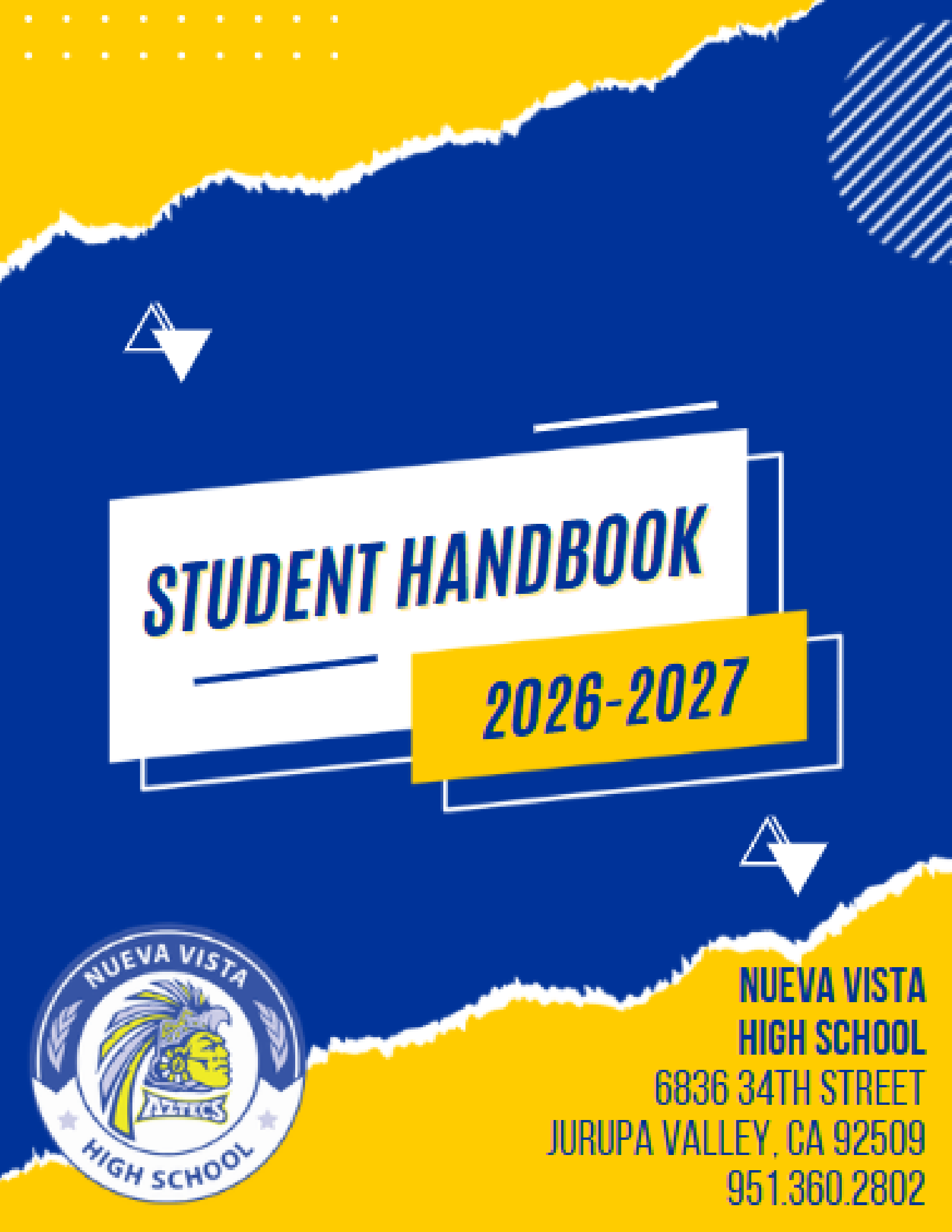




STUDENT HANDBOOK

2026-2027



**NUEVA VISTA
HIGH SCHOOL**
6836 34TH STREET
JURUPA VALLEY, CA 92509
951.360.2802



NUEVA VISTA HIGH SCHOOLS

MISSION AND VISION

Nueva Vista partners with the community to build bridges between students and their success while creating a safe and caring learning environment that provides the opportunity for accelerated credit recovery and promotes P.R.I.D.E

Nueva Vista is dedicated to working collaboratively as a professional learning community to ensure that all students receive an education that reflects data driven decisions, current curriculum, and research -based practices. The goal of NVHS is to break down barriers between students and their success and to guide them in obtaining academic and social success.

At Nueva Vista we strive to support our students Pass with PRIDE. Helping them to pursue academic and social success with a

- ➔ **P**ositive attitude
- ➔ **R**espect
- ➔ **I**ntegrity
- ➔ **D**ependability
- ➔ **E**ffort toward graduation

Board of Education

Melissa Ragole, President
Pamela Blynn, Clerk
Francisco Cueto, Trustee
Raquel Ortiz Cornejo, Trustee
Jenny Felix, Trustee

School Administration

Alicia Heimer, Principal
Connie Baltazar, Assistant Principal
Dr. Trenton Hansen, Superintendent



2026-2027

BELL SCHEDULE

Monday - Friday

ADVISORY	8:43 - 9:02
PERIOD 1	9:06 - 9:53
BREAK	9:55 - 10:05
PERIOD 2	10:09 - 10:56
PERIOD 3	11:00 - 11:47
LUNCH	11:49 - 12:23
PERIOD 4	12:27 - 1:14
PERIOD 5	1:18 - 2:05

Breakfast at no charge starting at 8:10 am





Quarter System

Each nine week quarter will consist of 5 semester courses and Advisory.

QUARTER 1	AUG. 6-OCT. 2
QUARTER 2	OCT. 5-DEC. 18

End of Semester 1

QUARTER 3	JAN. 11-MAR. 19
QUARTER 4	MAR. 29-MAY 27

End of Semester 2

FIRST DAY OF SCHOOL: AUGUST 6, 2026
LAST DAY OF SCHOOL: MAY 27, 2027



NUEVA VISTA HIGH SCHOOL STAFF

Office Staff:

Alicia Heimer, Principal
Connie Baltazar, Assistant Principal
Lissette Whitman, Principal's Secretary
Maria De Lourdes Colon, Counselor
Cindy DeSantiago, Registrar
Grecia Cardenas Jimenez, Translator Clerk
Eunice Medina, Health Aide Clerk
Deputy Ernesto Dominguez, SRO

Support Staff:

Isabel Cortez, Mental Health Counselor
Kyle Campbell, Mental Health Therapist
Eufemia Muralles, CCC Clerk
Melody Diaz, Librarian
Laura Cruz, Instructional Aide
Selina Pano, Instructional Aide
Willa Fjeld, Instructional Aide
Johnny Brown, Campus Supervisor
Uriel Rodriguez, Activity Supervisor & BLT
Norma Gamez, Activity Supervisor & Instructional Aide
VACANT, Activity Supervisor
Becky Rix, Cafeteria Mgr.
Jesse Twaite, Custodian (Day)
Juan Piceno, Custodian (Night)

Teachers:

Jacalyn Albee
Special Education
Independent Studies
Eizabeth Arias
TSA
Richard Bullock
Credit Recovery
Lucy Centeno
CTE
Sergio De Leon
English

Tatyana Diaz
English
Teresa Eimers
Credit Recovery
Roberto Flores
Math
Noah Holzknecht
Mathematics
Annamay Isaacson
English
Kathleen Jaramillo
Special Education

Vanessa Lozano
CTE
Claudia McMains
Mathematics
Leslie Naupari
Social Science
Claude A. Umbarger
Science
Sustainable Agriculture
Jared Zimmerman
Social Science



JURUPA UNIFIED SCHOOL DISTRICT

Academic Calendar 2026-2027

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1			1	2	3	4	5				1	2	3		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7		1	2	3	4	5							1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28						
														31													

MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3							1			1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

HOLIDAYS

July	3	Independence Day
Sept.	7	Labor Day
Nov.	11	Veterans Day
Nov.	25	Admission Day (Obs.)
Nov.	26	Thanksgiving Day
Nov.	27	Local Holiday
Dec.	24	Local Holiday
Dec.	25	Christmas Day (Obs.)
Dec.	31	Local Holiday
Jan.	1	New Year's Day (Obs.)
Jan.	18	Dr. Martin Luther King Jr. Day
Feb.	8	Lincoln Day (Obs.)
Feb.	15	Washington Day (Obs.)
May	31	Memorial Day
June	18	Juneteenth

END OF SCHOOL MONTHS AND DAYS TAUGHT

School Month	Date	Days Taught
1	Aug. 28	17
2	Sept. 25	19
3	Oct. 23	20
4	Nov. 20	17/19
5	Dec. 18/17	15/14
6	Jan. 15	5
7	Feb. 12	18
8	Mar. 12	19
9	Apr. 9	15
10	May 7	20
11	May 28/27	15/14
Total		180/180

IMPORTANT DATES

Aug. 3	New Teachers Report
Aug. 4	All Teachers Report
Oct. 23	Minimum Instruction Day K-6
Oct. 29-30	ELEMENTARY Conferences (No Pupils)
Oct. 30	End of 1 st Trimester K-6
Nov. 23-27	Thanksgiving Recess
Dec. 18	SECONDARY Conferences (No Pupils)
Dec. 21-Jan. 8	End of 1 st Semester 7-12
Dec. 21-Jan. 8	Winter Recess
Feb. 19	Minimum Instruction Day K-6
Feb. 26	End of 2 nd Trimester K-6
Mar. 22-26	Spring Recess
May 21	Minimum Instruction Day K-6
May 27	End of 2 nd Semester 7-12
May 28	Minimum Instruction Day K-6
	End of 3 rd Trimester K-6
	Planning Day 7-12 (No Pupils)

LEGEND

	LEGAL HOLIDAY		ELEMENTARY SCHOOLS NOT IN SESSION
	LOCAL HOLIDAY		MIDDLE & HIGH SCHOOLS NOT IN SESSION
	SCHOOL RECESS		END OF SCHOOL - K-6
	BEGINNING OF SCHOOL - K-12		END OF SCHOOL - 7-12

Adopted: 1/21/2025

Revised: 6/24/2025

LEARNING WITHOUT LIMITS

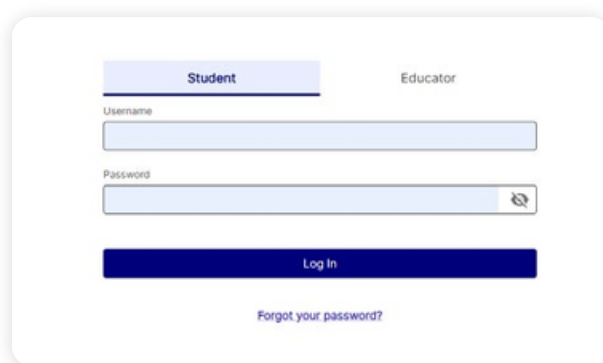
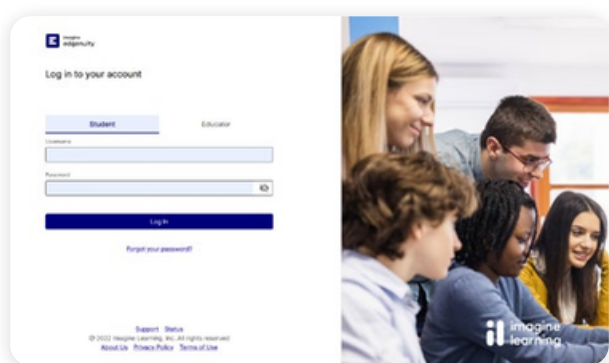
Accessing Courses

1 Log in to <https://learn.edgenuity.com> and click the **Students** button Or follow your teacher's login instructions if they are different

2 On the login screen:

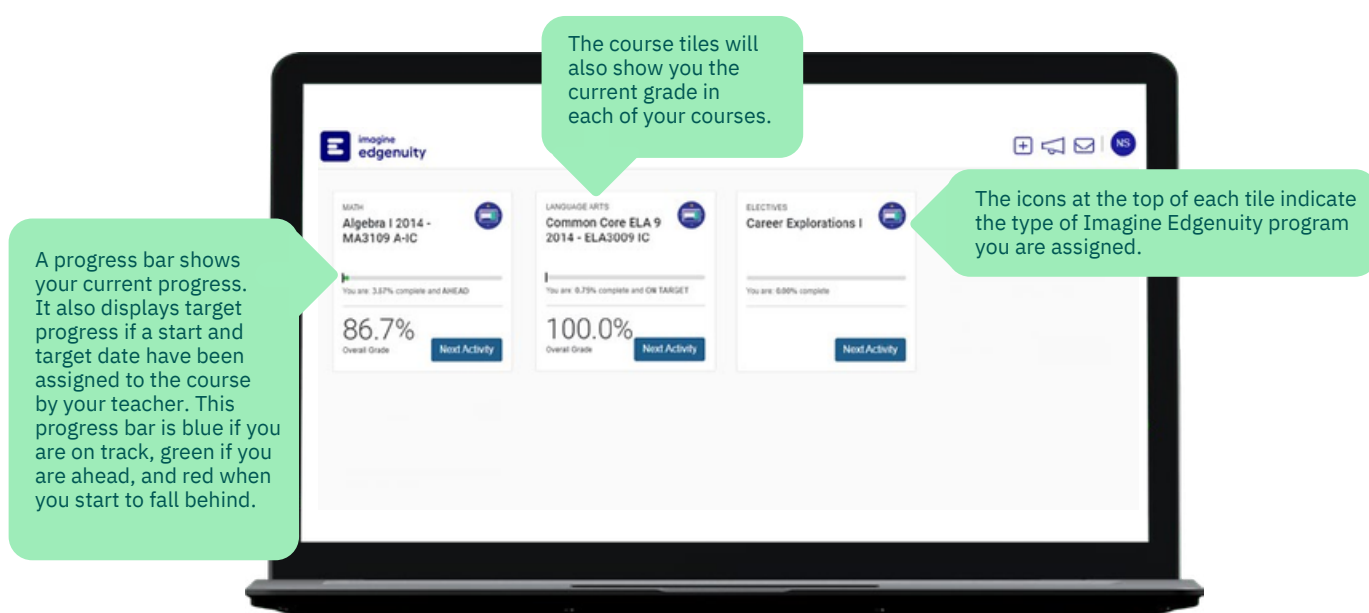
Enter the **username** and **password** provided to you by your teacher

Click the **Log In** button



YOUR HOME PAGE

- 1 Here you see a list of all courses assigned to you, along with your current progress and course grade
- 2 Click on the title of the course to explore the course map
- 3 Or, click any blue Next Activity to begin working immediately in the course



Introduction

We are so excited that you are joining us on an adventure in online learning! Imagine Edgenuity has created an inviting, interactive learning environment to help guide you towards your academic success

Your courses contain standards-based instruction with lessons from expert, on-screen teachers and multimedia tools and resources You will be presented with real-world applications, allowing you to build your content knowledge and essential skills, while also inspiring a deeper understanding

Your Imagine Edgenuity account not only provides access to your coursework, it is also where you can find view your progress report, monitor your daily assignment calendar, and access additional features designed to keep you informed and in control of your own education This guide is intended to help you become comfortable navigating your courses and walk you through everything you need to know to be successful with your Imagine Edgenuity program, in your own time and at your own pace Our best to you as you start this journey in your online course!

Grade Weights

To be successful in your online courses, it's important to know how your work will be graded Your overall grade is determined by calculating the weighted averages of your activities Your teacher will be able to provide you with the grade weight percentages that have been assigned to your course, and you can keep track of those activity weights here

Activities	Weight
Assignments	%
Essays	%
Labs	%
Projects	%
Additional Activities	%

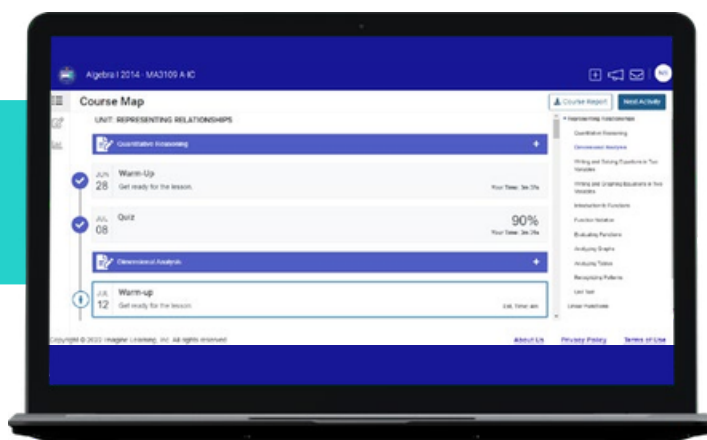
Assessments	Weight
Quizzes	%
Tests	%
Exams	%

Courses may not include every activity listed here, so be sure to check with your teacher about which of these activities will be in your course

YOUR COURSE MAP

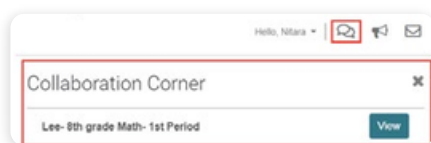
- 1 From the **Home Page**, click the **title** of the course that you would like to work on
- 2 Here you see the course map displaying all activities assigned to you The map auto loads to the next activity in the course, and you can use the course outline located to the right to see what has been assigned
- 3 **Due dates** appear next to each activity if your teacher has set a target date This helps you stay on track by completing your daily assignments
- 4 Above the course outline is a downloadable **Course Report** that you can use as an assignment calendar and to track your progress and activity scores
- 5 Click a **lesson title** in the blue bar to view the lesson objectives, standards, and transcripts
- 6 When you complete your assigned coursework for the day, click the **course** icon at the top left to navigate to another course or return to the **Home Page**

By default, you are required to complete activities in the order in which they are assigned—unless your teacher has enabled Free Movement, you need to complete each activity in its entirety before moving on to the next activity

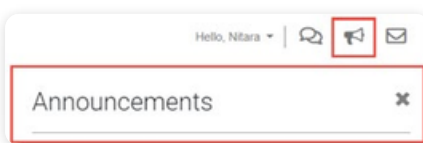


Communication Tools

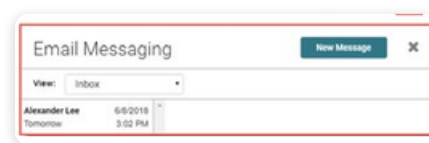
Often times a district, school, and teacher want to reach out with important information Imagine Edgenuity also wants you to be able to reach out to your teacher and collaborate with others in your class Let's take a look at the three different ways this can be done



1 Collaboration Corner: a discussion thread set up by an educator to allow you to interact in group discussions with other classmates



2 Announcements: find information from your district or school



3 Email: communicate directly with your teacher

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 Veronica Gonzalez, Director of Education-Information Technology, at 951-360-4185.

A K-12 district Internet safety program, based on the Common Sense Media curriculum, has been implemented at each school. Teachers will reinforce the learned Common Sense Media concepts when appropriate to developing student information literacy skills through the core curriculum. The Common Sense Media curriculum focuses on cyber community citizenship in the primary grades; citizenship and safety, and cyber predator identification in the upper elementary grades; cyber bullying, negative networking, and predator identification, in the middle grades; and cyber harassment, cyber relationships, security – malicious codes, and social-networking risks at the high school level. Every student and teacher will have the opportunity to participate in the Common Sense Media curriculum. Common Sense Media provides free education for parents, students, and schools about online student safety. This quality education resource helps minors be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

COMPUTER USE IS A PRIVILEGE, NOT A RIGHT

Within this program you will be asked to use the computers daily, both at school and at home. Any time you are on a computer, you will be expected to be working on your lessons and making progress toward the completion of your class. You must have a Network Use Agreement on file before being allowed onto the Internet. You are expected to obey the following rules: Do only what you have been told to do. Vandalism, (including but not limited to; making changes to the computer desktop, attempting to access or accessing someone else's files, putting anything in the Recycle Bin that is not yours, removing the mouse, etc.) WILL NOT be tolerated. Loading of unauthorized software on a computer is a violation of licensing laws and is forbidden. Report any suspected vandalism to your teacher immediately. Students are to get permission from a teacher before going onto the Internet. The teacher may have additional rules in the classroom and in the lab that must be followed. Any infraction will result in the loss of computer privileges (Ed. Code 48900 (r)). Students who post anything on public internet websites that is perceived as bullying, intimidation, a threat to students or school staff, is sexually explicit, or results in the disruption of school activities, will be subject to disciplinary action. Students who download music, videos, or other cyber material will be subject to disciplinary action. Depending on the level of infraction, you could be withdrawn from Nueva Vista High School.

ELECTRONIC DEVICES, CELLULAR PHONES, CD PLAYERS, IPODS, PAGERS, VIDEO CAMERAS, ELECTRONIC GAMES, & RADIOS

Students are only to use cellular phones and other electronic devices as advised by the teacher and in conjunction with learning. No recording or pictures of any conversation, school activities, conferences, or classroom presentation may be made without prior consent of all parties to include video or still cameras. Refusal to turn over an electronic device to any school official upon request is considered defiance of school personnel could have disciplinary action. Notice: The Jurupa Unified School District or any individual school is not liable for loss, theft, damage, or vandalism to these confiscated items. Any item not claimed within one month from date of receipt in the office will be discarded.

CHROMEBOOK USE POLICY (DIGITAL GATEWAY)

The Jurupa Unified School District (JUSD) 1:1 Chromebook program is designed to provide students with the opportunity to enhance their learning through the use of 1:1 device technology. A district Chromebook will be checked out to each student who participates in the 1:1 Chromebook program. The Chromebooks are the property of the school district. Similar to other district property assigned to students, i.e., textbooks, students and parents are responsible for the care and return of the Chromebook. Collection of data will include the administration of a teacher, parent and student survey at the end of the program.

A. Before Receiving the Chromebook

- Parents and students must sign and return the Chromebook Distribution Form agreeing to be responsible for the Chromebook. In the event that the device is lost (stolen, not returned, missing, etc.) the student/parent will be responsible to pay \$270 for the replacement cost of the Chromebook.
- This is very similar to the existing textbook replacement policy in use at JUSD and many other school districts. If the device is damaged and/or inoperable, the student will be responsible for returning the device to the school site for repair and will be charged a \$50 fine for damage repair. A replacement Chromebook will be issued upon return of the damaged device.

B. Receiving Your Chromebook

- Each Chromebook will be checked out to the student through JUSD's Textbook Management system in your school library.

C. Care of Your Chromebook

- The Chromebook is school property and all students must follow Board Policy 5131 prohibiting student conduct that results in damage or theft of property belonging to the district, staff or students. Under no circumstances should Chromebooks be left in unsupervised areas, such as, the school grounds, lunchroom, library, PE room unlocked classrooms, or outdoor walkways.
- Use a soft clean and dry cloth to clean the screen. Do not use water or cleaning solutions.
- Students are responsible for keeping the Chromebook battery charged for class each day.
- Parents may choose to purchase a protective case.
- When carrying your Chromebook in a backpack or other carrying case, avoid placing too much pressure and weight on the Chromebook screen.
- Chromebook screens are particularly susceptible to damage. Do not lean on the Chromebook cover. Do not place anything heavy on the Chromebook that could put pressure on the screen. Do not bump the Chromebook against walls, car doors, floors, etc.

D. Using Your Chromebook at School and Home

- Students are responsible to bring the Chromebook and power cords to school each day.
- To prepare the Chromebook for use during school, students should charge the Chromebook each evening.
- Inappropriate media, graphics, or language may not be used as a screensaver or background photo. Any drug, alcohol, or gang related symbols, pornographic images or inappropriate language will result in disciplinary actions.
- Students are allowed to set up their home wireless network on the Chromebook. JUSD's GoGuardian filter contains filter options that meet the Children's Internet Protection Act (CIPA).

ACCIDENT POLICY

A student accident insurance policy is available each school year. This is an individual policy offered by a private firm to students in Southern California. You may inquire about this in the guidance office. It is the student's and parents' responsibility to apply for insurance through this policy or other personal means.

ATTENDANCE POLICY

The State attendance laws require regular school attendance and punctuality with both the school and parents having a responsibility for enforcing these laws. The State Compulsory Attendance Law, Education Code 48200 requires each person between the ages of 6 and 18 attend the public full time day school or continuation school or be enrolled in an independent study program for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school. A student should not be absent from school without the parents' knowledge and consent. School is compulsory in California until high school graduation or the age of eighteen. Punctuality and regular attendance are essential to success in school as well as on the job. Any student who is absent must present a written excuse upon returning to school, or the parent must personally call the attendance office the day of the absence.

State law accepts only 3 reasons for "excused" absences:

(1) illness/medical; (2) religious absences; (3) bereavement and (4) court appearance.

Any absences not cleared within three days or deemed as "unexcused" will be considered trancies and consequences may be assigned. However, school authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. Only absences due to his or her illness; quarantine under the direction of a county or city health officer; for the purpose of having medical, dental, optometric, or chiropractic services rendered; for the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California or for the purpose of jury duty in the manner provided for by law, court appearance are considered excusable. The teacher of any class from which a pupil has an excused absence shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. Tests and assignments may be the same as those missed or shall be reasonably equivalent to them as set forth in the EC 48205.

ABSENCES

1. Periodically, the State Department of Education in Sacramento will audit the attendance records. Therefore, verification for each absence is needed for the report to the State. A satisfactory explanation from the parent or guardian of the student is required for any absence. The administration will determine whether absences are excused or unexcused. An explanation for the absence may be a phone call from the parent or guardian to the Attendance Office on each day the student is absent or a note from the parent or guardian to the Attendance Office on the day the student returns from an absence. Students are not allowed to pick up admits between or during classes. If the student returns to school after an absence without a phone call or note from the parent/guardian, the student will be considered truant. Students will have three days, including the day of return to clear the absence. If not cleared within the three-day time frame, a low level referral, detention, or additional discipline will be issued and teachers may not accept make-up work.

2. Teachers are not required to give make-up work for unexcused absences or truancy. Teachers will give make-up work for excused, personal excused, school activity, and suspension. State law defines each category.

3. A student may not sign his/her own note or call unless he/she is 18 years of age and has a letter on file with the Principal from the parent/guardian verifying the student's age; furthermore, acknowledging that he/she is aware and accepts responsibility for managing his/her own school affairs.
4. Excused absences for more than three days will require doctor's verification to clear. Letterhead stationary from the physician will suffice.
5. The absence of a student for the purpose of obtaining confidential medical services may be excused by school administration without the consent of parents. (EC 46010.1) Students will be required to meet with their counselor or administrator before leaving campus. A phone call and doctor's note will confirm and verify the student's appointment and attendance.

ATTENDANCE VERIFICATION FORMS

Any forms requiring attendance verification (e.g. DPPS, CalWorks, Social Security, etc.) will need a minimum of 48-hour period to verify information. **EARLY DEPARTURE and PROCEDURES FOR LEAVING CAMPUS DURING THE SCHOOL** Each student **MUST** have permission prior to leaving campus at ANY TIME during the school day, while they are scheduled in classes. Students that are 18 years of age must have written authorization from a parent stating that the student is responsible for him/herself to excuse absences or to leave campus. While it is strongly suggested that medical and dental appointments and personal business be conducted after school hours, this is not always possible. If it is necessary for you to leave campus during the day, your parents must send a note with you to this effect to be given to the attendance office. The attendance office will provide you with a pass to leave campus. **STUDENTS WHO LEAVE CAMPUS WITHOUT PERMISSION ARE CONSIDERED TRUANT UNDER THE LAW.** Students who do not adhere to the required procedures and who are found off campus are subject to citation by the Sheriff's Department (Riverside Co.Ord. 339.2(3) (a)). Parents and students should have a pick up and drop off plan on file to outline when the student will be attending campus meetings. These meetings are part of the students IS contract and must be abided by to maintain enrollment in our program. Students who need to leave or arrive different than their contract time will need to let the office/teacher know and make arrangements to attend their classroom sessions and continue to do their school work, even when not on the physical campus.

CONTINUOUS NOTICE OF NONDISCRIMINATION / NONDISCRIMINATION STATEMENT

The Jurupa Unified School District prohibits discrimination, intimidation, harassment, and bullying on the basis of ethnic group identification, ancestry, gender, gender identity, gender expression, sexual orientation, religion, race or ethnicity, color, nationality, national origin, sex, age, mental or physical disability, affiliation with the Boy Scouts of America and other designated youth groups, or any other characteristic protected by law or regulation, in all district policies, procedures, or practices, nor does it permit, condone, or allow sexual harassment of students or staff members. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

If you, or your student, have been subjected to discrimination, you should contact your school site principal and/or:

Title IX Coordinator-Olga Alferez, Director 4850 Pedley Road, Jurupa Valley, CA 92509, (951) 360-4140, olga_alferez@jUSD.k12.ca.us

Title II /ADA Coordinator- Dolores Alvarado, Director; 4850 Pedley Road, Jurupa Valley, CA 92509, (951) 360-4140, dolores_alvarado@jUSD.k12.ca.us

Section 504 Coordinator- Dolores Alvarado, Director; 4850 Pedley Road, Jurupa Valley, CA 92509, (951)360-4140

CTE ANNUAL PUBLIC NOTIFICATION

The Jurupa Unified School District prohibits discrimination, intimidation, harassment, and bullying on the basis of ethnic group identification, ancestry, gender, gender identity, gender expression, sexual orientation, religion, race or ethnicity, color, nationality, national origin, sex, age, mental or physical disability, affiliation with the Boy Scouts of America and other designated youth groups, or any other characteristic protected by law or regulation, in all district policies, procedures, or practices, nor does it permit, condone, or allow sexual harassment of students or staff members. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

CTE Pathways Offered at Jurupa Unified School District

- Agriculture and Natural Resources:
Agriscience, Animal Science, Ornamental Horticulture
- Arts, Media, and Entertainment:
Design, Visual, and Media Arts - Graphic Design; Visual/Commercial Art; Performing Arts - Professional Music;
Production and Managerial Arts - Film/Video Production
- Building and Construction Trades:
Residential and Commercial Construction
- Engineering and Manufacturing and Product Development:
Product Innovation and Design, Engineering Design
- Health Science and Medical Technology:
Patient Care
- Hospitality, Tourism, and Recreation:
Food Service and Hospitality
- Information and Communication Technologies:
Information Support and Services; Software and Systems Development - Systems Programming; Web and Social
Media Programming and Design
- Marketing, Sales, and Services:
Professional Sales
- Public Services:
Public Safety, Medical Professions, CSI
- Transportation:
Operations; Systems Diagnostics, Service, and Repair; Structural Repair and Refinishing

The lack of English language skills will not be a barrier to admission or participation in CTE programs or any other educational programs or activities. Admission and participation in CTE programs are open to all students enrolled in Jurupa Unified School District. JUSD's CTE pathways are available at Jurupa Valley High School, Patriot High School, Rubidoux High School, and Nueva Vista High School.

For more information about CTE course offerings and admissions criteria, contact: the College and Career Readiness and CTE Coordinator, Jenna Saugstad, Coordinator II - 4850 Pedley Road, Jurupa Valley, CA 92509, (951) 360-4100, Jenna_Saugstad@jUSD.k12.ca.us

If you, or your student, have been subjected to discrimination, you should contact your school site principal and/or:

- Title IX Coordinator—Olga Alferez, Director 4850 Pedley Road, Jurupa Valley, CA 92509, (951) 360-4140, olga_alferez@jUSD.k12.ca.us
- Title II /ADA Coordinator - Dolores Alvarado, Director; 4850 Pedley Road, Jurupa Valley, CA 92509, (951) 360-4140, dolores_alvarado@jUSD.k12.ca.us
- Section 504 Coordinator - Dolores Alvarado, Director; 4850 Pedley Road, Jurupa Valley, CA 92509, (951) 360-4140

SAFE PLACE TO LEARN ACT (EC 234 and 234.1)

The Jurupa Unified School District prohibits discrimination, intimidation, harassment, and bullying on the basis of ethnic group identification, ancestry, gender, gender identity, gender expression, sexual orientation, religion, race or ethnicity, color, nationality, national origin, sex, age, mental or physical disability, affiliation with the Boy Scouts of America and other designated youth groups, or any other characteristic protected by law or regulation, in all district policies, procedures, or practices, nor does it permit, condone, or allow sexual harassment of students or staff members. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. Inquiries regarding Federal laws and regulations concerning nondiscrimination or questions or complaints pertaining to sexual harassment or gender equity should be directed to the District Title IX Coordinator: at (951) 360-4140.

SEXUAL HARASSMENT NOTIFICATION

(EC 49900 (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 the office of the Assistant Superintendent of Human Resources.

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 2025-2026 Parent Guide.

STUDENTS Administrative Regulation (AR) 5145.71 Title IX Sexual Harassment Complaint Procedures

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a student, while in an education program or activity in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

For a complaint governed by Title IX based on conduct that occurred, in whole or in part, between August 1, 2024 and January 9, 2025, or prior to August 14, 2020, the Title IX Coordinator shall consult with district legal counsel to determine which procedures to use.

All other complaints alleging sexual harassment brought by or on behalf of students shall be investigated and resolved in accordance with Board Policy/ Administrative Regulation 1312.3 - Uniform Complaint Procedures. The determination over which process shall be used to investigate and resolve a complaint shall be made by the district's Title IX Coordinator.

The Title IX Coordinator shall ensure that all requirements and timelines for Board Policy/ Administrative Regulation 1312.3 - Uniform Complaint Procedures are concurrently met while implementing the Title IX procedure.

Questions, complaints or requests for additional information regarding the ADA and Section 504 should be directed to the ADA and Section 504 Compliance Coordinator:

Dolores Alvarado, Director Special Education

dolores_alvarado@jusd.k12.ca.us

4850 Pedley Road, Jurupa Valley, CA 92509

(951)360-4140

Basic Requirements

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process in accordance with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures, as defined in 34 CFR 106.30, against a respondent

Remedies following a determination of responsibility for sexual harassment shall be designed to restore or preserve equal access to the district's education program or activity, and shall be provided in accordance with "Remedies," below.

2. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determination may not be based on a person's status as complainant, respondent, or witness
3. Ensure that the Title IX Coordinator, investigator, decisionmaker, or any person that facilitates an informal resolution process, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such individuals receive training in accordance with 34 CFR 106.45
4. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process
5. Include reasonably prompt timeframes for the conclusion of the grievance process, including reasonably prompt timeframes for filing and resolving appeals, and informal resolution processes if appropriate and offered by the district

The district's procedures shall also include a process that allows for the temporary delay of the grievance procedures or the limited extension of timeframes for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

6. Describe the range of, or list, the possible disciplinary sanctions and remedies that the district may implement following any determination of responsibility
7. State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, and apply the same standard of evidence to formal complaints against students and employees and to all formal complaints of sexual harassment
8. Include the procedures and permissible bases for the complainant and respondent to appeal
9. Describe the range of supportive measures available to complainants and respondents
10. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege

Additionally, the district shall not disclose the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act statute or regulations, as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX. (34 CFR 106.30, 106.71)

Reporting Allegations/Filing a Formal Complaint

A student who is the alleged victim of sexual harassment or the student's parent/guardian may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in Administrative Regulation 5145.7 - Sexual Harassment, or to any other available school employee, who shall forward the report to the Title IX Coordinator within one workday of receiving the report.

Title IX Coordinator: Olga Alferez

Address: 4850 Pedley Road, Jurupa Valley, CA 92509

Phone: (951) 360-4140

Email: olga_alferez@jUSD.k12.ca.us

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint shall include the complainant's physical or digital signature, or another indication that the complainant is the person filing the complaint, and be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

If the district has actual knowledge of sexual harassment or allegations of sexual harassment but the alleged victim does not file a formal complaint, the Title IX Coordinator may file a complaint and, in situations when an imminent safety threat exists, shall file a formal complaint. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

Supportive Measures

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or even if no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

Emergency Removal from School

If a student is the respondent, the district may remove the student from the district's education program or activity on an emergency basis, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. Any such removal may not constitute discipline for student record purposes or Board Policy 5144 - Discipline. Additionally, this authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

Dismissal of Complaint

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30. Additionally, the Title IX Coordinator shall dismiss a formal complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States. In addition, the Title IX Coordinator may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal in accordance with the appeal procedures described in the section "Appeals" below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, as applicable.

Informal Resolution Process

When a formal complaint of sexual harassment is filed the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. (34 CFR 106.45)

The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint, including that the district shall not require such waiver as a condition of enrollment or employment or continuing enrollment or employment. (34 CFR 106.45)

As part of an informal resolution, the parties may agree upon discipline such as suspension or expulsion without the need for an investigation.

The district may facilitate an informal resolution process provided by the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations; the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; the right to withdraw from the informal process and resume the formal complaint process at any time prior to agreeing to a resolution; and any consequences resulting from the informal resolution process, including that records will be maintained or could be shared
2. Obtains the parties' voluntary, written consent to the informal resolution process
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

Written Notice

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known.

Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview. If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice may also include the name of the investigator, facilitator of an informal process, and decisionmaker and inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

Consolidation of Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the district may consolidate formal complaints alleging sexual harassment against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party. (34 CFR 106.45)

Investigation Procedures

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint including evidence that the district does not intend to rely on in reaching a determination regarding responsibility and inculpatory and exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to conclusion of the investigation

7. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

Written Decision

The Superintendent shall designate an employee as the decisionmaker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decisionmaker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decisionmaker shall issue, and simultaneously provide to both parties, a written decision as to the scope of the respondent's responsibility for the alleged conduct, if any. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The district may extend the timeline for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decisionmaker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct or policies to the facts
5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant
6. The district's procedures and permissible bases for the complainant and respondent to appeal

Appeals

Either party may appeal the written decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decisionmaker(s) affected the outcome.

If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decisionmaker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decisionmaker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal shall be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

Remedies

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant as appropriate. Such remedies may include the same individualized services described above in the section "Supportive Measures" but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

Corrective/Disciplinary Actions

The district may impose disciplinary sanctions or other actions after the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44, 106.45)

For students in grades 4-12, discipline for sexual harassment may include suspension and/or expulsion in accordance with Board Policy and Administrative Regulation 5144.1 - Suspension/Expulsion and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities). (Education Code 48900.2, 48915)

Other actions that may be taken with a student who is determined to be responsible for sexual harassment include, but are not limited to:

1. Transfer from a class or school as permitted by law
2. Conference with parent/guardian
3. Educating the student regarding the impact of the student's conduct on others
4. Positive behavior support
5. Referral of the student to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom

A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances

2. All materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person who facilitates an informal resolution process

The district shall make such training materials publicly available on its website, or if the district does not maintain a website, available upon request by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also indefinitely maintain the following: (Code of Civil Procedure 340.1)

1. A record of the allegation(s)
2. A record of the investigation procedures followed
3. A record of the written determination
4. A record of the corrective action implemented, if any
5. A record of any appeals and the outcome of the same
6. All training materials addressing the prohibition and investigation of childhood sexual assault

Additionally, the Superintendent or designee shall indefinitely maintain a record of insurance which evidences the district's coverage for acts of sexual assault.

The Jurupa Unified School District does not discriminate on the basis of ethnic group identification, ancestry, gender, gender identity, gender expression, sexual orientation, religion, race or ethnicity, color, nationality, national origin, sex, sexual orientation, age, or mental or physical disability, or affiliation with the Boy Scouts of America and other designated youth groups, or any other basis protected by law or regulation in any of its policies, procedures or practices, nor does it permit, condone, or allow sexual harassment of students or staff members. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. Inquiries regarding Federal laws and regulations concerning nondiscrimination or questions or complaints pertaining to sexual harassment or gender equity should be directed to the District Title IX Coordinator:

Olga Alferez, Director

Educational Equity

Education Center

4850 Pedley Road Jurupa Valley, CA 92509

olga_alferez@jUSD.k12.ca.us

(951) 360-4140

Policy Jurupa Unified School District adopted: November 2, 2020, Jurupa Valley
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August 12, 2024 (revised and retitled)
January 18, 2022

SECTION 504 GRIEVANCE PROCEDURE

Administrative Regulation (AR) 6164.6 Instruction Identification and Education Under Section 504 Of The Rehabilitation Act Of 1973

Purpose

It is the intent of the Jurupa Unified School District ("District") to ensure that students with disabilities within the meaning of Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with a free appropriate public education.

Students who, because of a Section 504-qualifying disability, need, or are believed to need, regular or special education or related services are addressed under this policy.

Students who are identified as individuals with exceptional needs according to the Individuals with Disabilities Education Act (IDEA) criteria are not addressed under this policy.

The Superintendent designates the following position as the district's 504 Coordinator to implement the requirements of Section 504 of the federal Rehabilitation Act of 1973: (34 CFR 104.7)

Director of Special Education
4850 Pedley Road
Jurupa Valley, CA 92509
(951) 360-4144

Definitions

For the purpose of implementing Section 504, the following terms and phrases shall have only the meanings specified below:

Free appropriate public education (FAPE) means the provision of regular or special education and related aids and services designed to meet the individual educational needs of a student with disabilities as adequately as the needs of students without disabilities are met, at no cost to the student or his/her parent/guardian except when a fee is specifically authorized by law for all students. (34 CFR 104.33)

(cf. 3260 - Fees and Charges)

Student with a disability means a student who has a physical or mental impairment which substantially limits one or more major life activities. (28 CFR 35.108)

Physical impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, immune, hemic, lymphatic, skin, and endocrine. (28 CFR 35.108)

Mental impairment means any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability. (28 CFR 35.108)

Substantially limits major life activities means limiting a person's ability to perform functions, as compared to most people in the general population, such as caring for himself/herself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, writing, communicating, and working. Major life activities also includes major bodily functions such as functions of the immune system, special sense organs and skin, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions, as well as the operation of an individual organ within a body system. The determination of whether an impairment substantially limits a student's major life activities shall be made without regard to the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses. Mitigating measures are measures that an individual may use to eliminate or reduce the effects of an impairment, including, but not limited to, medications, medical supplies or equipment, prosthetic devices, assistive devices, reasonable modifications or auxiliary aids or services, learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy. (42 USC 12102; 28 CFR 35.108)

Referral, Identification, and Evaluation

Any action or decision to be taken by the district involving the referral, identification, or evaluation of a student with disabilities shall be in accordance with the following procedures:

1. A parent/guardian, teacher, other school employee, student success team, or community agency may refer a student to the principal or 504 Coordinator for identification as a student with a disability under Section 504.

(cf. 6164.5 - Student Success Teams)

2. Upon receipt of any such referral, the principal, 504 Coordinator, or other qualified individual with expertise in the area of the student's suspected disability shall consider the referral and determine whether an evaluation is appropriate. This determination shall be based on a review of the student's school records, including those in academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs. If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards available, as described in the "Procedural Safeguards" section below.

3. If the student needs or is believed to need special education or related services under Section 504, the district shall conduct an evaluation of the student prior to his/her initial placement. (34 CFR 104.35)

Prior to conducting an initial evaluation of a student for eligibility under Section 504, the district shall obtain written parent/guardian consent.

The district's evaluation procedures shall ensure that the tests and other evaluation materials: (34 CFR 104.35)

- a. Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers
- b. Are tailored to assess specific areas of educational need and are not merely designed to provide a single general intelligence quotient
- c. Reflect the student's aptitude or achievement or whatever else the tests purport to measure rather than his/her impaired sensory, manual, or speaking skills, except where those skills are the factors that the tests purport to measure

Section 504 Services Plan and Placement

Services and placement decisions for students with disabilities shall be determined as follows:

1. A multidisciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions.

The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. (34 CFR 104.35)

In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34. (34 CFR 104.35)

2. If, upon evaluation, a student is determined to be eligible for services under Section 504, the team shall meet to develop a written 504 services plan which shall specify the types of regular or special education services, accommodations, and supplementary aids and services necessary to ensure that the student receives FAPE.

The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

3. If the 504 team determines that no services are necessary for the student, the record of the team's meeting shall reflect whether or not the student has been identified as a person with a disability under Section 504 and shall state the basis for the determination that no special services are presently needed. The student's parent/guardian shall be informed in writing of his/her rights and procedural safeguards, as described in the "Procedural Safeguards" section below.

4. The student shall be placed in the regular educational environment, unless the district can demonstrate that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs. (34 CFR 104.34)

5. The district shall complete the identification, evaluation, and placement process within a reasonable time frame. The district shall adhere to this time frame regardless of any extended school breaks or times that school is otherwise not in session.

6. A copy of the student's Section 504 services plan shall be kept in his/her student record. The student's teacher(s) and any other staff who provide services to the student shall be informed of the plan's requirements.

7. If a student transfers to another school within the district, the principal or designee at the school from which the student is transferring shall ensure that the principal or designee at the new school receives a copy of the plan prior to the student's enrollment in the new school.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5125 - Student Records)

Review and Reevaluation

The 504 team shall monitor the progress of the student and, at least annually, shall review the effectiveness of the student's Section 504 services plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of students without disabilities are met. In addition, each student with a disability under Section 504 shall be reevaluated at least once every three years.

A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement. (34 CFR 104.35)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Procedural Safeguards

The Superintendent or designee shall notify the parents/guardians of students with disabilities of all actions and decisions by the district regarding the identification, evaluation, or educational placement of their children. He/she also shall notify the parents/guardians of all the procedural safeguards available to them if they disagree with the district's action or decision, including an opportunity to examine all relevant records and an impartial hearing in which they shall have the right to participate. (34 CFR 104.36)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

If a parent/guardian disagrees with any district action or decision regarding the identification, evaluation, or educational placement of his/her child under Section 504, he/she may request a Section 504 due process hearing within 30 days of that action or decision.

Prior to requesting a Section 504 due process hearing, the parent/guardian may, at his/her discretion, but within 30 days of the district's action or decision, request an administrative review of the action or decision. The Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue and the administrative review shall be held within 14 days of receiving the parent/guardian's request. If the parent/guardian is not satisfied with the resolution of the issue, or if the parent/guardian did not request an administrative review, he/she may request a Section 504 due process hearing.

A Section 504 due process hearing shall be conducted in accordance with the following procedures:

1. The parent/guardian shall submit a written request to the Coordinator, Dolores Alvarado, Director; 4850 Pedley Road, Jurupa Valley, CA 92509, (951) 360-4140 within 30 days of receiving the district's decision or, if an administrative review is held, within 14 days of the completion of the review. The request for the due process hearing shall include:
 - a. The specific nature of the decision with which he/she disagrees
 - b. The specific relief he/she seeks
 - c. Any other information he/she believes is pertinent to resolving the disagreement
2. Within 30 days of receiving the parent/guardian's request, the Superintendent or designee and 504 Coordinator shall select an impartial hearing officer. This 30-day deadline may be extended for good cause or by mutual agreement of the parties.
3. Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day deadline may be extended for good cause or by mutual agreement of the parties.
4. The parties to the hearing shall be afforded the right to:
 - a. Be accompanied and advised by legal counsel and by individuals with special knowledge or training related to the problems of students with disabilities under Section 504

- b. Present written and oral evidence
- c. Question and cross-examine witnesses
- d. Receive written findings by the hearing officer stating the decision and explaining the reasons for the decision

If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

Notifications

The Superintendent or designee shall ensure that the district has taken appropriate steps to notify students and parents/guardians of the district's duty under Section 504. (34 CFR 104.32)

(cf. 5145.6 - Parental Notifications)

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.

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 within 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

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.

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.

GAMBLING

Gambling is illegal in public schools throughout the State of California; therefore, it is not allowed on our campus. Violators are subject to disciplinary action. Playing cards, dice, or any gambling item or game of chance will be confiscated.

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 of 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, Director of Pupil Personnel Services at 951-360-4140.

EDUCATION FOR FOSTER YOUTH

(refer to BP 7173.1)

The Governing Board recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and district academic standards, the Superintendent or designee shall provide them with full access to the district's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the district's local control and accountability plan (LCAP). The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and administrative regulation.

DISASTER PLAN

In the evacuation area students are to report for roll call to the teacher of the class from which they evacuated. If a drill or disaster occurs during a time when students are not in class such as lunch, or passing period, then students are to report to the teacher of their prior class in the evacuation area. Students will receive further instructions in the evacuation area.

DISASTER STUDENT RELEASE

Parent Alert! Should an earthquake or other disaster occur, emergency procedures at the school and district will be in force. Staff will remain with students at the site until such time parents/guardians or people specifically listed on the student's emergency card are able to pick up the student. Be sure the emergency card is updated and accurate. Be sure to review this procedure with students to ensure they know this process and the importance of following carefully.

DISASTER PREPARATIONS

In the event of a major disaster, NVHS students and staff will follow prepared and practiced emergency procedures. In an emergency situation, the school will use an established emergency checkout procedure for releasing students. Students will only be released to parents, legal guardians, and other persons designated on the student's card. Parents are advised to update student registration and emergency contact information when changed so that school personnel can contact the appropriate party to ensure student safety.

FIRE ALARMS

Penal Code 148.4 states that it is unlawful to interfere with fire alarm apparatus or to give false alarm, punishable by up to one year of jail and a \$1,000.00 fine. Students responsible for false alarms will be punished to the fullest extent possible under school disciplinary and criminal proceedings.

EMERGENCY CARDS

It is necessary that each student have a current emergency card on file. In an emergency, the information on this card will enable us to contact parents and arrange medical help for students. A student can only be released to adults listed on the emergency card. It is critical that students and parents notify us regarding any changes of address, phone numbers, and/or emergency contact people.

VISITOR POLICY

Nueva Vista is a closed campus to all but enrolled students and staff. All visitors must be checked in at the main office and receive a visitor's pass before. The pass must be worn on the shoulder area at all times while on campus. Failure to follow these procedures may lead to police intervention. Students may not bring relatives or friends to school as visitors (P.C. 626.8 & .6). Non-students may not be on campus at lunch time to visit friends.

PROCEDURE FOR SHADOWING STUDENTS

Parents/guardians will need to contact the Principal at least 2 days in advance to notify teachers and arrange for the on-campus shadowing. Parents/guardians will sign-in when they arrive to receive a visitor's badge and will be directed to the appropriate classroom. Parent/guardian will only be an observer in the class, not a participant or evaluator. Questions or comments should be written down and left with the teacher and the teacher will contact the parent within 24 hours to discuss. At the end of the observation, the parent/guardian will need to sign out and return the visitor's badge to the office.

TELEPHONES FOR STUDENT USE

There are no pay telephones on campus. Students will need to make other arrangements. Emergency calls can be made at the main office until approximately 3:30 p.m.

MOBILE COMMUNICATION DEVICES

The Governing Board recognizes that the use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, but could be disruptive of the instructional program in some circumstances. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.2 - Bullying)

(cf. 5131.4 - Student Disturbances)

(cf. 5141.52 - Suicide Prevention)

(cf. 6163.4 - Student Use of Technology)

A student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program (cf. 6159 - Individualized Education Program)

Elementary and Middle School Students:

To ensure that district schools remain focused on academics, positive social interactions and to reduce unnecessary distractions, the use of personal cell phones, earbuds, smartwatches, and other smart devices is strictly prohibited during the school day at elementary and middle schools.

Cell phones and all mobile devices must be silenced or turned off during the school day.

High School Students:

To ensure that district schools remain focused on academics, positive social interactions and to reduce unnecessary distractions, the use of personal cell phones, earbuds, smartwatches, and other smart devices is strictly prohibited during instructional time. During instructional time, cell phones must be silenced or turned off and put away in a manner that complies with the expectations of the classroom teacher and school site.

High school students may use personal cell phones, earbuds, smartwatches, and other smart devices on campus during non-instructional time (lunches and passing periods) providing the device is utilized in accordance with law and any rules that individual school sites may impose.

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

(cf. 5145.12 - Search and Seizure)

(cf. 5145.2 - Freedom of Speech/Expression)

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The Superintendent or designee shall inform students that the district will not be responsible for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32280-32289 Comprehensive safety plan

35181 Governing board authority to set policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension and expulsion, especially:

48901.5 Regulation of possession or use of electronic signaling devices

48901.7 Limitation or prohibition of student use of cell phones

51512 Prohibition against electronic listening or recording device in classroom without permission

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

288.2 Harmful matter with intent to seduce

313 Harmful matter

647 Use of camera or other instrument to invade person's privacy; misdemeanor

653.2 Electronic communication devices, threats to safety

VEHICLE CODE

23123-23124 Prohibitions against use of electronic devices while driving

CODE OF REGULATIONS, TITLE 5

300-307 Duties of students

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness

COURT DECISIONS

J.C. v. Beverly Hills Unified School District (2010) 711 F.Supp.2d 1094

New Jersey v. T.L.O. (1985) 469 U.S. 325

Tinker v. Des Moines Independent Community School District (1969) 393 U.S. 503

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

Center for Safe and Responsible Internet Use: <http://www.ewa.org/organization/center-safe-and-responsible-internet-use>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

LOST AND FOUND

The “Lost and Found” is located in the main office. Students who have lost items should check the office when they discover something is lost. Each quarter all unclaimed items may be donated to local charities.

DELIVERIES DURING SCHOOL HOURS

All items must be dropped off at the main office lobby. We cannot accept any food products, electronic devices (including cell phones), or money due to health risks and liability. Students can pick up these items during passing periods (if time permits) during lunch, or after school. Students will NOT be called out of class nor will the items be delivered.

RESTRICTED AREAS

The front of the school, the NVHS parking lot, and the back areas beyond the black top are considered restricted areas for students. Students should park their vehicles in the designated student parking and proceed onto campus, and not loiter around the cars. NO SKATEBOARDS, NO BICYCLES, NO MOTORIZED VEHICLES, NO ROLLER SKATES/ROLLER BLADES, and NO SCOOTERS are allowed on campus and should be checked into the office, if brought into school. If you are using any of the devices listed as your mode of transportation, it will need to be locked up and/or placed in the main office during school hours. It can be redeemed after school. If you are found on campus with these items and do not follow the check in rules, the consequences for violations are:

1st Offense: Warning and name put on file

2nd Offense: Parent Contact

3rd & Subsequent Offenses: Suspension from school and possibly reevaluation of placement at NVHS.

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.

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.

LITTERING

Students are to dispose of trash and litter in a proper manner. Littering is a violation of Penal Code 374.46 (a) and will be ticketed. Please help to keep our campus clean by using the trash receptacles placed throughout the campus.

HANGING OUT/LOITERING

Students are not to loiter on private or public property or on any of the city streets surrounding our campus during the school day. Students are not to loiter in the parking lot before or after school. Students should park their cars upon arriving on campus and not loiter in the parking lot. Students are not to loiter on campus after school. Students may wait for their parents in front of the school. Appropriate disciplinary action will be taken for those students who choose to violate this policy. All students, unless under the supervision of the NVHS staff, should depart campus within 30 minutes of the end of the school day.

PERMANENT MARKERS, WHITE OUT PENS, ETCHING TOOLS, SPRAY PAINT

These items are not allowed at school and will be confiscated. Students bringing these items on campus are subject to disciplinary action, including suspension from school. Parents will be held liable for any damage committed by their student (Ed. Code 48900, 48904, 48980).

TAGGING/GRAFFITI ON PERSONAL PROPERTY

Tagging/graffiti or gang-related writing is prohibited on campus. Students are not allowed to have it in their possession or on their personal items. This includes but is not limited to notebooks, books, backpacks, cell phones, cell phone cases and clothing. Students will be subject to disciplinary action and will be held accountable for any damage and monetary remuneration for damages that occur on school property.

SKATEBOARDS, ROLLER BLADES/SHOE SKATES, SCOOTERS, BICYCLES & MOTORIZED VEHICLES

Due to the insurance liability, skateboards must be left at home. Heelys (shoes with rollers in heels), scooters, and roller blades/skates are not to be brought on campus at any time. Bicycles should be properly locked in designated areas and not ridden on campus. NVHS will not be responsible for these items if lost, stolen, or vandalized. Students riding on campus are subject to suspension from school. V.C. 21212 requires all persons under the age of 18 to wear a helmet when operating a bicycle. No motorized vehicles, motorcycles, or motorbikes may be brought on campus, except to be parked in designated student parking areas.

SEARCHES & USE OF TRAINED DOGS

Per JUSD Board Regulation 5166: “Whenever it is determined that a reasonable suspicion exists that a student may be in violation of the law or school rules, school administrators or certificated discipline designees, per Education Code 48911 (i), may conduct a search of the student. School officials may call upon a law enforcement officer to conduct or assist in any search, and when deemed appropriate, a metal detector may be used to assist with a search.” School administrators may conduct random searches in a classroom at any time. PE lockers and personal items such as back- packs, purses, and cars are subject to search by a school administrator who has reasonable grounds or suspicion. In an effort to keep the school free of drugs and firearms, the district may use specially trained non-aggressive dogs to alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items, or vehicles on district property or at district sponsored events (Ed. Code 35160, .1, 35294-35294.5, 49050-49051, 493320-49334, P.C. 626.9 & .10, Board Policy).

STAFF/STUDENT SURVEYS

All surveys (whether for informational or instructional purposes) must be approved by administration before they can be distributed. The purpose for the survey and how the results will be used must be clearly stated. Submit surveys to the Principal for approval. **DISTRIBUTION OF NON-SCHOOL MATERIALS;** No flyers, pamphlets, or any other materials will be passed out on any Jurupa Unified School District site without the prior approval of the Superintendent’s office (Ed. Code 40041, 51520, 51521).

DRESS CODE

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

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

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

Gang-Related Apparel

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

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

Appropriate Dress - General

- Tops/ Shirts/ Blouses must be appropriate for school by covering the midriff of the student's body from two inches above the waistline to the top of the armpits. Tops must have at least one shoulder strap to prevent tops from slipping down or being pulled. Here are some great ways students accomplish this: wear a halter top (strap loops around the neck), spaghetti straps/camisole, or bralette underneath your desired top, or wear a hoodie or shirt over the desired top. Bra straps are not a substitute for a strap. Bralettes, however, look like tank tops so we will allow this. Students may not wear backpacks to give the illusion that they are wearing straps.
- Layered undershirts may be worn to cover midriff and back that is exposed if students wear sleeveless tops with large arm holes, backless shirts, crop tops/ cut off tee-shirts, sheer material, or other tops that expose the midriff can be worn with an undershirt that covers the back or midriff.
- Shorts, dresses, skirts or must cover the full curve of the buttocks at all times.
- Bagging or sagged pants shall not be worn at school. The term "baggy pants" means the waistline of the pants, located at the hipbone of the student when pulled and pinched will gather more than one inch of material. The term "sagged pants" means the waistline of the pants is located below the hipbone of the student. With the pants correctly worn the crotch of the pants will not hang away from the body. Properly fitted pants, incorrectly worn (below the hipbone) are "sagged pants." Pants that are loose enough to fall off the hips without a belt are too big.

Prohibited Item

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

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

Jewelry

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

Shoes

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

Hats

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

Sunglasses

Sunglasses may not be worn in the classroom.

Hair

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

Attire for Commencement Ceremonies and Senior Awards Night

Students may be required to wear ceremonial attire, such as cap and gown, at the ceremony.

BEHAVIOR AT SCHOOL EVENTS

Students or guests who exhibit serious behavior problems at an athletic event or an extracurricular activity (dance, play, concert, etc.) may be prohibited from attending other events for the remainder of the school year. This means that those caught drinking or under the influence of alcohol or a controlled substance, fighting, in possession of a weapon or fireworks, or any other serious violation of Education Code 48900, in addition to the immediate consequences (arrest, suspension and/or expulsion), may be banned from future school events during the year. **All school rules and regulations apply to both student and guest of student at any school-sponsored events including off campus events.**

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.

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.

GROUND 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)]

UNIFORM COMPLAINT POLICY AND PROCEDURES

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

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by or that received or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code 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; 5) unlawful imposition of pupil fees for participation in educational activities in public schools; and 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Director of Educational Equity and the Director of Special Education who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the timeline. If the district finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists; including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact Pupil Personnel Services, at (951) 360-7845 for additional information or assistance. For Uniform Complaint procedures and questions, to obtain a free copy of the Uniform Complaint Procedure policy or to file a complaint under the Uniform Complaint Policy, please contact Pupil Services, at (951) 360-7845. Complaints concerning special educational programs shall be addressed in accordance with the regulations and procedures of the Special Education Local Plan Area. For more information, contact Pupil Services, at (951) 360-7845.

WILLIAMS COMPLAINT POLICY & PROCEDURES

(refer to Administrative Regulation 1312.4)

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or mis-assignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school office by contacting Pupil Services at (951) 360-7845. Williams Complaint Policies and Procedures are posted in every classroom and school site office of the Jurupa Unified School District.

GUIDANCE

The office maintains a personalized graduation plan for each student. The graduation plan contains a complete record of each student's educational progress, standardized test scores, schedule, grades, etc. We will work to assist the student in developing his/her educational objectives. Bulletin boards may carry notices of scholarships, college visitations, vocational programs, and other pertinent information.

COMMUNITYCOLLEGE/PRIVATE COLLEGE REQUIREMENTS

Community colleges offer many technical/vocational classes as well as a transfer program that allows students to advance to a four-year college. Any student may be admitted who is either a high school graduate or 18 years of age or who has passed the California High School Proficiency Exam (CHSPE). There are no specific subject requirements. See college catalogues for specific private college admission requirements.

CALIFORNIA COLLEGE GUIDANCE INITIATIVE INFORMATION SHARING AGREEMENT

Jurupa Unified School District is a partner district with the California College Guidance Initiative (CCGI). CCGI is a state-wide, equity focused, non-profit that manages the state of California's college and career planning platform, CaliforniaColleges.edu. The web-based platform offer students, families and educators a unified platform for facilitating and tracking students' college and career preparation, application and transition.

As a partner district, all students in grades 7-12 will have access to valuable tools and resources to support his/her college and career planning that is only provided when transcript data is uploaded from the district's Student Information System (SIS) into CaliforniaColleges.edu in accordance with all state and federal student privacy laws. Through this partnership, your child can:

- Use a variety of online tools to help him/her learn more about themselves (interest and aptitude surveys), explore and research careers, and explore training programs and colleges/Universities across the country.
- Maintain a personal portfolio where he/she can save information on careers and educational programs of interest to them, develop a multi-year plan to help them prepare for the future, create a resume, and maintain a list of activities and interests.
- Regularly use the CSU and UC Eligibility tools to view progress towards meeting the "a-g" course requirements, including those courses that do not meet the requirements, and quickly communicate with his/her counselor with questions.
- Apply to any CSU campus and his/her pre-verified courses will automatically migrate to CalState.edu/Apply, reducing time spent on the application by approximately 50% and also reducing confusion and errors caused by discrepancies between local course listings on transcripts and the course listings in the Course Management Portal (CMP)
- Launch the CCCApply application to California community colleges.
- Launch his/her application for financial aid (FAFSA)

Parents and guardians can also create accounts to gain view-only access to their child's progress.

Should a parent or guardian wish to opt-out from the District's disclosure of Student Information, please put this request in writing and return it to the school registrar

THE CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION (CHSPE)

The CHSPE is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible persons who pass the CHSPE are awarded a Certificate of Proficiency by the California State Board of Education. The test is given in English only. California law requires that the Certificate of Proficiency be equivalent to a high school diploma. A student who receives a Certificate of Proficiency may, with verified parental approval, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. If a student is planning to continue his or her studies in a college or university, they should contact the admissions office of the institution they plan to attend so that the student may understand that institution's admission requirements including whether or not the Certificate of Proficiency will be sufficient for admission.

Who may take the CHSPE?

A person may take the CHSPE only if he or she meets one of the following requirements on the test date: Student must be at least 16 years old, or, has been enrolled in the tenth grade for one academic year or longer, or will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration (i.e., spring or fall) will be conducted.

Please visit the [CHSPE Registration Web page](#) for test dates.

TRANSCRIPTS

Currently enrolled students receive free official transcripts. Duplicating transcripts requires a 24-hour notice. Former alumni can order transcripts online through Transcend Records Requests at <https://jUSD.edu/transcend.com/>

TEXTBOOKS

All textbooks remain the property of the Jurupa Unified School District. Although we do not use textbooks on a regular basis, due to the online nature of our instruction, students are still expected to abide by the JUSD regulations on textbooks and other books if a student needs a book to support their learning. They are freely checked out (loaned) to students who need them. There is no charge for this loan service, but students are responsible for all textbooks that are checked out to them. Students are encouraged to cover their books. Majority of all classes are completed online but we do have textbooks if students need support with content or material. Students will not typically be checked out textbooks.

The following are Nueva Vista's rules of financial responsibility and payment for missing or damaged textbooks.

1. Each student is responsible for any and all textbooks issued to him/her [if applicable].
2. Each student must return the same textbook (same number) that was issued to him/her.
3. Textbooks which are not returned for any reason (lost, borrowed, stolen, destroyed) or which are damaged beyond normal use must be paid for by the student or the student's parents (Ed. Code 48909) This includes textbooks that are damaged by water. The cost will be determined by the replacement cost of the books.
4. If a book is missing for any reason during the instructional term, the student may be required to pay for the book before a replacement copy is issued. In cases of genuine financial hardship, a new book may be issued before payment is made, but, in any case, the record must be cleared by the end of the school year.
5. If a missing book is paid for and later recovered, the amount paid will be refunded to the student (receipt for original payment must be provided).
6. Students have a 24-hour period to report damage to a textbook that has been checked out to them.
7. Any textbooks that contain gang affiliated graffiti, symbols or obscenities will be removed from circulation and the student will be charged.
8. Failure to pay any charges will result in loss of participation in school activities and withholding of report cards until the amount owed is paid.

STUDENT DEBTS

Students are responsible for paying all school-related debts including course fees, vandalism, damage to any school equipment, damaged or lost library books and textbooks. This is required at both Nueva Vista and the other high school sites, where applicable. Payment for these items must be made through MyPaymentsPlus.

WORK PERMITS

Work permit applications are required for all working students under the age of 18. General summary of Minors' Work Regulations: If federal laws, state laws, and school district policies conflict, the more restrictive law (that which is most protective of the employee) prevails. Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a State Certificate of Proficiency. Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (Form B1-1) for the school district of attendance for each minor. Employers must retain a "Permit to Employ and Work" (Form B1-4) for each minor. Work Permits (B1-4) must be retained for three years and open at all times for inspection by sanctioned authorities. A Work Permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. For more information on Minors' Work Regulations, please visit www.ca.gov. For more information on Work Permits: connie_baltazar@jUSD.k12.ca.us or eufemia_murales@jUSD.k12.ca.us



Nueva Vista High School Enrollment Contract

EARNING CREDITS

Nueva Vista students are expected to advance through the semester curriculum in 9 weeks, and therefore, complete courses at a much more rapid pace than at the comprehensive high school. Students must be motivated to do much of the work at home and will have homework every day. Regular attendance is a key factor in this accelerated program. Students must show consistent credit earnings in order to continue to the privilege of attending Nueva Vista High School

ATTENDANCE

It is understood that Nueva Vista students are responsible for bringing a note excusing their absence on the day they return if no phone contact has been made. It is further understood that Nueva Vista students will be considered truant if their absences are not cleared upon returning to school. Regular attendance is REQUIRED for continued enrollment in Nueva Vista High School. Students with attendance falling below 90% or excessive tardiness will be in jeopardy of losing their privilege of attending our program and may be returned to their home high school.

STUDENT BEHAVIOR

All students are expected to behave in a manner that is safe, responsible, and respectable. Inappropriate behavior and violations of the California Education Code are not acceptable and may result in progressive discipline. Our expectation for Nueva Vista High School students is for them to contribute to the safety and peacefulness of the campus with intense focus on the credit recovery opportunities available to them. It is also our expectation that parents will support this effort by working with the NVHS team to address inappropriate behaviors and bring about change that will support their child's success.

CONDITIONS OF ENROLLMENT

Failure, or refusal, to comply with any of the following conditions will result in review of the student's placement at Nueva Vista High School. Notice of noncompliance will occur every nine weeks. Noncompliant students will lose the privilege of attending NVHS and will be returned to their home high school at the semester.

1. Student shall maintain regular attendance, arriving on time.
2. Student shall maintain a satisfactory level of effort in class assignments.
3. Student shall not have chronic or major behavior problems.

RULES FOR BEHAVIOR

Both student and parent acknowledge receipt of a copy of the Rules for Behavior in the Student Handbook/Planner and understand that the above Enrollment Contract applies to on and off campus learning.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____