismissal for over 800 students.



LOCKDOWN

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

Medication [EC, Sec. 4942]

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

Pediculosis (Head Lice)

Please check your child's head periodically for lice and nits (dandruff-like specks that do not fall off). An early sign of head lice is excessive itching. If your child is found to have head lice at school, you will be contacted and will be given a copy of the brochure "A Parent's Guide to Head Lice". We ask that you please treat your child accordingly if they are infected to help prevent the spread of head lice at school.

Cafeteria Breakfast and Lunch

Breakfast and/or lunch will be provided for free again this year for all students. Students will receive a number to enter into the computer each time they eat. Printed monthly menus will be available online and set out using ParentSquare. In an effort to support such values as responsibility and nutrition, we ask each student to try at least a portion of their food. We do not force students to eat all of what is served but they are expected to eat what they take from the salad bar area and to not take excess, as it is a waste. We suggest they take small portions at a time.

Cafeteria Rules

- Students need to line up to get their lunch. Cutting in line or saving spaces for friends is not permitted.
- Students are to eat their lunch in the designated areas.
- Good behavior and table manners are expected.
- Students may bring or buy their lunch, but should not force others to give them their food.
- Students are to put all their trash in the trash cans when they are done eating.
- There is no throwing food at other students.



Bicycles

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

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



Attendance **Absences and Tardiness**

Regular and timely attendance at school is an important prerequisite for academic progress. State law requires your child's daily attendance except when the child is ill, has a medical appointment, or attends the funeral of an immediate family member. Students will be invited to Saturday School if they are absent.

Please call the school office at (951) 360-2793 the first day your child is out to report the absence. If you are unable to do so by phone, please send a note with your child on the day he or she returns. If your child is tardy because of a dental/medical appointment, bring a note from the dental/medical office.

If a child has been absent excessively, or absent without a valid excuse more than three (3) days, or tardy in excess of 30 minutes on each of three days within the school year, he or she is classified as truant as stated in the California Education Code, Section 48260. Parents will be notified and disciplinary action for students will be taken. Continuing truancy may result in referral to the School Attendance Review Board (SARB). Please be aware of the compulsory attendance laws to avoid any problems.

Early Pick Up

Please note that students will not be called up to the office for early pick up during the last 15 minutes of the day. If you arrive at 1:55 or later (12:25 or later on Wednesdays), parents will be asked to wait for the bell. This has become a common trend at the end of the day. We ask that you schedule all doctor, dental, medical appointments after school hours or on Wednesday afternoons to avoid having to check students out early. Thank you in advance for your assistance with this.

Parent/Teacher Conference Days

October 26 & 27 has been set aside for parent/teacher conferences. There is no school on these days. Teachers will meet with each parent on one of these two days and will coordinate a sign up for an agreeable time.

Internet Safety

Students, who post anything on public internet websites that is perceived as bullying, intimidation, or a threat to students or school staff, or results in the disruption of school activities, will be subject to disciplinary action. It is important that you speak to your child about appropriate behavior on any internet website. Posting threats is illegal and the Sheriff's Department will be informed. Students will be completing Digital Citizenship lessons during the year.

DISTRICT/BOARD 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.

ACCEPTABLE USE OF TECHNOLOGY

EC 48980

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

CIVILITY POLICY

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

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

Disruptions

1. Any individual who disrupts or threatens to disrupt District operations; threatens the health or safety of District staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on the grounds of District facilities will be directed to leave District property promptly by District administrative staff and shall not be allowed to return for at least 72 hours (EC 32211).
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner while on District premises, the District administrator or employee to whom the remarks are directed will calmly and politely request the speaker to communicate in a civil manner.

If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.

3. When an individual is directed to leave under the circumstances discussed in Sections 1 or 2 above, the District administrator or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code Sections 32211 and Penal Code Sections 626.6 and 626.8, if he/she reenters any District facilities with 72 hours after being directed to leave.

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

Safety and Security

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

Documentation

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

Legal References

EDUCATION CODE

32211 Disturbing School
44810 Willful Interference

PENAL CODE

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

CUSTODY ISSUES

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

ELECTRONIC NICOTINE DELIVERY SYSTEMS (ENDS)

Health and Safety Code 119405 and 11014.5

The Jurupa Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

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

HOMELESS YOUTH EDUCATION

42 US 11432

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

LASER POINTERS

PC 417.27

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

NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES

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

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

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

PROPERTY DAMAGE

EC 48904

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

Safe Place to Learn Act

Bullying, Harassment, Intimidation & Discrimination Prevention & Response
(Ed. Code §§ 234, 234.1)

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

The Jurupa Unified School District is committed to maintaining a learning environment that is free from bullying, harassment, intimidation, and discrimination based on actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

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

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

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

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

Reference: Board Policies 5131.2 & 5145.3

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://leginfofor.legislature.ca.gov> or <http://www.jusd.k12.ca.us/parents>.

SUSPENSION APPEAL PROCEDURE

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

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

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

TOBACCO AND DRUG-FREE SCHOOLS

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

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

ANNUAL NOTIFICATION OF UNIFORM COMPLAINT PROCEDURES (UCP)

PLEASE REFER TO THE 2018-19 PARENT GUIDE FOR A FULL COPY OF THE UNIFORM COMPLAINT PROCEDURE.

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

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

Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

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

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

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

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

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

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

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

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

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

Monty Owens
Director, Administrative Services
JUSD Education Center
4850 Pedley Road
Jurupa Valley, CA 92509
(951)360-4140

A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

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

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

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

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision.

If applicable, the complainant has the right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).

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

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

DRESS CODE



DRESS CODE

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

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

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

Gang-Related Apparel

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

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

Appropriate Dress - General

- Tops/ Shirts/ Blouses must be appropriate for school by covering the midriff of the student's body from two inches above the waistline to the top of the armpits. Tops must have at least one shoulder strap to prevent tops from slipping down or being pulled. Here are some great ways students accomplish this: wear a halter top (strap loops around the neck), spaghetti straps/camisole, or bralette underneath your desired top, or wear a hoodie or shirt over the desired top. Bra straps are not a substitute for a strap. Bralettes, however, look like tank tops so we will allow this. Students may not wear backpacks to give the illusion that they are wearing straps

- Layered undershirts may be worn to cover midriff and back that is exposed if students wear sleeveless tops with large arm holes, backless shirts, crop tops/ cut off tee-shirts, sheer material, or other tops that expose the midriff can be worn with an undershirt that covers the back or midriff.
- Shorts, dresses, skirts or must cover the full curve of the buttocks at all times.
- Bagging or sagged pants shall not be worn at school. The term “baggy pants” means the waistline of the pants, located at the hipbone of the student when pulled and pinched will gather more than one inch of material. The term “sagged pants” means the waistline of the pants is located below the hipbone of the student. With the pants correctly worn the crotch of the pants will not hang away from the body. Properly fitted pants, incorrectly worn (below the hipbone) are “sagged pants.” Pants that are loose enough to fall off the hips without a belt are too big.

Prohibited Items

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

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

Jewelry

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

Shoes

Shoes must be worn at all times. For safety reasons, only shoes which are appropriate for school wear are allowed, as determined by school administration. Shoes should stay on when walking or running. Any shoe with a hard sole is acceptable. Open toe shoes may not be acceptable in some lab classrooms due to safety issues.

Hats

Only school approved hats, caps or other head coverings may be worn. Hats and head coverings that have been identified by local law enforcement agencies to be affiliated with local gangs will not be allowed on campus. Refer to the section on prohibited items.

Sunglasses

Sunglasses may not be worn in the classroom.

Hair

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

WILLIAMS COMPLAINT POLICY & PROCEDURES

Administrative Regulation 1312.4 and EC 35186

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or mis-assignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school office, at www.jusd.k12.ca.us/departments/administrative/SitePages/default.asp, or by contacting Ilsa Garza-Gonzalez, Director of Administrative Services at (951) 360-4140. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

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

A copy of the Parent Guide for the 2023-24 school year was given to every parent at the time of registration. An electronic copy is available at:

www.jurupausd.org/our-district/edserv/Admin/Pages/Important-Links.aspx

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

**Pedley Elementary School
Teaching Assignments
2023-24**

<u>Grade</u>	<u>Room</u>	<u>Teacher</u>	<u>Program</u>
TK	15	Grogan, Tracy	SEI
K	16	Chavez, Lucia	SEI
TK/K	5	Ruelas, Lourdes	DI
K	6	Diaz, Korina	DI
K	8	Mesinas Martinez, Steph.	DI
K	7	Zambrano, Patricia	DI
1	B1	Douty, Nicole	SEI
1	1	Luna-Ortiz, Ana	DI
1	B3	Rico-Romero, Viridiana	DI
1	B2	Trujillo, Mariana	DI
2	B4	Chan, Sally	SEI
2	3	Othon, Valerie	SEI
2	B5	Castelan, Karina	DI
2	B6	Medina, Jaqueline	DI
2	4	Collins, Nicolle	DI
3	2	Hoag, Theresa	SEI
3	B8	Tapia, Yolanda	SEI
3	B10	Anaya, Tanya	DI
3	B11	Rangel, Wendy	DI
4	22	Cantu, Esmeralda	SEI
4	18	Covarrubias, Servando	SEI
4	24	Gomez, Cristian	DI
4	19	Verduzco, Olga	DI
5	21	Abadilla, Lauren	SEI
5	20	Warhop, Amy	SEI
5	25	Garcia-Stephens, Gabriela	DI
5	26	Ochoa, Juliana	DI
6	30	Gomez, Anthony	SEI
6	29	Andrew Elliot	SEI
6	28	Campos, Angelica	DI
6	29	De La Torre	DI
TK-1	11	Hert, Cindy	FS
5-6	12	Palagi, Dinah	FS
1-2	13	DeLano, Courtney	FS
3-4	14	Perez, Eva	FS
	17	Huizar, Griselda	Ed.
K-6	B12	Ciesla, Laura	Literacy Support Teacher
K-6	B12	Mercado, Antonia	Literacy Support Teacher
K-6	24	Bravo-Carmona, Ramon	Math Support Teacher