



Jurupa Unified School District
Learning Without Limits!

Mission Bell

Elementary School

2019-2020



Important Information for Parents/Students

Please review all information in this packet. Parents/Guardians, please complete all required student emergency information forms. These forms must be turned in to the school office as soon as possible.

Important Dates to Remember

Holidays

Labor Day	September 2
Veterans' Day	November 11
Thanksgiving Break	November 25-29
Winter Break	December 23 – January 10
Classes Resume	January 13
Martin Luther King, Jr. Day	January 20
Lincoln's Day	February 10
Presidents Day	February 17
Spring Break	March 23 – March 27
Memorial Day	May 25

School Activities

Back To School Night	August 6
Fall Picture Day (subject to change)	September 19
Fall Picture Day Make-ups (subject to change)	October 10
Friday Minimum Day	October 18
Parent/Teacher Conferences (No Classes)	October 24-25
Friday Minimum Day	February 14
Sixth Grade Science Camp	April 7-10
Friday Minimum Day	May 22
Last Day of School (Minimum Day)	June 2

Grading Periods

End of 1 st Trimester (K – 6)	October 25
End of 2 nd Trimester (K – 6)	February 21
End of 3 rd Trimester (K – 6)	May 29

Early Release Dates

Beginning August 21, 2019, every Wednesday is a MINIMUM DAY.
Dismissal is at 1:00 PM for grades 1 – 6.
Additional minimum days are listed in School Activities list.

Mission Bell Elementary School



Welcome!

Dear Parents and Students,

Welcome to another terrific school year at Mission Bell Elementary School! We are excited to share the responsibility of educating your children and look forward to a strong partnership with you throughout the school year.

This year we will continue our focus on increased student achievement in all academic areas. In addition, Mission Bell will now be an AVID Elementary School. When given a system of rigorous curriculum and strategic support, students can be academically successful. AVID Elementary incorporates Student Success Skills, Organizational Skills, and Partnerships. It is AVID's mission and vision to provide a comprehensive model of success for all students, from elementary through higher education.

We know that parents are an important part of our learning community. Working together, we know we can make the 2019-2020 school year a safe, happy, and successful learning experience for all.

Please use this handbook as a resource. Please review it thoroughly with your student and refer to it throughout the year when you have questions. We also encourage you to visit our school website on a regular basis to see the latest calendar of events, pictures, and school announcements. The website address is www.jusd.k12.ca.us/schools/mbe

Together, we will know no limits to the academic success of each child at Mission Bell.

Sincerely,

Joan Lawitzen

Principal

MISSION BELL IS A NO BULLYING ZONE!!



Bullying can be defined as REPEATED and PERSISTENT acts of verbal or physical interactions which cause hurt, injury, embarrassment, sadness, or discomfort to another person.

Bullying IS NOT a single incident of teasing or disrespectful behavior.

Bullying IS abusive behavior that is intended to hurt or harm another person either:

- 1.) Physically- pushing, shoving, kicking, physical aggression, threatening gestures, and taking and/or damaging personal property,
- 2.) Verbally- name calling, negative comments, foul language, insults, intimidation or verbal threats,
- 3.) Socially- deliberate exclusion, spreading rumors or gossip, lunch-stealing, encouraging peers to reject, or setting up humiliating experiences, or
- 4.) Cyberbullying- sending offensive, disrespectful, or threatening messages to others using a computer or cell phone.

Bullying is not acceptable and any student engaging in this kind of disrespectful behavior will receive appropriate consequences, including possible suspension.



JURUPA UNIFIED SCHOOL DISTRICT DRESS CODE

All students are required to present themselves in an orderly manner, conducive to the advancement of education. Appearance should be neat and acceptable. 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 sports jerseys or logos that indicate an affiliation with a group or gang which may provoke others to act violently or be intimidated. This may include, but is not limited to, logos of the Oakland Raiders, Los Angeles apparel, or any kind of the number "13."

A list of specific, prohibited "gang-related apparel" will be developed and maintained by the principal or designee in continued consultation with the Riverside County Sheriff's Department and will be available at the office for review. 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.

Students will be provided copies of the list of prohibited apparel, and any revisions to the list, prior to enforcement.

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. 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 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.

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

Jewelry

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

Shoes

Shoes must be worn at all times. For safety reasons, only shoes which are appropriate for school wear are allowed, as determined by school administration. 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. Hats and caps with brims must be worn forward.

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.



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.



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.



School Bus Safety

EC 39835.1

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

Transportation of Students - *Board Policy 5112.2*

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

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

The following are minimum rules of conduct. Passengers will:

1. Remain seated.
2. Refrain from hitting, pushing, and shoving.
3. Refrain from loud conversation and boisterous conduct.
4. Keep all parts of 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.



Walking To and From School

Students are to walk directly to school and directly home from school. They are not to stop at stores, restaurants, etc. Students may not arrive prior to 7:45 a.m. and must leave promptly at the end of the school day unless the student has permission to participate in an after-school program.



Foggy Days

When foggy weather prevents safe school bus operation, the Transportation Office will notify local radio stations. These stations may make periodic announcements of delays in the Jurupa USD bus schedule; KOLA (99.9 FM and 1410 AM), KCKC (1350 AM), KDUO (97.5 FM) and KGGI (99.1 FM).



Bicycles

State law requires all bicycle riders wear a helmet. Bicycles are not to be ridden on the sidewalks, in the corridors, or on the school grounds. They are to be parked in the designated area. Students are not to play around the bicycles.



Students Picked Up/Dropped Off By Car

One of our primary concerns here at Mission Bell Elementary is the safety of our students. Please review these rules with your student so we can keep our parking lots safe. Students are not to be dropped off prior to 7:45 and must be picked up promptly.



Parking Lot

Please park in designated VISITOR parking only. If no space is available, please park on the street.

Red zones and blue zones are for emergency vehicles and handicapped parking, respectively. Please be respectful of these parking spaces. Vehicles parked in the handicapped parking should display the appropriate sticker or placard.

Front Lot

1. Students are to be dropped off and picked up in the vehicle turn around area only. Please tell your children not to run across the parking lot when they see you arrive. They must wait in the turnaround area for you to drive in and come to a full stop.
2. The turnaround area is a loading/unloading zone only. If you arrive early, please do not park in the loading zone. Park in the lot and wait for the children

- to come to the loading zone, and then pull your car around into the loading zone to pick up your children.
3. If you have business in the office or with a teacher, please hold your children by the hand to and from your car. Please do not allow children to run into the parking lot. Remember, children are small and hard to see.
 4. If you are driving in the lot and see a pedestrian, please yield. Pedestrians always have the right of way.



School Visits

All visitors, including parents, **must** check in at the school office prior to going to classrooms or other campus areas. This policy helps to safeguard our children and to avoid disruption of the learning process. Visitor badges will be issued for the duration of the stay.

Due to safety concerns, **parents may not accompany children to the playground.**

Students Leaving Campus

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.**



Birthdays at Mission Bell

We know birthdays are special but instructional minutes are the priority for our teachers. For this reason, birthday celebrations are not permitted. Teachers can approve the distribution of goody bags containing non-food items; the distribution must take place at the end of the day and should not disrupt class time. Also, we cannot accept flower or balloon deliveries nor are these allowed in the classrooms due to the disruption they cause to student learning.

Classroom Parties

Classroom parties are at the discretion of the teacher. The District Health and Wellness Policy requires healthy snack choices be offered during these parties. Crock pots, hot plates, and bar-b-ques are not permitted for safety purposes. Siblings and/or children not enrolled in the class are not permitted at classroom parties or events.



Lost and Found

A lost and found rack is located in the health office. To prevent items getting lost, please label your child's sweaters, jackets, caps, and lunch pails. On the last day of each quarter, items that are not claimed are given to charitable organizations.

Student Progress

The initial student progress report is made in October at which time Parent Conferences are held. Subsequent reports are made in February and June. However, you are encouraged to make inquiries as to your child's progress whenever you have a concern.

Groups/plans/programs

Title 1 - The Title 1 program is designed to improve the instructional program school-wide. The budget provides staff development, instructional materials, conference opportunities for staff, and additional library and computer services.

Structured English Immersion - All instruction at Mission Bell is conducted in English (Prop. 227). Two Bilingual Tutors provide tutoring to students with limited English proficiency. The goal of the program is to assist students in having full access to the Instructional Program.

English Language Advisory Committee (ELAC) - The ELAC is made up of parents of English Language Learners and staff members. The ELAC advises the principal on issues regarding English Language Learning students.

School Site Council - The Mission Bell School Site Council (SSC) is an elected group of parents and teachers whose role is to monitor and evaluate the school's instructional program. The council consists of five parents and five school employees and serves as a liaison between the school and community regarding the school's academic programs.



Volunteers in Schools

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

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

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

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

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

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

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

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

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

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.

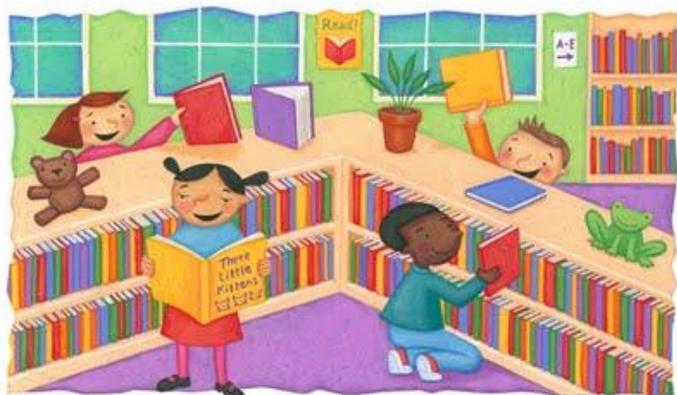
- e. Parents may choose to purchase a protective case.
- f. When carrying you Chromebook in a backpack or other carrying case, avoid placing too much pressure and weight on the Chromebook screen.
- g. Chromebook screens are particularly susceptible to damage. Do not lean on the Chromebook cover. Do not 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 GoGuardian 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 \$336.00).



School Library/Media Center

We are fortunate to have a comprehensive school library operated by a clerk 8 hours each day. Each class visits the library weekly. The library is equipped with a computer to facilitate circulation and computers for student research. Parents may check out books to read to their children. Check with the Librarian for details.

Lost or Damaged Books

It is the policy of Jurupa Unified School District to charge for lost or damaged books. It is important to notify your child's teacher promptly so that the book can be replaced as soon as possible.

THE 3 R'S OF REPORTING CHILD ABUSE



RECOGNIZE



RESPOND



REPORT

Child Abuse Reporting

Under California law, all Jurupa U.S.D. employees are mandated to report reasonable suspicion of child abuse. School personnel from a variety of sources may receive information concerning suspected child abuse. A mandated reporter who fails to report an instance of child abuse, which he/she knows to exist, could be prosecuted for failure to report as required by law. No supervisor or administrator may impede or inhibit reporting duties and no person who makes a report can be subject to any sanction for making a report.

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.

School-wide Discipline

A safe, organized and positive school climate provides students with the best opportunity for learning and for becoming good citizens. The Mission Bell Staff has the responsibility and the duty to establish school rules and consequences that set the appropriate school climate for learning. All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools (Education Code, Sec. 10609). We recognize that the great majority of students have the ability and desire to behave positively. Because of this, our behavior plan emphasizes rewards for good citizenship, as well as consequences for those who choose to misbehave. It is our sincere belief that, with the help and efforts of the staff, parents, and students, this will be a most positive and safe year.

Consequences

Consequences for breaking school rules follow a hierarchy, from warning to progressively more severe disciplinary measures. Because discipline is a shared responsibility between students, parents and the school staff, an emphasis has been placed on informing all those involved of the student's behavior. This assists both the parents and the staff in assuring that students are learning the appropriate citizenship skills.

Parents will be notified in writing and/or with a phone call when a student has made a poor behavior choice. Consequences may include loss of recess, after-school detention, Saturday School, In-School Suspension, Suspension from the Bus, or Formal At-Home Suspension. Parents will be responsible for all transportation needs that arise due to a discipline consequence.

Rewards

- Celebrations/Assemblies for good citizens
- Trimester awards assemblies - Assemblies will recognize students with behavioral and academic strengths
- Special awards are given from time to time during the school year and at the end of the year assembly



Code of Conduct

I will be trustworthy, respectful, and responsible.

I will be fair and caring. I will be a good citizen.

Trustworthy

Be honest □ Don't deceive, cheat or steal □ Build a good reputation □ Be reliable – do what you say you'll do □ Have the courage to do the right thing □ Be loyal – stand by your family, friends and country

Respectful

Treat others with respect; follow the Golden Rule □ Be tolerant of differences □ Use good manners, not bad language □ Be considerate of the feeling of others □ Deal peacefully with anger, insults and disagreements □ Don't threaten, hit or hurt anyone

Responsible

Do what you are supposed to do □ Persevere: keep on trying! □ Always do your best □ Use self-control □ Be accountable for your choices □ Think before you act – consider the consequences □ Be self-disciplined

Fair

Play by the rules □ Take turns and share □ Be open-minded; listen to others □ Don't take advantage of others □ Don't blame others carelessly

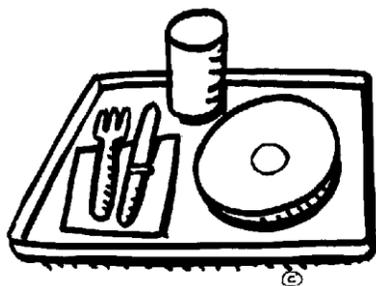
Caring

Be kind □ Be compassionate and show you care □ Express gratitude □ Forgive others □ Help people in need

Good Citizen

Do your share to make your school and community better □ Be a good neighbor □ Obey laws and rules □ Cooperate □ Get involved in community affairs □ Stay informed; vote □ Respect authority □ Protect the environment

Cafeteria Lunches



A nutritious cafeteria lunch is available daily at Mission Bell Elementary School. The cost is \$2.50. A small, nutritious breakfast is available daily. There is no cost for breakfast; it is FREE to all students. Free and reduced lunches are available for those who qualify. You may pick up an application in the office. We will continue to participate in Food Services' computer program.

Students will receive a four or five-digit number to enter into the computer each time they eat. Parents are encouraged to pre-pay to expedite the lunch process.

Students who lose or forget lunch or lunch money should notify the office before school. The student may phone his/her parents to bring money or a sack lunch to school.

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. Students are to get their own trays and serve themselves.

While we welcome parents to our campus, due to State and Federal Meal Funding Laws and safety concerns, **parents are not allowed to be in the cafeteria while students are eating breakfast or lunch.** We provide excellent supervision for your students to ensure they are safe and eating well.

Our 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. Food is not allowed on playground, only in eating areas.
5. Children raise their hands when they wish to be excused. They then go out to the play area.
6. Cafeteria food may not be taken off campus.
7. NO PARENTS MAY BE IN THE CAFETERIA DURING MEAL TIMES.

Health Services



Nursing Services

Mission Bell Elementary School has the services of a nurse, as needed. On days when not at Mission Bell, he/she is assigned to other schools and may be called in case of an emergency. Mission Bell has the services of a "Health Clerk" three hours each day. School medical insurance is available to all students for a designated fee.

Medication

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 school office. Medication must be in a clearly labeled pharmacy container with the child's name and instructions for use noted. All medication, including inhalers, must be housed in the office and the administration of such be supervised by school personnel. **No** medication will be given to student unless doctor and parent fill out the school forms. Students may not have any drugs or medications with them during the school day (Education Code, Section 49422). Medication must be brought in and picked up by parent.

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. School staff may conduct periodic checks for lice of all students in a particular class when staff determines a need to do so. Usually when more than one student from the same class is found with lice at the same time, a class wide check will be done. The decision to conduct such a check is that of the principal and/or the school nurse. For more information regarding head lice, please contact the office.

Restroom and Health

When using the restroom place the used paper in the toilet and flush the toilet. Do not place used paper on the floor. Always wash your hands after using the restroom.

ADULTS MAY NOT USE STUDENT RESTROOMS AT ANY TIME. Younger siblings may not use student restrooms and diapers may not be changed in student restrooms. There is a restroom in the office for adult use.



Counseling and Guidance

Limited counseling services are available on Mission Bell campus. The office has a list of community counseling services available.

For additional counseling information and referral service call 686-HELP (Crisis and suicide helpline, consumer information, legal advice, health care, child abuse, rape, alcoholism, or drug abuse).

Speech Therapy

Those children who are evaluated to have speech disorders that are correctable are placed in speech therapy and a program is worked out to meet the individual needs of the child.

Children with Special Needs

The school provides a comprehensive special education and pupil services program. The Student Study Team comprised of the principal, regular education teacher, specialists, and other support staff evaluates children's special needs. This team prescribes appropriate testing, regular classroom intervention, and/or alternative instructional programs. We welcome the opportunity to provide a rich and meaningful program to exceptional children, coordinated with efforts of parents so that children's lives will be more productive and complete.



Disaster Plan

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

In case of an emergency our top priority will be 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:

- Mission Bell School's gates will be locked.
- Parents should enter the campus through the front gate.
- Their teacher 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 500 students.**



Emergency 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 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.

CELL PHONE FREE ZONE



Please,
turn off
your Phone.
Students are
Learning.

Cell Phone Guideline/Policy

In accordance with CA Ed. Code 48901.5 the following guideline/policy has been developed for student cell phone usage on all JUSD campuses.

- Cell phone usage is not allowed during school hours. Cell phones may be used before or after school hours only.
- Students may carry cell phones on campus but they must be turned completely off (not on vibrate) and put away during school hours.
- Students assume all risk and responsibility for lost or stolen cell phones.
- Students found using the phone during school hours, will have their phone confiscated and held in the office until the end of the day.
- At Mission Bell, for the first offense of cell phone usage, students will be allowed to pick up their phone from the office at the end of the day. For the second offense, the cell phone must be picked up by parents or guardians.
- **Repeat violation of this guideline/policy will be considered defiance and subject to further disciplinary action, which could include Suspension from school.**



LASER POINTERS

PC 417.27

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

PROPERTY DAMAGE

EC 48904

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



Chronic Absence and Truancy

BP 5113.1 For a complete copy of this Board Policy please refer to the district website www.jusd.k12.ca.us

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

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

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

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

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

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

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

School Attendance Review Board

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

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

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

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



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.

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.

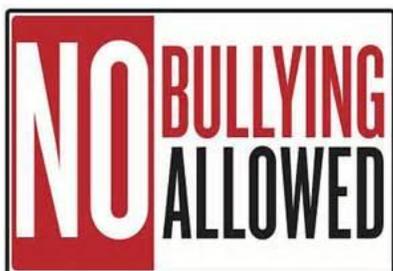
SEXUAL HARASSMENT NOTIFICATION

EC 48980 (g) and 231.5 and Board Policy 5145.7

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

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

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



Bullying

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

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

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

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

Bullying Prevention

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

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

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

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

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

Intervention

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

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

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

Complaints and Investigation

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

Alleged or reported incidents of bullying that do not appear to be based on one or more protected category as described above shall be investigated and addressed by site personnel like other disciplinary matters. If in the course of an ordinary disciplinary investigation it

appears that the incident was based on a protected category, the complaint shall be promptly investigated and resolved in accordance with BP 5145.3 – Nondiscrimination/Harassment.

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

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

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

Discipline

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

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

BP 5131.2 For a complete copy of this Board Policy please refer to the district website www.jusd.k12.ca.us

LET'S BE HONEST

Academic Honesty

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.

BP 5131.9 For a complete copy of this Board Policy please refer to the district website www.jusd.k12.ca.us

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.*

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)]

UNIFORM COMPLAINT POLICY AND PROCEDURES

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

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

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination, including discriminatory harassment, intimidation, and/or bullying, in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in EC section 200 or 220, Government Code section 11135, or Penal

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

A complaint alleging retaliation, unlawful discrimination, harassment, intimidation and/or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation and/or bullying. These uniform complaint procedures require the complainant to submit a written complaint to Ilsa Garza-González, Director of Administrative Services, who will coordinate an investigation and response within 60 calendar days of receipt of the written complaint, unless the complainant agrees in writing to an extension of the timeline. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days of receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of

Regulations exist, including cases in which the district has not taken action within 60 calendar days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation and the District does not take corrective action to comply, then various civil remedies may be available.

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

Williams Uniform Complaint Policy and 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 the 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.

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 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 Karina Becerra-Murillo, Administrator of Education Support Services, at (951) 360-4144.