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# MISSION BELL ELEMENTARY SCHOOL

## Student and Parent Handbook

### 2022-2023



LEARNING WITHOUT LIMITS



MISSION BELL KNOWS NO LIMITS

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## WELCOME!

Welcome to the 2022-2023 school year! The staff and I welcome you to a year filled with opportunities for learning and growth. At Mission Bell we prioritize the academic, physical, and emotional needs of our students. Remember that your child's education depends on the participation of students, parents, and school staff. With your help and collaboration we can positively impact the academic achievement of our students.

Sincerely,  
Mrs. Gamez

## General School Information A-Z

### ACADEMICS

#### **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 as to 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. Grades are reported by trimester, every 12 weeks.

#### **Parent Connect/Student Connect**

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 Connect. You must have an email to access this account. Please reach out to the front office if you need help accessing Parent Connect or need to request your PIN. Student Connect allows students to view and monitor their own progress.

#### **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. Each teacher will share their individual homework expectations.

## **ACADEMIC HONESTY**

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

1. Do their own academic work, unless authorized to work in groups.
2. Avoid plagiarism (copying another person's work or author's writing and claiming it as yours).
3. Adhere to classroom academic standards when testing.

Failure to adhere to the above standards may result in the loss of credit for an assignment and/or the lowering of an academic grade.

## **AFTER SCHOOL**

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

Mission Bell Elementary hosts the Think Together Program, providing after school care, homework help, and enrichment activities. For more information about the program or enrollment, please reach out to Marie Alvarez.

## **ARRIVAL-DISMISSAL TIME/HORA DE LLEGADA-SALIDA**

Students may not enter campus before 7:45 a.m. since there is no supervision before that time.

TK-6 School begins at 8:15 a.m.

Dismissal for 1st -6th grade students is at 2:35 p.m. on regular school days.

Dismissal for 1st - 6th grade students is at 1:05 p.m. on all minimum days.

All kindergarten students are to report directly to the cafeteria or Kindergarten playground before school.

TK and Kindergarten hours: 8:15a.m. – 11:35 a.m.

## **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 trancies.

## **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.

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

**Tardiness-** 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.

## **BEHAVIOR**

## 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

## BEHAVIOR EXPECTATIONS

### In the Classroom

- Be prompt to class.
- Be prepared for class. Bring pencils, erasers, books, three-ringed binder and any other classroom materials needed as appropriate per grade level.
- Follow directions. Each teacher will establish academic and behavior expectations for his/her classroom.
- Be courteous. Use appropriate language. “Put-downs”, name-calling, profanity, vulgarity, and threats are unacceptable.
- Students are expected to complete and turn in all assignments on time. If a student is absent he/she must make arrangements to make up missed work.
- Students need a hall pass from their teacher (or support staff) to be out of class.
- If students need assistance or help, they should be sure to see their teachers.

### During Lunch

- Students must line up to get their food. Remember that it’s first come, first served. Saving places or

crowding is not allowed.

- Students are to eat their lunch and snacks in the designated areas.
- Good behavior and table manners are expected. Be courteous to staff.
- Students may eat for free or bring their lunch, but should not beg or force others to give them their food or money.
- Parents may leave forgotten lunches in the office
- Students must keep their eating areas clean and dispose of their trash.
- When dismissed, do not disturb classes in session.

### **Throughout Campus**

- Students must keep their feet on the paved walkways. Do not climb any roof or tree, cut corners in hallways, or cross through the grass or planters.
- The school has a “hands-off” rule. **No fighting, pushing, chasing, horse play, or play fighting.**
- Skateboards, electronic devices, toys, cards, cameras, cell phones, or other expensive items and playthings are not allowed at school. Jurupa Unified School District, Mission Bell Elementary, and staff are not responsible for personal items brought to school or a school activity and are confiscated, lost, stolen, or damaged.
- Do not bring or possess **dangerous objects** of any kind going to, coming from, or at school.
- Do not deface or damage any school or private property.
- Put litter and trash in the trash cans.
- Stay in authorized areas.

### **BICYCLES/SKATEBOARDS/SCOOTERS**

Students in grades 4<sup>th</sup>-6<sup>th</sup> are permitted to ride bicycles to school. Students are not permitted to ride their bicycles on school grounds; therefore they must walk them as soon as they arrive on campus. Bicycles must be parked and locked in the bike rack as soon as the student arrives on campus. Every effort is made to safeguard the student's bicycle while it is parked at school, but as with other personal property, the school cannot assume responsibility for theft or damage. State law requires that children wear helmets while riding on public streets, therefore students who do not wear a helmet will not be allowed to leave with their bicycle. SKATEBOARDS AND/OR SCOOTERS ARE NOT PERMITTED AT SCHOOL.

### **COMMUNICATION**

Mission Bell Elementary School sends messages to parents through different digital platforms. Please check announcements on ClassDojo, Instagram, Facebook, and Twitter. We also send all important messages using ParentSquare. Please ensure that your phone numbers are up to date on Parent Connect.

### **COMPUTERS/CHROMEBOOKS**

We are pleased to share that Mission Bell has fully implemented a 1:1 device program providing Chromebooks for educational use to students in Grades K-6. Students in grades 2-6 will be allowed to take the devices to & from school to support extended opportunities for learning. Students are responsible for good behavior on the school computer & network just as they are in a classroom or school hallway. Communications on the network are often public in nature; therefore, general school rules for acceptable behavior and communications apply. Students are responsible for adhering to the rules and internet use guidelines outlined in the JUSD Acceptable Use Policy. The following are not permitted:

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

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

### **Chromebook/Device Insurance**

Chromebook insurance is available for purchase for \$39.

## **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).

## **CURRICULUM AND INSTRUCTION**

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

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

**Inclusion Program:** This program provides assistance for students with special needs that require alternative support in addition to the regular classroom instruction. The services are provided by a Resource Specialist Program Teacher in the classroom, working collaboratively with the regular teacher, and/or out of the classroom in small group instruction.

**SDC Program:** MBE is home to three special education classrooms. Students are supported through specifically designed instruction.

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

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

## **DISASTER PLAN**

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

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

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 keep all information on your child's Emergency Contact list up-to-date at all times. Your child will be released only to those listed on Parent Connect. When circumstances warrant, it is in the best interest of your child to place him/her in an alternate place of safety.

## **DISASTER PLAN DRILLS**

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

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

**Lockdown Drills:** An announcement will be made in the event that something happens in the community or neighborhood of the school that may be/is dangerous to students or staff. Staff will immediately clear the

hallways. Staff and students will remain in classrooms with doors locked, until an all clear is given.

### **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 2022-2023 DISTRICT PARENT GUIDE FOR A FULL COPY OF THE DRESS CODE

### **EMERGENCY CARD INFORMATION**

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

Please notify the office of any change in address, home, work, or emergency phone numbers. If a student is moving, notify the office. Phone call or written note from parents or guardian. (*Board Policy 5125.4 & 5125.5*).

### **FOOD SERVICES**

Breakfast and lunch are available daily and free of charge to all students at Mission Bell Elementary School for the 2022-2023 school year. The free/reduced lunch application can be submitted as you complete the AIU (Annual Information Update) through ParentConnect.

### **HEALTH SERVICES**

The nurse's office is located in the administration (main) building. Students are responsible for notifying the teacher and/or activity supervisor immediately if an injury occurs. A student who feels ill or wishes to discuss a health problem with the school nurse or health clerk should ask for a health referral from the classroom teacher or supervising adult. Students may not use their cell phone to call home directly.

In case of serious injury/illness, parents are contacted for referral to their family physician. Parents are requested to notify the school nurse about serious health concerns. Please be sure to share important health concerns when completing the AIU through ParentConnect.

### **Immunizations**

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

### **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.

### **INSTRUMENTAL MUSIC**

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

### **LIBRARY**

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

Textbooks & Chromebooks (2-6) issued to students will be required to be returned when the student checks out of school and/or at the end of the school year. Library books are required on the due date. If a Book/Chromebook is not turned in or paid for, no grades will be posted, and the student will not be allowed to participate in activities until the matter is settled. If a student leaves Mission Bell to attend another school, current records may not be forwarded. This policy applies to textbooks, library books, instruments, and all other school materials and fees owed to the school.

### **LOST AND FOUND**

The school is not liable for lost or stolen articles. Items found should be brought to the main office immediately. To prevent items from getting lost, please label your child's sweaters, jackets, and lunch pails. Items that are not claimed by the end of each trimester are given to charitable organizations.

### **MINIMUM DAYS**

#### **Weekly**

Minimum days begin on Wednesday, August 17, 2022 and continue every Wednesday through May 31, 2023.

Kindergarten - 8:15 – 11:35

Grades 1st-6th - 8:15 a.m. --1:05 p.m.

#### **District Minimum Days**

Kindergarten - 8:15 – 11:35

Grades 1st-6th - 8:15 a.m. --1:05 p.m.

Friday, October 14, 2022

Friday, February 10, 2023

Friday, May 26, 2023

Tuesday, May 31, 2023

### **PARENT INVOLVEMENT**

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

### **Parent Education**

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

### **Parent Volunteer Program**

Please contact your child's teacher, or call the school office, if you wish to volunteer at school or in the classroom.

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 chaperones, camp and fair chaperones; band, vocal music, and drama group helpers; and others who have unsupervised contact with students.

All 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.

### **Title I School Site Council (SSC)**

The School Site Council meets five to six times a year to advise the staff on educational decision-making. It is composed of elected parents and staff members. Parents are invited to serve as SSC members, this is a 2-year commitment and interest forms will be sent out at the beginning of the school year.

### **STUDENT AWARDS AND INCENTIVES**

We are proud of Mission Bell Elementary students. We offer various activities and assemblies recognizing student achievement in a variety of areas: attendance, academic achievement, character, improvement, behavior, 100 mile club, state testing, EL Redesignation, etc.

The following is a description of some of our incentives programs:

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

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

### **STUDENT COUNCIL**

The Mission Bell Student Council is an organization in which student representatives can help with the functions of the school. Student Government promotes leadership and initiative. Officers and representatives must comply with the eligibility requirements by maintaining grades of 3s or 4s, not having excessive absences, tardies, or discipline problems during the school year. Students can be removed from Student Council if they do not maintain the eligibility requirements.

### **TELEPHONE**

The school phone number is **(951) 360-2748**. 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.

### **TELEPHONE USE (STUDENTS)**

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.

### **TITLE 1**

Title 1 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.

### **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.

### **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](http://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. Follow the directions of 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.

### **Parking Lot**

For those parents that drive students to school, please remember that we have a very small parking area off of Mission Bell that requires patience and respect of safety expectations from everyone. For your child's safety, students must be walked by an adult when walking through the parking lot. Please make use of the crosswalk to cross safely. To maintain an effective movement of traffic, the parking lot is designed as a one-way parking lot. We have two gates: one for entry and the other to exit. Avoid entering the parking lot through the exit gate.

When you arrive at Mission Bell or use the surrounding streets, we also ask that you be respectful of our neighbors by following the speed limit and not blocking driveways or making u-turns on Mission Bell.

Do not use the area designated BUS LOADING AREA to park (Board Policy 1318.1).

### **VISITORS/VOLUNTEERS TO CAMPUS**

For your child's protection and safety Mission Bell is a closed campus. Any adult who visits the campus is required to sign in at the office and wear a visitor's badge. No middle or high school students are allowed on campus unless accompanied by a parent. Students are encouraged to be friendly and courteous to visitors who may be touring the school.

Parents or guardians of students attending Mission Bell are encouraged to visit the school. Parents who wish to meet with teachers should arrange for an appointment before or after school with their child's teacher 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. Please 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.**

# 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 whom the remarks are directed will calmly and politely request the speaker to communicate in a civil manner.

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

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

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

### Safety and Security

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

### Documentation

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

### Legal References

#### EDUCATION CODE

32211 Disturbing School  
44810 Willful Interference

#### PENAL CODE

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

## **CUSTODY ISSUES**

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

## **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 2022-23 PARENT GUIDE FOR A FULL COPY OF THE DRESS CODE.

PLEASE REFER TO THE 2022-23 PARENT GUIDE FOR A FULL COPY OF THE UNIFORM COMPLAINT PROCEDURE.