
MISSION BELL ELEMENTARY SCHOOL

Parent and Student Handbook

2021-2022

4020 Conning St., Jurupa Valley, CA 92509

(951) 360-2748



LEARNING WITHOUT LIMITS

MISSION BELL KNOWS NO LIMITS!

Welcome!

Welcome to the 2021- 2022 Academic School Year! The staff and I welcome you to a new and exciting school year. Mission Bell Elementary School teachers and staff strive to make your children’s educational journey a success. Each of our staff members has skills and talents that help bring out the best in your children. Our staff is committed to student learning and achievement. With parent and community support, Mission Bell Elementary will continue to be a school that “KNOWS NO LIMITS!”

Sincerely,
Mrs. Gámez, Principal



Sign up for Mission Bell messages

<https://www.classdojo.com/invite/?s=4eece545f64aa62934ed2403>

General School Information



Visitors/Volunteers at School

Upon arrival at school, all visitors and volunteers must sign in at the office to be issued a campus pass. If you are coming to take your child off campus, the office staff will call your child out of the classroom. Do not message the child’s teacher to release them before arriving at the office. **Remember to bring photo identification when checking your child out of school.**

Emergency Information

Emergency information should be completed online through the Annual Information Update on Parent Connection. For login information, please contact the office. **Students will only be released to those adults who are listed on the emergency contacts list. Please bring proper identification.**

TK/Kindergarten Arrival and Dismissal

All kindergarten students are to report directly to the kindergarten playground before school, unless eating breakfast in

the cafeteria.

AM TK/Kindergarten hours: 8:05 a.m. – 11:35 a.m.

PM Kindergarten hours: 11:15 a.m. – 2:35 p.m.

Arrival/Dismissal Time—Grades 1-6

Students may not enter campus before 7:45 a.m. since there is no supervision before that time. Parents will be issued a warning if their child is on campus prior to 7:45 a.m. School begins at 8:15 a.m. for students in grades TK – 6. School ends at 2:35 p.m.

Wednesday Minimum Days

Minimum days begin on Wednesday, August 18, 2021, and continue every Wednesday through May 25, 2022.

Minimum day schedule:

AM and PM TK/Kindergarten 8:15 a.m. – 11:35 a.m.

Grades 1st-6th - 8:10 a.m. --1:00 p.m.

District Minimum Days

Dismissal-1:05 p.m. for grades 1st-6th
District minimum days are:

Friday, October 15, 2021

Friday, February 11, 2022

Friday, May 20, 2022

Tuesday, May 31, 2022



Dress Code

Clothing and appearance need to be appropriate for the weather, neat, and clean in appearance. Students should wear clothing that allows for their participation in physical education and recess.

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.

PLEASE REFER TO THE 2021-2022 DISTRICT PARENT GUIDE FOR A FULL COPY OF THE DRESS CODE.

School Attendance

According to state law, your child's daily attendance is required each day that he/she is physically able. Parents or guardians are responsible for their child's attendance at school. The only valid reasons for absence from school are:

- (a) An illness or an injury.
- (b) A medical, dental, optometry or chiropractic appointment.
- (c) A quarantine of the home by a county or city health official.
- (d) Attendance at funeral services for a member of the immediate family.
- (e) Other personal reasons including an appearance in court, observance of a holiday or ceremony of his or her religion, attendance at religious retreats.

Other absences are considered unexcused or truant and cause a disruption to your child's academic program. Students will be assigned Saturday School for unexcused

absences and truanancies.

Students who have excessive tardies or absences will be referred to the School Attendance Review Board (SARB).

If your family must take its vacation during the regular instructional time, you may have your child placed on an Independent Study Contract to avoid the absence being classified as "unexcused" or "truant." All independent contracts must be approved by the principal.

Notification of Absence

All absences are to be reported and verified through the school office. Please call the school office at (951) 360-2748 or send a written note with the date of absence, your child's name, reason for absence, and parent signature.

Late Arrival

If your child is late to school, he/she is required to get a tardy slip from the office before going to class. Students with unexcused tardies of 30 minutes or more are considered truant.



Travel to and from School

Both the school and parents share the responsibility of training children to use the safest route to and from school.

If your child walks, teach him/her to:

- Use a crosswalk when crossing a street.
- Watch for cars before crossing and cross only when it is safe.
- Walk on the side of the road that faces traffic or has a sidewalk. Stay off of the street.

- Avoid strangers. Never get into a car with someone he/she does not know.

Parking Lot

Students may only be dropped off in the drop off lane. The drop-off lane is for dropping off and picking up students. Do not park in the drop-off lane. Do not drop off at the handicap parking area. Dropping off students in the street is very dangerous. Every parent/guardian in the parking lot wants to pick up their children safely. Please follow all the parking lot rules. **Please be patient.**

Students are to go directly from home to school and directly from school to home. No one is to stop at stores, restaurants, etc. Students must leave promptly at 2:35 p.m. dismissal.

Bicycles/Scooters/Skateboards

Third through sixth grade students may ride bicycles to school. Bicycles and scooters are to be locked in the bike rack to deter theft. Bicycles, scooters, and skateboards are not to be ridden on the school campus. Skateboards should stay in the office. Public law requires bike helmets. Mission Bell will not be responsible for lost/stolen bikes.



Bus Transportation

Bus transportation is a service provided to TK/Kinder through sixth grade students who live **2 miles** from the school. Students must be at the bus stop, ready to board, when the bus arrives. **Students must have a bus pass to board the bus each day.**

Bus passes will only be issued by the Transportation Department. Visit WWW.MyPaymentsPlus.com to apply for a bus pass. No temporary bus passes are issued by the school site.

Rules of conduct are established to aid in the safe and efficient transportation of students. **Therefore, your children need to observe the following rules:**

1. Remain seated, facing the front of the bus at all times.

2. Keep all parts of the body inside the bus at all times.
3. Do not throw things in or out of the bus.
4. No eating food or chewing gum on the bus.
5. No fighting, yelling or pushing.
6. Do not tamper with bus seats or equipment.
7. Do not use foul or abusive language.
8. Get off at your correct bus stop.
9. Do not throw objects or damage other people's property while at the bus stop.

The bus driver is the person in charge. Obey the bus driver and do not argue with him/her.

Consequences

If a bus rule is broken, it will result in a referral issued by the bus driver:

First to third referral: visit to the office, inform the parents

Fourth referral: Parent meeting: student, principal, and department of transportation. Temporary suspension of transportation privileges. Behavior contract will be put in place.

Fifth referral: Loss of transportation privilege.

More serious offenses will result in suspension from the bus for the remainder of the school year regardless of the number of referrals or bus tickets that have been received.

Delay of Buses May Occur Due to Fog or Other Emergencies

JUSD Transportation (951) 360-2736
(5:30 a.m. -5:00 p.m.)



Cafeteria Services

Breakfast and lunch meals are served daily. Breakfast meals are free. Students may bring a sack lunch.



Health Information

When a child becomes ill at school, the staff attempts to contact a parent listed on the emergency contact information. If the staff is unsuccessful in reaching a parent, the next step is to contact an alternative person listed on the emergency contact list. The school staff will only release a student to people on the emergency contact list. **It is important that emergency contacts be kept up to date for your child's protection.**

Medication Policy

Any medication required to be given during school hours must be turned into the office. Students on medication are required to have a doctor sign an authorization form. These forms are available in the school office. The procedure is as follows:

1. The parent brings the medication to the school office in the labeled bottle for the student.
2. Supply of medication should be just enough for administration to the student while at school.
3. If a student is on continuous medication, request that the pharmacy label two bottles, one for use at home and one for school use.
4. The student may be assisted by a school nurse or the nurses' designee.

Board Policy 5141.21 allows for students to carry inhalers and epi-pens. Students are not allowed to keep any other forms of medication in their possession during school hours.

Illness and Contagious Diseases

If a child has a contagious disease such as chicken pox or measles, please notify the school immediately so that steps can be taken to prevent epidemics. The child may be readmitted to school only if the contagious period of the disease has passed.

Parents should check their children for lice regularly. If lice are seen on a child at school, the parents are called to pick up the child at the end of the school day and are given a copy of the brochure "A Parent's Guide to Head Lice." At home, all members of the family must be checked for head lice. This policy allows for parents to treat the child overnight. The day following treatment, the child is re-examined and admitted to class. If the child is still infested, then the parent is re-contacted.



Tobacco-Free Environment

In the interest of public health, Jurupa Unified School District must provide a healthy, tobacco-free environment and requests that people refrain from using any tobacco products on school district property, district vehicles, or at school sponsored events.

Student Use of Telephone

The school phone is for business purposes. Students may use the phone in an emergency or with a note from their teacher. **Students are not allowed to use cell phones during school hours. If students use cell phones at school during instructional hours, they will be confiscated. Parents MUST come to school to pick up the phone. JUSD and Mission Bell Elementary staff will not be responsible for personal items which are confiscated, lost, stolen or damaged.**



Telephone Messages

The school office hours are from 7:30 a.m. to 4:00 p.m. Office personnel will take messages for teachers. **Teachers are unable to come to the phone when class is in session.** Calling the school office to leave messages for children at school is not a safe practice. It is difficult to verify identification of the person calling, whether it is a parent, a non-custodial parent, or a stranger.

School Notices

Mission Bell Elementary School sends messages to parents in a paperless format. Please check announcements on ClassDojo, Peachjar, Facebook, Instagram, and Twitter. We also send messages using a phone tree messaging system. Please ensure that your phone numbers are up to date on Parent Connection.

Lost and Found

The lost and found clothes rack is located outside the nurse's office. Please label jackets, sweaters, and lunch pails with your child's name on the inside for your child's safety and for easy recovery of lost articles.

Loss of, or Damage to, School Property

Students are responsible for all Chromebooks (grades 2+), textbooks, and library books checked out to them. Payment is required if school property is lost, stolen, damaged or destroyed.

Major Emergency Procedure

In case of a school emergency or natural disaster, such as an earthquake, you need to be aware of our school's plan for releasing your child. Our concern is for the safe and orderly dismissal of our students.

A detailed emergency plan has been developed for implementation during a

major emergency. Drills are held regularly to make certain that students and staff understand emergency procedures.

Your cooperation is asked in any emergency. The school will retain your child until **you or an adult listed on the emergency contacts** is able to come get him/her.

These actions should be shared with everyone you listed on the Emergency contacts list, so they are familiar with our procedures.

For this reason, it is imperative that you always keep all information on your child's Emergency Contact list up to date. Your child will be released only to those listed in Parent Connection. When circumstances warrant, it is in the best interest of your child to place him/her in an alternate place of safety.

Academic Information

Student Progress

The initial student progress report is made in October, at which time the Student/Parent/Teacher Conferences are held at each school site. The first report card is given to parents at that time. Subsequent reports are made in February, and May. However, you are encouraged to make inquiries about your child's progress whenever you have a concern by talking to your child's teacher or making an appointment to come see him or her.

Parent Connection

Having access to Parent Connect is required. This is the online platform you will use to update your "Emergency Card" and contact information (Annual Information Update- AIU). This online platform is utilized to track, monitor and report student attendance, behavior and academic progress. You may also view your student's current grades/progress on Parent Connection. You must have an email to access this account. Please reach out to the front office if you need

help accessing Parent Connection or need request your PIN.

Homework

Regular homework is required by the school district. It is an important factor in helping students achieve academically and develop good work habits. It is a student's responsibility to complete and turn in all required assignments.

Student Activities

Recognition

Special recognition will be given to individual students and classes which have performed especially well in reading, mathematics, and demonstrate AVID strong characteristics. Awards are given for academic excellence, demonstrating improvement, and for excellent citizenship.

Special Services and Programs

Resource Specialist Program

This program is designed for youngsters who, after being assessed, have shown that they can profit from additional assistance. It provides assistance for students with learning disabilities who have a discrepancy between ability and achievement. Students served in this program have an average or better intelligence but require alternative learning strategies in addition to the regular classroom instruction. These services are provided by an Education Specialist both in the classroom, working collaboratively with the regular teacher, and out of the classroom in small group instruction.

Language, Speech and Hearing Program

An LSH teacher provides speech and language therapy for students with communication disorders. Students are screened upon the recommendation of their parents or teacher.

Counseling Services

Teachers and parents may refer students for counseling. A mental health therapist assigned to the school provides counseling services to students. Additional counseling information and referral service can be obtained by calling 686-HELP (crisis advice, health care, child abuse, rape, alcoholism, or drug abuse).



Instrumental Music

Instruction in the woodwind, brass, and percussion instrument families are offered to fourth, fifth and sixth grade students.



Library Services

Each student visits the school library with his/her class once each week. Students can check out books and receive assistance on locating information for research projects.

School Improvement Program

A school based coordinated program plan has been developed to focus on language arts and math. Technology is also integrated within the classroom setting. Staff development days during the school year provide in-services for the entire staff. They are designed to improve the quality of the instructional program school wide.

Gifted and Talented Education

The GATE program offers

educationally challenging activities to students identified as having extraordinary intellectual ability or achievement.

Extended Day Programs

An afterschool program is available to both upper and primary grades to help students achieve grade level standards in language arts and math.

Structured English Immersion

A structured English immersion program is an instructional method that involves teaching in English to English Learners. Our goal for English Learners is for them to become language proficient, not just fluent in English. Language proficiency is the ability to use language for both academic purposes and basic communicative tasks. The classroom environment is rich in visual and hands-on activities.

Title I

Title I provides supplemental funds to be used to narrow the educational gap between academic performances of At-Risk students. These funds provide for materials and services to assist identified students who need extra support to be successful in school.

Parent Involvement

Title I School Site Council

The School Site Council meets six times a year to advise the staff on educational decision-making. It is composed of elected parents and staff members.

English Learner Advisory Committee (ELAC)

Schools that have more than twenty students who are identified as having limited proficiency in English are required by California State Law to establish a School English Learner Advisory Committee to allow parents to assist the professional staff in planning a program to better serve those students. Members will attend four meetings per school year. All parents are welcome to these meetings.

Parent Conferences

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

Parent Volunteer Program

***Due to COVID-19 restrictions, the school is not allowing volunteers or visitors on site unless deemed essential.

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

Student Visitors

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

Parent Education

Parent workshops are held throughout the year by the school staff and consultants. Please check flyers or website for specific days and times.

Discipline Plan

Positive Behavior Intervention and Support (PBIS) Defined

PBIS is best described as an organizing structure rather than a program. Schools who implement PBIS make an intentional decision to restructure all learning environments *for the purpose of equipping students for behavioral success in school and in life.* This is accomplished through direct instruction of agreed upon behavioral standards which are taught, acknowledged, and corrected by all staff within a safe and welcoming school culture.

Key elements of PBIS

Evidence-based features of PBIS include:

- Commitment to prevention and intervention
- Emphasis on strong administrative leadership to build effective systems and practices
- Universally defined expectations/ skills which are taught
- Acknowledgment and correction of pro-social behaviors
- Provision of fair and consistent consequences
- On-going collection and review of data for decision- making purposes
- Continuum of behavioral interventions
- Multi-tiered supports

Definitions of Common Terms:

• Discipline

Discipline means *to instruct, to train in accordance with the rules, an activity or exercise to improve a skill.* Equipping students for behavioral and social success is a school-wide responsibility, which requires the commitment and efforts of all adults — not just a select few are perceived as “disciplinarians.”

• Consequences

A consequence is *the relation of a result to its cause.* It is also important to understand that “consequences” and “interventions” do not mean the same thing.

• Intervention

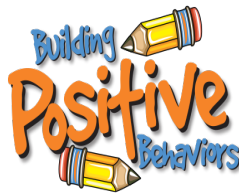
Behavior interventions are *specific actions taken for the purpose of changing the behavior of either an individual or a group of people.*

Minor Offenses

A Minor Offense is the *failure to demonstrate a school-wide expectation, social skill, or procedure, i.e. failure to:*

- Be Safe, Responsible, Respectful
- Work with Others
- Follow Instructions
- Wait Your Turn
- Stay On Task
- Mind Your Own Business
- Get the Teacher’s Attention
- Resist Peer Pressure
- Accept “No” for an Answer
- Accept Criticism
- Ask Permission
- Respect
- Disagree Appropriately
- Listen
- Use Appropriate Voice Tone
- Ask for Help
- Give Criticism

More information at www.pbis.org



Cafeteria/Lunch Expectations

1. Obey and respect all cafeteria personnel.
2. Sit in assigned areas only.
3. Talk quietly.
4. Remain seated; raise your hand until given permission to leave.
5. Pick up paper and trash when leaving your table.
6. Walk directly to the playground after being excused.
7. Food or snacks are not permitted outside of the lunch area.



Playground/Safety Rules

1. Students will not play rough on the playground.
2. Students will not push, hit, kick, bully or threaten other students.
3. Students will stay out of and away from puddles and mud.
4. Students will leave rocks, bark, sticks, and other dangerous objects alone.
5. Students are to stop what they are doing when the bell rings and should line up quickly.

6. Students will play in assigned areas only.
7. Students will show pride in their school by keeping the buildings and grounds free of litter.
8. Students will not eat on the playground.
9. Students will not climb fences or cross the street to retrieve any playground equipment.
10. Students will leave knives, cap guns, cigarette lighters and other unsafe objects at home.
11. Students will not loiter or play in the bathrooms.
12. Students will not leave the playground without permission.
13. Students will NOT use electronic

game devices and cell phones during instructional hours. Mission Bell Elementary will not be responsible for personal items that are brought to school and are confiscated lost, stolen, or damaged.



School Wide Expectations

1. Obey and respect all adults on campus.
2. Obey all playground and safety rules.
3. No use of foul language or fighting.
4. No gum is allowed at school.
5. Settle differences peacefully.

Always prepared

Very respectful

Intentionally safe

Determined and responsible

Other Pertinent Information

JURUPA UNIFIED SCHOOL DISTRICT

4850 Pedley Road

Jurupa Valley, CA 92509

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 who 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
626.8 Disruptiv

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.

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.

NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES

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

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

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

PROPERTY DAMAGE

EC 48904

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

SAFE PLACE TO LEARN ACT

EC 234 and 234.1

The Jurupa Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the PC and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including

expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation and anti-bullying policies, please contact Ilsa Garza-González, Director of Administrative Services at (951) 360-4140.

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 2017-18 Parent Guide.

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)]

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

PLEASE REFER TO THE DISTRICT WEBSITE FOR A FULL COPY OF THE DRESSCODE

<https://jurupausd.org/schools/Documents/District%20Dress%20Code.pdf>

PLEASE REFER TO THE DISTRICT WEBSITE FOR A FULL COPY OF THE UNIFORM COMPLAINT PROCEDURE.

<https://jurupausd.org/our-district/edserv/Admin/Documents/2021-%202022%20Uniform%20Complaint%20Procedures%20Notification%20English.pdf#search=UNIFORM%20COMPLAINT%20PROCEDURE>

SPANISH

<https://jurupausd.org/our-district/edserv/Admin/Documents/2021-2022%20Uniform%20Complaint%20Procedures%20%20Notification%20Spanish.pdf#search=UNIFORM%20COMPLAINT%20PROCEDURE>