

# Mission Middle School

## PARENT & STUDENT HANDBOOK



**2024- 2025**

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## Important Information You Should Know About Mission Middle School

### **PHILOSOPHY OF DISCIPLINE**

Everyone at Mission Middle School is expected to do his/her very best at all times. Our goal at MMS is to help prepare our students for a successful adult future by learning RESPECT, RESPONSIBILITY, and PERSONAL REGARD/SAFETY for self and others.

The philosophical base of the Mission Middle School discipline plan is built upon the following beliefs:

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

Because we have designed an effective plan with all staff members participating, the following conditions will exist on campus:

- An environment for students and staff that increases academic achievement.
- An environment for students to make positive behavior choices.
- An environment for students to celebrate their accomplishments.
- An environment for students that is safe, secure, and supportive which facilitates learning.

### **AREAS OF DISCIPLINE RESPONSIBILITY**

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

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

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

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

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

**Parents/Guardians** - Parents/guardians are responsible to assist school personnel by seeing that their children are diligent in their studies and attendance (*Ed Code 48291, 48293*). 48900.1.(a) The governing board of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended. (*Ed Code 48900.1; L.C. 230.7; L.C. 230.8*). Parents/guardians are responsible for the willful misbehavior of their children and any damage to school property (*C.C. 1714.1; Ed Code 48904*). Additionally, parents/guardians should remember and/or be aware that upbraiding, insulting and/or abusing school personnel or entering a school for unlawful business is against the law and such actions may be grounds for legal action against them (*Ed Code 44811; P.C. 626.8*).

**Duties of Students:** Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions the teachers and others in authority; observe good order and propriety of deportment; be diligent in study; be respectful to teachers and others in authority; be kind and courteous to school mates; and refrain from the use of profane and vulgar language. Section 300, California Code of Regulations, Title 5.

Incidents of bullying, harassment, or intimidation will not be tolerated and should be reported to a teacher or administrator for handling either in person or by using the online ReportIT form. The ReportIT form can be found on the school website as well as the Student Canvas page.

# MMS Code of Conduct

## STUDENTS WILL:

- Be on time.
- Be prepared (agenda, binder, pencils and paper) and follow directions.
- Complete and turn in all assignments.
- Respect the rights and property of others.
- Be courteous.
- Use appropriate language.
- Be honest and truthful.
- Follow the school dress code.

## ARRIVAL TO SCHOOL

- **“Walk”**, running is not acceptable behavior on campus (*other than during PE*).
- Students should not arrive any earlier than 8:30 a.m. unless enrolled in a 0 period class. All students must wait in the designated areas (lunch court or quad area) until the 8:56 a.m. bell rings. On late start days, students should not arrive any earlier than 10:30 a.m. unless assigned a late start detention.
- Bicycles, scooters or skateboards are not to be ridden around the campus and must be locked in the racks provided. Special racks are available for scooters and skateboards. During school hours, students are not allowed in the bicycle area without special permission. **State law requires you to wear a helmet and students without one may have their bicycle held for parent pick-up.**
- Students are not permitted to drive motorbikes or motor scooters.
- For safety reasons, students are not allowed in the parking lots.

## ON THE GROUNDS

- 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, horseplay or play fighting.**
- No public displays of affection (i.e. holding hands or kissing).
- Electronic items, toys, cameras, or other expensive items and playthings are not allowed at school. **Jurupa Unified School District and Mission Middle School are not responsible for personal items brought to school or a school activity that are confiscated, lost, stolen or damaged.**
- Cell phones need to remain silent and put away while on school campus. **Jurupa Unified School District and Mission Middle School are not responsible for personal items brought to school or a school activity that are confiscated, lost, stolen or damaged.**
- Do not bring or possess **dangerous objects** of any kind going to, coming from, or at any school campus.
- Do not deface or damage any school or private property.
- Put litter and trash in the trash cans. The campus is a gum free zone, please do not bring or chew gum on campus.
- Stay in authorized areas.
- Students are required to have a hall pass in order to be out of class for any reason (restroom, office, library, counselors, etc.). Students will use the hall pass located within their agenda with their name, date, time, destination, and teacher’s signature.
- Students are encouraged to use the restroom before or after school, during passing period or during lunch.

## IN THE CLASSROOM

- Be prompt to class and be seated in your seat before the bell rings. Students have **four** minutes between classes to go to the restrooms. Students are expected to proceed to class promptly during the passing period. They are not to gather in the halls or stand around anywhere during the passing period.
- Be prepared for class. Bring a Chromebook (charged), pencils, erasers, books, three-ringed binder (at least two inches) and any other classroom materials needed.
- 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.
- Be neat in appearance. District and Mission Middle School Dress Code must be followed at all times.
- Students are expected to complete and turn in all assignments on time. If a student is absent he/she must make arrangements to make up missed work. Cheating is not acceptable.

- 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 seek help from teachers, counselors, supervisors, assistant principal, or the principal.

**DURING LUNCH**

- Students must line up to buy their food. Remember that it’s first come, first served. Saving places, cutting in line, or crowding is not allowed. Students may not buy food for their friends.
- Students may not use another student’s lunch number.
- Food and drinks must be consumed in the cafeteria and lunch area only where there are tables and seating. (MPR and lunch court- where there are lunch tables and appropriate seating).Food and drinks cannot be taken into class.
- Good behavior and table manners are expected. Be courteous to staff.
- **Lunch deliveries are not allowed.** Only lunches dropped off by a student’s parent or legal guardian will be given to them.
- Students may bring or buy their lunch, but should not ask or force others to give them their food or money.
- Parents may leave forgotten lunches or money in the office. Students will be called at an appropriate time.
- **You are responsible for picking up your own trash at your table and putting it in the trash containers. Throwing or popping food and drink is not allowed.**
- Do not disturb classes in session.
- Lunch detention participants will be served the standard cafeteria lunch or they may bring a lunch from home. Students serving detentions may not purchase any items from the snack bar, carts, or windows.
- Breakfast items are offered at no-cost to all students before school. Hot lunches are located in the cafeteria and other foods are located at the snack bar.

**LEAVING SCHOOL GROUNDS**

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

- When school is over, students are to leave the campus immediately. Those who ride buses are to report directly to the bus loading areas near the east staff parking lot. Students are not to return after leaving campus.
- If students are to remain on campus for teacher supervised activities they must report to the teacher by 3:25 pm.
- Students should be dropped off and picked up on Mustang Ln.; in front of the school by the white curbsides. Look for the pick-up/drop off signs. Be sure not to use the bus loading zone, and take notice of the no parking zones marked by the red curb side. These are reserved for emergency services (police, fire fighters, and medical). Students should not be dropped off in the staff parking lots. For safety reasons, students are not allowed in the parking lots and must remain on the sidewalks.

**ATTENDANCE POLICY**

Each person in California between the ages of 6 and 18 years, who is not legally exempt, is subject to compulsory school attendance. Each parent or guardian has the responsibility to send students to school for the full time of the school day as designated by the Board of Education. Students are expected to attend school, to be on time, and to attend all classes.

- Punctuality and regular attendance are essential at school. A parent or guardian should call the office at **(951) 222-7842** each day a student is out, either the night before or the morning of the absence and state the reason for the absence. If you choose to send a note clearing an absence, please include the date and reason for absence and parent signature.
- Students may be excused from school for the following reasons: due to his or her illness; due to quarantine by health officials; due to his or her medical appointment; for the purpose of attending funeral services of a member of his or her immediate family; court appearance.
- **District policy** requires an assignment of Saturday School for students to make up time missed for non-state approved absences. We ask that all absences be cleared within three (3) days of the absence. After three (3) days, the absence will be noted as Truancy and Saturday School will be assigned

**TARDY POLICY** – Students are expected to arrive on-time each day. Progressive consequences will be assigned. Morning and period tardies will be addressed as follows.

1st Offense	Warning
2nd Offense	Warning and/or teacher assigned consequence

	Two or more tardies in one day - lunch detention following day Five or more tardies in one week - lunch detention (Mondays)
Chronic Tardies (5 or more incidents of two or more tardies in one day and/or five in one week)	Lunch detentions turn into after school detentions & Tardy Contract*
Contract Interventions	Continued after school detentions, parent shadow, student escort, Youth Court referral, time management counseling, etc.

\*Once a student is placed on a Tardy Contract, individualized progressive discipline will occur. Tardy contracts will be reviewed every six weeks.

Unannounced Tardy Sweeps may take place throughout the school year. Students who are caught in a Tardy Sweep will be issued an immediate consequence.

**TRUANCY POLICY**

- A student is considered truant after 3 or more unexcused absences **OR** 3 or more unexcused tardies of more than 30 minutes and/or any combination thereof.
- The only way to clear an unexcused absence or truancy is to attend Saturday School.

**SPECIAL EVENTS / EXTRA CURRICULAR ACTIVITIES**

MMS offers incentives including but not limited to - events, activities, assemblies, field trips, and Promotion Ceremony for students that exhibit good behavior and grades. These incentives are privileges, not rights. To be eligible for these activities students may not have any F’s on the most recent progress report and/or no suspensions. It is the responsibility of the student to seek extra help and take the necessary steps to maintain their eligibility academically and behaviorally.

Students must have

- no F’s on their most recent progress report card
- no On Campus Intervention (OCI)
- no suspensions through the date of the activity

**PROHIBITED ITEMS**

It is important for the staff at Mission Middle School to create a safe and orderly learning environment. To accomplish this, in addition to the classroom, office, and bus discipline programs, we prohibit certain items and activities on campus. The list below is not all-inclusive, but contains some of those things that have a potential for causing problems. Parents/Guardians and students assume responsibility for loss or damage to personal property and school property that has been assigned to them (e.g. Chromebook, video equipment, books, music instruments).

- **DO NOT BRING** electronic devices. If an item is lost, stolen or damaged, MMS will not make any attempt to retrieve them. Such actions are disruptive to the learning environment and often unsuccessful. **The Jurupa Unified School District and MMS staff will NOT be responsible for these items if confiscated, lost, stolen or damaged.**
- Any unauthorized items will be confiscated. Parents are responsible for picking up confiscated items in person from the front office. Items will be returned as deemed appropriate by administration. Items that remain unclaimed by the last day of school will be discarded.
- Large sums of money and articles of real or sentimental value should not be brought to school.
- Any items deemed unsafe or disruptive to the learning environment are not allowed at school **including but not limited to:** drugs, drug paraphernalia such as pipes, lighters, tobacco products, cigarettes, electronic cigarettes, hookah/vape pens, and matches; weapons such as knives or guns including imitation weapons such as water pistols, paintball guns, or air-soft pellet guns.
- Other items not allowed include: personal electronic devices, aerosol cans, canister containing compressed air, glass containers, stink bombs, fireworks, or any explosive devices, gum, rubber bands, toys, laser pointers, balloons, trading cards, spiked wristbands or necklaces, brass knuckles, and brass knuckle style belt buckles, stuffed animals, inappropriate stickers and beaded bracelets.
- Also not allowed: Permanent markers, paint markers, paint, glitter pens, whiteout- correction fluid, and spray paint or tools that etch glass.
- Students are **NOT** allowed to sell things at school.

## **PROHIBITED ACTIVITIES**

- These activities are not allowed: smoking and drinking, use of profanity, gang related activities, fighting, graffiti, gambling, sexting, public displays of affection, begging for money, play fighting, horse play, sales of any kind or any other activities that disrupt school activities. Students who participate in these activities will receive appropriate consequences.

## **FIGHTING**

- Fighting or any form of physical violence is not tolerated. It can lead to serious injury and/or fatal consequences. Section 48900a1 and 48900a2 of the California Education Code authorizes suspension or a recommendation for expulsion for students who participate in these actions.
- Furthermore, students who participate in a fight or assault can be cited by law enforcement and be prosecuted through the Riverside County District Attorney.

## **BULLYING, THREATENING OR INTIMIDATION**

- Mission Middle School does not tolerate any student or group of students who participates in emotional, physical or verbal abuse against any individual or group of individuals. This includes cyber and electronic bullying, i.e., Facebook/Instagram/Snapchat/TikTok/Kik/Twitter or text messaging. Section 48900.3 and 48900.4 of the California Education Code authorizes suspension or a recommendation for expulsion for students who participate in these actions.

## **SEXUAL HARASSMENT**

- Sexual harassment can be described as any unwelcome sexual advances, staring, or flirtation. It may also include spreading sexual rumors, inappropriate touching, or unwelcome sexual slurs/comments made verbally or in writing.
- Anything that makes another person feel uncomfortable could be considered harassment and will not be tolerated.

## **CELL PHONE PICTURES – “Sexting”**

- It has become common practice for students to send and receive pictures of other students to/from their personal cell phones. Inappropriate pictures of any kind found on a student’s cell phone will result in disciplinary action. The sending/receiving or possession of student pictures of a sexual nature (partial or complete nudity) may violate child pornography laws and if found on a student cell phone will result in school discipline and will be turned over to the School Resource Office and possibly prosecution through the Riverside County District Attorney.

## **INTERNET USE**

- Students who post anything on public internet websites that is perceived as bullying, intimidation, or a threat to students or school staff, or results in the disruption of school activities, will be subject to disciplinary action.

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

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

## **STUDENT RIGHTS**

- We are committed to teaching RESPONSIBILITY, RESPECT, AND PERSONAL REGARD for self and others. If a student feels they are being treated unjustly, they may see an administrator.

## **CONSEQUENCES**

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

Consequences include:

- Referral to office & parent/guardian phone call, letter, and/or conference
- Reflection activities
- Detention (Lunch and/or After School)
- Late Start Detention, served on Late Start Thursdays from 9:00-10:45
- Saturday School Detention
- Referral to counselors and/or psychologists

- Behavior intervention classes/programs
- Saturday School
- On Campus Detention
- Youth Court
- Suspension
- Recommendation for Expulsion

#### **DETENTIONS**

- Students may be held after school for consequences or to make up unfinished or poor work.
- There are two types of detentions: teacher and administrative. Detentions may be assigned after school or during lunch. If the student is absent, the detention will be assigned for another day. Students are responsible for taking the detention notice home and informing their parents of the detention.
- When a student fails to show up for detention, or is tardy, he/she will be sent to the office and may be assigned additional detentions or other discipline for the first offense. Other actions may include a parent conference, ineligibility for activities, or suspension when a student refuses to attend assigned detentions.
- Students who are absent all day on the day of their detention must serve the detention on their first day back to school or the next regularly scheduled detention session.
- Parents will receive notification 24 hours in advance if a student is assigned an after-school detention.

#### **SEARCH AND SEIZURE**

- To maintain order on the school premises, it may be necessary at times to conduct limited searches of personal property or clothing when there is reasonable suspicion of possession of drugs, weapons, or other illegal or inappropriate items.
- Contraband dog may be used for these searches.

#### **SUSPENSION APPEAL PROCEDURE**

- The pupil's parent or guardian shall have the right to Appeal a Suspension. 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 appeal the suspension to the Superintendent's Designee.

### **ADDITIONAL IMPORTANT INFORMATION**

#### **COUNSELING SERVICES/PARENT CONFERENCES**

- Students and parents are welcomed to make an appointment when counseling services are needed or when concerns arise. ***Counseling appointments can be made in the main office.***
- Student programs, promotion, courses, or vocational planning may be obtained from the counselor.
- Parents may contact the teacher(s), counselor or administration for a phone conference or a personal conference.

#### **CELL PHONE POLICY**

- **Must be turned off and out of sight. Headphones/earbuds must be out of the ear while in the classroom unless given direct permission by an adult.** Use of headphones outside of the classroom may not be used in both ears and one ear must remain open at all times to ensure safety messages are heard. Cell phone use, without adult permission, during the school day is not allowed.
- If any of the items are lost, stolen or damaged, MMS will not make any attempt to retrieve them. Such actions are disruptive to the learning environment and often unsuccessful. **The Jurupa Unified School District and MMS staff will NOT be responsible for these items if confiscated, lost, stolen or damaged.**

- Every classroom has a telephone and parents/guardians will be notified in the event of an emergency. If parents need to contact a student, they may call the front office at **(951) 222-7842**.
- The office phone at school is to be used only for school business or in the case of an emergency. Students cannot receive personal phone calls and will be given messages only in emergency situations. Transportation arrangements should be made prior to the student arriving at school for the day.

#### **CLEAN CAMPUS AND VANDALISM**

- The appearance of our school and the way it is kept has a great deal to do with the reputation of our school. We are proud of our school and want it to be well cared for so that other people will be proud of it as well. It is the responsibility of each student to help keep the campus clean.
- Please do not litter.
- Vandalism and tagging will be regarded as a serious offense. Parents of students are responsible for damaged property and are required to pay for repairs or replacement.

#### **LOST AND FOUND**

- The school is not liable for lost or stolen articles. Items found should be brought to the office immediately. Articles will be kept for a reasonable time, or until they are claimed. Students may claim lost articles by describing them to a school official.
- Unclaimed items will be given to charity at the end of each semester. Mark your belongings so they can be identified.

#### **ACADEMIC HONESTY**

- Cheating is an unacceptable behavior at Mission Middle School. Cheating is defined as **giving, sharing or receiving** unauthorized aid on a test or assignment.
- Avoid plagiarism (copying another person's work and claiming it as yours).
- Cheating and/or plagiarism may result in the loss of credit for an assignment and/or lowering of an academic grade.

#### **HOMEWORK**

- You should have homework nearly every night. Additional time is needed to study.
- Homework should be copied in a student agenda (planner notebooks)
- Completing work not finished in class and practicing work learned in class for better understanding.
- Doing long-range assignments, special projects, book reviews, and extra credit work.
- Reviewing material prior to tests.
- Involving parents in their son/daughter's learning.
- Reading daily.

#### **PROGRESS REPORTS AND GRADES**

- Student Progress Reports are mailed home at the end of each six-week period in order to keep parents/guardians informed of their students' academic progress.
- Final grade report cards are issued and mailed home in December and June at the end of each semester.
- Parents may request progress reports any time during the school year from teachers and/or Counselors.

#### **COMPUTER ACCESS/INTERNET USE**

- Mission Middle School has Internet access in every classroom and in the library.
- Students must use school computers and Chromebooks responsibly and must follow the expectations of the Internet use agreement.
- Chromebooks issued to students will be required to be returned in good condition when the student checks out of the school district.
- Administration periodically monitors student usage and visited sites on the district issued Chromebook using a program called GoGuardian.
- **Do not share passwords or log-in names.**

#### **ASSEMBLIES**

- Assemblies are normally held during the school day. Certain standards of conduct are expected of students.
- When someone steps in front of an assembly audience or to the microphone ready to speak, it is time to be quiet, without being told to do so.
- Clapping is the only proper approval for a speaker or entertainer. Whistling and booing are not appropriate.



- Speakers or entertainers should be treated with courtesy.
- Students who cannot uphold assembly behavior standards will be removed.
- After the assembly is over please return directly to class when you are dismissed.

### **MUSTANG PRIDE EVENTS**

- Mission Middle Mustang Pride Events are for Mission Middle School students only and are scheduled approximately every six weeks to recognize students for positive behavior and academic achievement. No guests are allowed.
- Students who do not meet the eligibility requirements are not allowed to attend.
- A permission slip signed by a parent is sometimes requested to attend scheduled events.
- If a student is absent the day of the event, he/she will not be permitted to attend.
- Students are not allowed to loiter outside of the multipurpose room or elsewhere on campus. Students may not leave campus and then return to an event.
- At dance events, students who are dancing inappropriately will be dismissed from the dance and may receive discipline consequences.
- All students should have their transportation arranged before an event that is scheduled outside of the school day.

### **REWARDS**

- Students will earn Mustang Points from staff in recognition of academic, behavior, and other successes. The Mustang Points can be checked using the link on the MMS Student Canvas course. Students who earn a 3-, 4-, or 5-star rating will earn additional incentives and/or field trips in recognition of their accomplishment.
- To reward excellence for all students, Mustang Pride Praise Notes are awarded on a daily basis and winners are announced during the Weekly drawings. Prizes are given to those students weekly. Larger prizes are given to monthly winners and grand prizes each semester.
- ASB operates our student store every day in room 24 before and after school and during lunch. You may exchange Mustang Points for school supplies and other items.
- Occasionally, students also receive Mustang Pride Front of the Line Coupons with snack incentives redeemable in the lunch lines as well.
- Other Mustang Pride events and Field Trips are scheduled to recognize students selected by teachers as Model Mustangs who exhibit the traits of Integrity and Excellence.

### **GIFTS AND PERSONAL CELEBRATIONS**

- While we understand your wish to celebrate student achievements, holidays, birthdays, etc., we are unable to accept deliveries of personal gifts to students (i.e., flowers, balloon bouquets, food, etc.). We request that these events be celebrated at home.

### **FIELD TRIPS**

- Clubs and departments may offer students an extended learning opportunity to further study, investigate and/or perform on a field trip. However, if you do not meet the minimum eligibility requirements you may not be able to attend this event.

### **DAILY ANNOUNCEMENTS**

- Daily announcements are read Monday through Friday during Advisory. On various Fridays, a video announcement created by students is shown. Announcements are made to inform students on the current activities and/ or to promote positive behavior.
- Pay close attention! You just might see yourself on the video announcements!

### **PHOTO/VIDEO TAPING OF STUDENT**

- Throughout the school year students may be photographed and filmed while participating in numerous activities. Their likeness may appear in various video and print productions such as the weekly video announcements, the Mustang Express, and school websites.
- If a student or parent/guardian does not wish to participate they may contact the office to obtain an "Opt out" form.
- Students may not photograph or videotape staff members or other students at any time while on campus.

### **ID CARDS**

- Students will receive the first card for free.

- Replacement cards may be purchased for \$2.00 in the office.
- Students are required to present their ID card to check out library or textbooks, or to gain entry or purchase tickets to school-sponsored activities, to purchase food from the snack line or at any time requested by school personnel.

#### **STUDENT AGENDAS**

- Students will receive their first agenda for free. It is required that students bring their agenda to school every day.
- Agendas are used to record homework, communicate with teachers, PBIS instructions, as well as for passes between classes.
- Replacement agendas may be purchased for \$2.00 in the office.

#### **LIBRARY**

- The library is open for use before/after school and during lunch as well as during the school day.
- Students will need to present their ID card to check out library books or textbooks.
- Students are expected to pay for damaged or lost books and/or materials they check out of the library. It is the responsibility of each student to keep their Chromebooks, text books and library books in good condition.
- Library books are required on the due date.
- Textbooks and Chromebooks issued to students will be required to be returned in good condition when the student checks out of school and/or at the end of the school year.
- Chromebook repairs will be handled through the library.

#### **MAIN OFFICE PROCEDURES**

- The main office is a very busy area. Students reporting to the office for any reason must conduct themselves in a business-like manner and be prepared to present their ID card.
- When visiting the office, students will be met at the counter by either a school secretary or office aide. Do not go behind the main counter unless asked to do so by the office staff.
- Friends should not accompany other students when visiting the office.

#### **HEALTH SERVICES**

- The Nurse's office is located in the administration office building. If your student becomes ill or needs first aid, report to your teacher and request a pass to the nurse. If it is at the end of a period or during passing time, a pass from your next period teacher is required. This applies to all classes. Only in cases of emergency will the nurse see a student without a pass.
- All students must have an up-to-date emergency card on file in the office. These cards are used to contact parents when students are ill or injured.
- The school nurse serves more than one school and is not available to administer medications on a daily basis, so other office personnel most often perform this function.
- A physician or dentist must prescribe all medications taken at school, including over the counter medications.
- We are required to have a written statement from the prescribing physician (the prescription label on the medication is inadequate), and a written authorization from the parent/guardian is required.
- Medication must be provided to the school in the container in which it was purchased and must be clearly labeled with the student's name.
- Students may not carry any medications with them while they are on campus. Medications are to be stored in the health office.
- Students will have access to feminine hygiene products in the student bathrooms. Students will come to the office to collect a token to be used in the dispenser.

#### **EMERGENCY CARDS/CHANGE OF ADDRESS AND PHONE NUMBER**

- Please notify the office of any change of address, home, work or emergency phone numbers. If a student is moving, the parent or guardian must notify the office and follow district policy in the case of inter or intra-district transfers.

#### **IMMUNIZATIONS**

- All students must 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.

#### **INSURANCE**

- Although care is exercised to prevent accidents, neither the Board of Trustees nor the school can assume responsibility for accidents or injuries to students. An insurance company, not connected with the school, offers an inexpensive accident policy that provides coverage for regular sessions.
- Parents are encouraged to review the merits of insurance (*Board Policy 6105*).

#### **PURCHASE AND PAYMENTS**

- All financial transactions with Mission Middle School must be made in cash or with a money order when purchasing tickets, yearbooks, PE clothes, or other MMS financial business. Checks will not be accepted.

#### **VISITORS**

- All visitors and parent volunteers must register at the office and wear a visitor's badge. **All visitors are required to show their ID when checking into the office.**
- Please be friendly and courteous to visitors who may be touring our school. Relatives or friends from other schools are not permitted to visit you on campus or accompany you to your classes.
- Parents or guardians of students attending Mission Middle School are encouraged to visit the school. Those who wish to confer with teachers may do so before or after school. If a conference is desired, please call the office and a time will be arranged.
- It is especially important that instructional time not be disrupted except in the case of emergency or for health and safety reasons.

#### **EMERGENCY BROADCASTS**

- If, because of bad weather, earthquake, disaster, or road conditions, school is called off or bus schedules are delayed, the information may be broadcast over radio station: KCAL FM 96.7; KCAL (Spanish) AM 1410; SKIF (Spanish) AM 1440; KFRG FM 95.1; KOLA FM 99.9; KPRO AM 1570; AND KSZZ (Spanish) AM 590.

## **MISSION MIDDLE SCHOOL**

### **Dress Code Policy**

*All students are required to dress for school with emphasis on neatness, modesty, cleanliness, safety, & personal hygiene.*

#### **PANTS:**

- Pants will fit at the waist and be the appropriate size.
- Pants must not sag or show undergarments.
- Pants must not contain any holes in inappropriate places.
- Pants must have a working zipper.
- No letters or inappropriate symbols on belt buckles.
- Tears in jeans may not be above the student's finger tips while arms are extended down to the side. Tears should be no larger than 5 inches.

#### **SHORTS:**

- No short shorts are allowed. Shorts may be worn when with arms extended down at side; shorts should fall below the length of the fingers.
- Shorts must cover the full curve of the buttocks at all times.
- Boy's shorts are no longer than two inches below the knee and will not sag or show undergarments.
- All shorts are fitted at the waist and must be the appropriate size.

#### **SKIRTS and DRESSES:**

- With arms extended down at the side, skirts and dresses should fall below the length of the fingers. Shorts must be worn underneath.
- Dresses have a neckline no lower than three inches from the neck. (No cleavage)
- Dress straps are no thinner than 1 inches wide.
- Should not be tight, form fitting, or revealing. No fishnets, or lace or torn stockings.
- 

#### **BLOUSES and SHIRTS:**

- Blouses, shirts and tops may not have any inappropriate language, graphics or pictures of any kind.
- Will be the appropriate size.
- Will cover the midriff/stomach.

**SHOES:**

- Shoes must be appropriate for school wear for safety reasons. Steel-toed boots or shoes, sandals without back straps, and flip-flops are not allowed. Shoe heel height may not exceed 2 inches. All shoes must enclose the foot.
- Shoes must match.

**HATS/BEANIES/ GLOVES:**

- Hats, caps or head coverings may be worn outdoors for sun protection and shall not be worn indoors. Hats and caps with brims must be worn forward. These items must follow MMS/District dress code rules and the Riverside County Sheriff's office guidelines – anything that advocates or advertises any type of alcohol, drug, weapon, gang; illegal/obscene act, sexually suggestive act, or anything hazardous to one's health is not allowed.
- Gloves are not allowed unless the weather conditions require them.

**HAIR:**

- Hair lengths or styles which jeopardize the health and safety of the wearer or others or which substantially disrupt, interfere with or distract from the orderly conduct of the educational process or the learning atmosphere of the school or classroom are not allowed.

**JEWELRY**

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

**The following items are inappropriate and are unacceptable on campus:**

- No wallet charms and chains, large/heavy link or metal/plastic bead chains or any other disruptive jewelry or garments.
- Clothing, signs, or symbols that are classified by the Riverside County Sheriff's office as being gang related. (Belt buckles with initials, L.A., Rubidoux Town, Riverside Bell, Inland Empire attire, bandanas/bandana print attire).
- Any clothing that disrupts the educational process or that is unsafe during any given situation in the school day.
- No spikes, gauges, or large hoop earrings. Absolutely no safety pins should pierce any part of the body.
- Clothing that advocates or advertises any type of alcohol, drug, weapon, gang; illegal/obscene act, sexually suggestive act, or anything hazardous to one's health is not allowed. ( Cookies, HighLife, Backwoods etc.)

A student in violation of the dress code will be warned and asked to correct the problem (i.e. take the hat off, change into shirt/shorts loaners, etc.). If a hat is confiscated, a parent/guardian will need to pick up the item after school. If dress code loaners are provided, then the student will need to wash our loaners and bring them back in exchange for their items.

## JURUPA UNIFIED SCHOOL DISTRICT

### CODES AND POLICIES

#### **ACADEMIC HONESTY**

*BP 5131.9*

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

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

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

For a complete copy of this Board Policy please refer to the district website [www.jurupausd.org](http://www.jurupausd.org)

#### **ACCEPTABLE USE OF TECHNOLOGY**

*EC 48980*

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

#### **CUSTODY ISSUES**

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

#### **DRESS CODE**

PLEASE REFER TO THE 2023-2024 PARENT GUIDE FOR A FULL COPY OF THE DISTRICT DRESS CODE (available online).

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

*Health and Safety Code 119405 and 11014.5*

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

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

## **HOMELESS YOUTH EDUCATION**

*42 US 11432*

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

## **LASER POINTERS**

*PC 417.27*

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

## **NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES**

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

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

The Director of Educational Equity, Olga Alferez, 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 Educational Equity, 4850 Pedley Road, Jurupa Valley, CA 92509. For questions or concerns about discrimination against students based on disability, please contact the 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*

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.

## **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 the body inside the bus.
5. Not throw items inside or out of the bus.
6. Refrain from using profanity.
7. Not eat or smoke on the bus.
8. Not wear athletic footwear equipped with cleats or spikes.
9. Watch for traffic when crossing the street in front of the bus.
10. Keep away from the side of the bus as it approaches or leaves a stop.
11. Be held accountable for their conduct at bus stops.

## **SEXUAL HARASSMENT NOTIFICATION**

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

The Jurupa Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact Denise Hernandez, Assistant 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 2023-24 Parent Guide.

## **STUDENT CONDUCT**

*EC 51100 and Board Policy 5131*

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

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

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

### **Jurisdiction** – EC 44807

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

**48915** Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct: *A) Causing serious physical injury to another person, except in self-defense, B) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil, C) Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, D) Robbery or extortion; and E) Assault or battery, as defined in Section 240 and 242 of the PC, upon any employee.*

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

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

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

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

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

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

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

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

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

## **SUSPENSION APPEAL PROCEDURE**

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

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

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

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

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

Health and Safety Code 104495 prohibits smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. Any person who violates this section is guilty of an infraction and shall be punished by a fine of two hundred fifty dollars (\$250.00) for each violation of this section. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot

sandbox area. Parents or community members using tobacco products on school or district property will be asked to refrain from such use or to leave the property. Persistent disregard for these policies will result in a referral to law enforcement.

## **Annual Notification of Uniform Complaint Procedures (UCP)**

PLEASE REFER TO THE 2023-24 PARENT GUIDE FOR A FULL COPY OF THE UNIFORM COMPLAINT PROCEDURE.

## **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  
626.8 Disruptive Presence at School