

2024-2025

# Parent & Student Handbook

Sky Country Elementary School

5520 Lucretia Avenue  
Jurupa Valley, CA 92509

(951) 360-2816

Office Hours: 7:30 a.m. –  
4:00 p.m.



**Traci Payo**  
Principal



LEARNING WITHOUT LIMITS

Welcome!

This handbook is designed to provide you with the information you will need for a positive and successful year at Sky Country School. Your responsibility is to read each page and to understand the information that it contains.

Hopefully this handbook will answer all your questions. If you do have any questions regarding any rules or policies, please feel free to discuss them with your child's teacher or with me.

The staff joins me in wishing you and your child the best for the 2024-2025 school year. Here at Sky Country we S.O.A.R. to success!

Sincerely,

Traci Payo, Principal



Sign up for Sky Country Messages:

[www.parentsquare.com/signin](http://www.parentsquare.com/signin)



@skycountryJUSD



@skycountry\_jusd



# Sky Country Elementary Bell Schedule

<u>2024-2025 Regular Day Bell Schedule</u>			
8:15-8:40 AM	Campus opens - Breakfast offered daily before school		
8:40 AM	Warning Bell - Front Gate Closes - Students must enter through the office		
<b>8:45 AM</b>	<b>School Begins</b>		
10:15-10:30 AM	TK/Kinder Group A, 4th, 5th & 6th Grade Recess		
10:30-10:45 AM	TK/Kinder Group B, 1st, 2nd & 3rd Grade Recess		
<b>Lunch</b>	<b>Recess</b>		<b>*Inclement Weather Lunch      Recess</b>
11:40-12:00 PM	12:00-12:25 PM	1st & 2nd Grade	11:40-11:55 AM    11:55-12:25 PM
12:05-12:25 PM	12:25-12:50 PM	3rd & 4th Grade	12:05-12:20 PM    12:20-12:50 PM
12:25-12:45 PM	12:45-1:10 PM	5th & 6th Grade	12:25-12:40 PM    12:40-1:10 PM
12:45-1:05 PM	1:05-1:30 PM	TK & Kinder Group A	12:45-1:00 PM    1:00-1:30 PM
1:10-1:30 PM	12:45-1:10 PM	TK & Kinder Group B	
<b>3:05 PM</b>	<b>Dismissal</b>		

<u>2024-2025 Minimum Day Bell Schedule</u>			
8:15-8:40 AM	Campus opens - Breakfast offered daily before school		
8:40 AM	Warning Bell - Front Gate Closes - Students must enter through the office		
<b>8:45 AM</b>	<b>School Begins</b>		
10:20-10:30 AM	TK/Kinder Group A, 4th, 5th & 6th Grade Recess		
10:30-10:40 AM	TK/Kinder Group B, 1st, 2nd & 3rd Grade Recess		
<b>Lunch</b>	<b>Recess</b>		<b>*Inclement Weather Lunch      Recess</b>
11:40-12:00 PM	12:00-12:18 PM	1st & 2nd Grade	11:40-11:55 AM    11:55-12:18 PM
12:00-12:20 PM	12:20-12:38 PM	3rd & 4th Grade	12:00-12:15 PM    12:15-12:38 PM
12:20-12:40 PM	12:40-12:58 PM	5th & 6th Grade	12:20-12:35 PM    12:35-12:58 PM
12:40-1:00 PM	1:00-1:18 PM	TK & Kinder Group A	12:40-12:55 PM    12:55-1:18 PM
12:58-1:18 PM	12:40-12:58 PM	TK & Kinder Group B	
<b>1:25 PM</b>	<b>Dismissal</b>		

# General School Information A-Z

## ACADEMICS

### **Student Progress**

The initial student progress report is made in October, at which time the Student/Parent/Teacher Conferences are held at each school site. The first report card is given to parents at that time. Subsequent reports are made in February, and May. However, you are encouraged to make inquiries as to your child's progress whenever you have a concern by talking to your child's teacher or making an appointment to come see him or her. Grades are reported by trimester, every 12 weeks.

### **Q Parent Connection/ Emergency Information**

Having access to Parent Connect is required. This is the online platform you will use to update your "Emergency Card" and contact information (Annual Information Update- AIU). This online platform is utilized to track, monitor and report student attendance, behavior and academic progress. You may also view your student's current grades/progress on Parent Connect. You must have an email to access this account. Please reach out to the front office if you need help accessing Parent Connect or need to request your PIN. Student Connect allows students to view and monitor their own progress. **Students will only be released to those adults who are listed on the emergency card. Please bring proper identification.** Please notify the office of any change in address, home, work, or emergency phone numbers.

### **Homework**

Homework impacts a student's performance. Research shows that the time spent on homework directly affects one's achievement. Completing homework supports student skill development and academic growth. Please have your student bring homework on the day specified by the teacher. If your student is struggling with homework, reach out to the classroom teacher for support.

## ACADEMIC HONESTY

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

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

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

## AFTER SCHOOL

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

Sky Country hosts the Think Together Program, providing after school care, homework help and enrichment activities. For more information about the program or enrollment, please reach out to Fernando Castillo, [fernando.castillo@thinktogether.org](mailto:fernando.castillo@thinktogether.org) pick up a flier at our office.

## ARRIVAL/DISMISSAL TIME

Students may not enter campus before 8:15 a.m. since there is no supervision before that time. Parents will be issued a warning if their child is on campus prior to 8:15 a.m.

TK-6 School instruction begins at 8:45 a.m. (Warning bell is at 8:40 a.m.)

Dismissal for TK -6th grade students is at 3:05 p.m.

### **Wednesday Minimum Days**

Minimum days begin on Wednesday, August 21, 2024 and continue every Wednesday through May 28, 2025. Minimum day times will be as follows: 8:45 a.m. -1:25 p.m.

- **Walkers:** Students who walk are to go directly to and from home and school. They are not to stop at stores, restaurants, friend's houses, etc.
- **Car Pick Up:** Parents who pick up children by car and prefer to remain in their vehicles must use the pick up/drop off loop at the back parking lot.
- **Park and Walk:** Parents who choose to pick up or drop off from the dismissal gates must park and exit their vehicle. For safety, please be vigilant for children crossing at the crosswalks.
- The front parking lot is parking for staff only.
- Students may not leave campus after school to purchase items being sold by campus. This is a safety issue. Students are to remain on campus in the pick-up area until parent/guardian arrives. Please do not send your children with money to purchase these items after school.
- Students must be escorted by an adult across any traffic areas. This includes within the parking lots. Parent/Guardian is to walk up to the curb/waiting area and the student will be released.



**Please be mindful of traffic safety laws around a school. It is essential to follow all laws to ensure the safety of our children. Always avoid making U-turns in front of the school, and crossing the double yellow lines, as this can create dangerous situations for pedestrians or cause unnecessary car accidents. Additionally, do not allow children to enter the street to get into vehicles, as walking between cars puts them at risk of not being seen by other drivers. Furthermore, please do not block or use our neighbors driveways as your personal parking area. The bus loop is only for our buses, local daycares, and parents with a pass.** Thank you for your cooperation and understanding. Child safety is our number one priority.

## **ATTENDANCE**

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

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

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

### **Notification of Absence**

All absences are to be reported and verified through the school office. Please call the school office at 951-360-2816 or send a written note with the date of absence, your child's name, reason for absence, and parent signature. All absences must be cleared within three days of the absence.

If your family must take its vacation during the regular instructional time, you may have your child placed on an Independent Study Contract to avoid the absence being classified as "unexcused" or "truant." You must notify the office or teacher at least 2 weeks before the start of the absence or the principal will not accept the contract. All independent contracts must be approved by the principal. Independent Study is limited to 15 days per school year.

### **Excessive Absences**

If a student is absent excessively, or absent without a valid excuse more than three (3) days or tardy in excess of 30 minutes on each of three days within the school year, he or she is classified as truant as stated in the California Education Code, Section 48260. Parents will be notified and disciplinary action for students will be taken. Continuing truancy may result in referral to the School Attendance Review Board (SARB). Please be aware of the compulsory attendance laws to avoid any problems.

### **Late Arrival**

If your child arrives past the start time of 8:45 am, **you must bring your child into the office and sign a tardy slip.** Students cannot come onto campus late without a parent or guardian. Students with unexcused tardies of 30 minutes or more are considered truant. Being tardy is a disruption to the learning process. Students who are tardy will receive a consequence as dictated by our discipline plan. The first 2 tardies a warning will be issued. The third tardy, a phone call will be made. The fourth tardy, the student will be assigned to an after-school detention. Repeated tardies will require a parent conference (SART meeting). If a tardy is due to a doctor, dentist, counselor or court appointment, a note from their office will be required or it will reflect as an unexcused tardy.

### **Early Dismissal**

**Please note that students will not be called up to the office for early pick up during the last 15 minutes of the day.** If you arrive at 2:50 or later (1:10 or later on Wednesdays), parents will be asked to wait for the bell. We ask that you schedule all doctor, dental, medical appointments after school hours or on Wednesday afternoons to avoid having to check students out early. Thank you in advance for your assistance with this.

If your child needs to leave early, please be mindful of his or her lunch time. If it is during lunch they will not be able to go to the classroom to get his or her things and will have to get them when he or she returns to school. If your child is sick and needs to go home, our office staff will not interrupt the classroom to grab his or her things. The student can get them when he or she returns to school. Remember to bring your government issued ID with you when checking your child out of school.

## **AWARDS CEREMONIES**

### **Student of the Month**

Special recognition will be given to individual students based on teacher selection. Ceremonies will be held monthly.

### **Trimester Awards**

Trimester awards will be given out on top of the Student of the Month teacher awards.

**Principal's Honor Roll** - Students excelling throughout the curriculum and receiving all 4's on their report card.

**Academic Excellence** - Students excelled throughout the curriculum and received all 3's and 4's on their report card.

**Rising Star** - Students who have met grade level standards receiving all 3's on their report card.

**Perfect Attendance** - Students who have no tardies, no absences, and no early dismissals. Make up days with Saturday School will not count towards this award. Students must have 100% in attendance, all day.

**Excellent Attendance** - Students who have 97% or better in attendance. No more than 2 excused absences or tardies per trimester. Students may make up days with Saturday School.

### **End of the Year Awards**

Trimester Awards will be given at the end of the school year in addition with the following awards:

**Perfect All Year Attendance** - Students who have no tardies, no absences, and no early dismissals for the entire school year. Make up days with Saturday School will not count towards this award. Students must have 100% in attendance, all day.

**100 Mile Club Recognition** - Students are recognized for miles run during the school year.

**6th Grade Awards** - Special awards will be given. Criteria and awards selection TBD.

#### **Awards Assemblies Schedule - \*Attendance is by invitation only.**

9:30 TK - 1st Grade (Lopez)  
10:00 2nd - 3rd Grade  
10:30 4th - 6th Grade

## **BEHAVIOR**

### **Positive Behavior Intervention and Support (PBIS) Defined**

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

### **Key elements of PBIS**

Evidence-based features of PBIS include:

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

### **Definitions of Common Terms:**

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

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

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

### **SOAR Expectations**

We teach students to follow SOAR expectations throughout the campus. SOAR is an acronym for Safety, Ownership, Achievement and Respect Others. We have established specific expectations for each area of campus. These expectations are taught by staff, and visible reminders are posted throughout the school for reference.

### **SOAR Tickets**

Students who are caught demonstrating SOAR behavior can earn SOAR tickets which they can redeem for prizes and fun events.

### **Consequences**

Consequences for violating school expectations follow a progressive discipline model which begins with reteaching and warnings and moves to more severe disciplinary measures when behaviors continue. Because discipline is a shared responsibility between students, staff, and parents, emphasis is placed on informing all those involved of the student’s behavior. This assists both parents and staff in ensuring that students are learning the appropriate behavior skills. Teachers, at their discretion, will attempt to correct misbehavior through warnings, positive reinforcements, and other techniques. When those are not successful, or when it is appropriate, alternative actions will be taken.

### **Severe Behavior**

If a student exhibits severe misbehavior such as fighting with meaningful intent to harm, open defiance or vulgarity, etc., step by step consequences may be waived and more severe discipline will prevail, including a referral to administration. Sexual harassment is illegal and will not be tolerated. Students violating sexual harassment rules will be disciplined, which may include suspension from school.

## **BEHAVIOR EXPECTATIONS**

### **In the Classroom**

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

- If students need assistance or help, they should be sure to see their teachers.

**During Lunch**

- Students must line up to get their food. Remember that it's first come, first served. Saving places or crowding is not allowed.
- Students are to eat their lunch and snacks in the designated areas.
- Good behavior and table manners are expected. Be courteous to staff.
- Students may bring their lunch or receive a school lunch.
- Students must keep their eating areas clean and dispose of their trash.
- When dismissed, do not disturb classes in session.

**Throughout Campus**

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

**Playground Expectations**

SAFETY	OWNERSHIP	ACHIEVEMENT	RESPECT
<ul style="list-style-type: none"> <li>• Walk at all times unless on the field.</li> <li>• Report bullying, vandalism or injuries.</li> <li>• Avoid play fighting.</li> <li>• Stay in designated play areas.</li> <li>• You must have a pass to leave the play areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of and return all playground equipment.</li> <li>• Freeze and exit equipment when the bell rings.</li> <li>• Throw away trash in cans provided even if it was left by others.</li> <li>• All food and drink stay in eating areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good sport.</li> <li>• Follow the rules of the games.</li> </ul>	<ul style="list-style-type: none"> <li>• Stop, look, and listen when spoken to by all staff.</li> <li>• Include, help, and encourage others.</li> </ul>

**BICYCLES/SKATEBOARDS/SCOOTERS**

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

**CELL PHONES/ELECTRONIC DEVICES**

Cell phones, smart watches, and other electronic signaling devices must be turned off and inside backpacks before students enter campus and remain in backpacks until the students exit campus at the end of the day. Headphones, earbuds, and airpods are only allowed for instructional purposes with teacher permission and when paired with a student chromebook. Students may not use cell phones, smart watches, other electronic signaling devices, headphones, earbuds, or airpods during the Think Together program. If students use cell phones or electronic devices at school during instructional hours, they will be confiscated. Parents **MUST** come to school to pick up the device. JUSD and Sky Country Elementary staff will not be responsible for personal items which are confiscated, lost, stolen or damaged.

**COMPUTERS/CHROMEBOOKS**

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

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

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

**Chromebook/Device Insurance may be purchased**

## **COMMUNICATION**

We make communication a top priority and invite you to partner with us as we grow stronger together. Please utilize the following resources to stay informed of all things happening at Sky Country Elementary.

[Skyhawk News!](#) - posted every Sunday night at 5:00 pm on Parent Connect

[Sky Country's Website](#)

[Sky Country's Facebook](#)

[Sky Country's Instagram](#)

[Q Communication/ Parent Square](#) - Essential Sky Country updates and reminders will be sent to you through the phone and email information provided at registration

[Sky Country's marquee](#): Located in front of our school

We will also strive to send out paper flyers when possible, home with students.

## **COMMUNITY SCHOOLS**

Sky Country Elementary is a community school. A community school embraces a “whole child” philosophy, focusing on the academic, social, and emotional well-being of each student through the curriculum and available programs both at the school and in the community. These schools collaborate with external agencies to meet the diverse needs of their students. Moreover, community schools operate on four key pillars: Integrated Student Supports, Family and Community Engagement, Collaborative Leadership and Practices for Educators and Administrators, and Extended Learning Time and Opportunities. At Sky Country, we host parent workshops, reading nights, friendship groups, and our Teacher on Special Assignment teaches culturally relevant classes. Sky Country also partners with Jurupa Valley High School students for tutoring services. Mira Loma Middle School students have also given back to our community by reading to our younger students. Mira Loma Middle School, Jurupa Valley High School and Sky Country are part of the same feeder pattern, therefore connections among our students are a valuable part of community schools. Please check fliers, the marquee, or website for specific days and times.

## **COUNSELING SERVICES**

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

## **CURRICULUM AND INSTRUCTION**

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

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

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

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

## **DISASTER PLAN**

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

- Sky Country's gates will be locked.
- There will be a student checkout center at gate 1, located at the front of the school. All students will be checked out to parents through this gate.
- Classes will be gathered on the field.
- Parents and other people not assisting in our emergency efforts will not be allowed on campus.
- Students will be checked out to those listed on their emergency cards only (unless circumstances warrant alternate safe placement).
- Notations will be made as to who picked up each child and at what time.
- Patience will be necessary as this process may be slow. Please remember that we are striving to provide safe dismissal for all students.

Your cooperation is asked in any emergency. The school will retain your child until you or an adult listed on the emergency contacts is able to come get him/her. These actions should be shared with everyone you listed on the Emergency contacts list so they are familiar with our procedures. For this reason, it is imperative that you keep all information on your child's Emergency Contact list up-to-date at all times. Your child will be released only to those listed on Parent Connect. When circumstances warrant, it is in the best interest of your child to place him/her in an alternate place of safety.

## **DISASTER PLAN DRILLS**

**Fire:** At the sound of the fire alarm, students follow the evacuation route directed by their teacher.

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



6410 & 6411).

**Lockdown:** An announcement will be made in the event that something happens in the community or neighborhood of the school that may be/is dangerous to students or staff. Staff will immediately clear the hallways. Staff and students will remain in classrooms with doors locked, until an all clear is given.

### **DRESS CODE**

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

All clothing should fit appropriately, and no undergarments should be seen. Shirts must have a 2 inch or more sleeve and need to fully cover midribs. Shorts need to be of appropriate length. All shoes need to have a secure strap around the back of the foot. Sandals (without backs), flip-flops, steel toed shoes or boots are not allowed. No facial makeup, artificial or acrylic nails.

Students in violation of the dress code will receive a warning and parents will be notified. Students will be required to change or wear attire provided by the school. Repeat violators will receive consequences according to the school assertive discipline plan as appropriate for defiance of school rules.

PLEASE REFER TO THE DISTRICT PARENT GUIDE FOR A FULL COPY OF THE DRESS CODE

### **EMERGENCY CARD INFORMATION**

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

**Please bring proper identification.**

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

### **HEALTH SERVICES**

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

If a child has a head injury, parent or guardian will be encouraged to pick up their child for further monitoring/health evaluation.

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

### **Immunizations**

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

### **Medication Policy**

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

The procedure is as follows:

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

All medication, including inhalers, must be housed in the main office and the administration of such be supervised by school personnel. Students may not have any drugs or medications with them during the school day.

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

### **Pediculosis (Head Lice)**

Please check your child's head periodically for lice and nits (dandruff-like specks that do not fall off). An early sign of head lice is excessive itching. If your child is found to have head lice at school, you will be contacted and will be given a copy of the brochure "A Parent's Guide to Head Lice". We ask that you please treat your child accordingly if they are infected to help prevent the spread of head lice at school.

### **INSTRUMENTAL MUSIC**

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

### **LIBRARY**

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

Textbooks & Chromebooks (grades 2-6) issued to students will be required to be returned when the student checks out of school and/or

at the end of the school year. Library books are required on the due date. If a book/Chromebook is not turned in or paid for, no grades will be posted, and the student will not be allowed to participate in activities until the matter is settled. If a student leaves Sky Country to attend another school, current records may not be forwarded. This policy applies to textbooks, library books, instruments, and all other school materials and fees owed to the school.

**LOST AND FOUND**

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

**MINIMUM DAYS**

**Weekly**

Minimum days begin on Wednesday, August 21, 2024 and continue every Wednesday through May 28, 2025. Dismissal is at 1:25 pm for all grade levels.

**District Minimum Days**

- Friday, October 18, 2024
- Friday, February 7, 2025
- Friday, May 23, 2025
- Friday, May 30, 2025

**NUTRITION SERVICES**

Breakfast and lunch are available daily and free of charge to all students at Sky Country Elementary School for the 2024-2025 school year. Students must grab all items to receive a school lunch. There will be a share-table for any unopened, uneaten food.

SAFETY	OWNERSHIP	ACHIEVEMENT	RESPECT
<ul style="list-style-type: none"> <li>● Keep hands, feet, and objects to yourself.</li> <li>● Listen and follow instructions from all staff.</li> <li>● Stay seated and use seating appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>● Patiently wait your turn in line.</li> <li>● Throw away trash in cans provided even if it was left by others.</li> <li>● Mind your own business.</li> <li>● All food and drink stay in eating areas.</li> </ul>	<ul style="list-style-type: none"> <li>● Hold your food tray with 2 hands.</li> <li>● Focus on eating your food to finish in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>● Stop, look, and listen when spoken to by all staff.</li> <li>● Use quiet voices.</li> <li>● Use kind words and actions.</li> </ul>

**Treats**

Contact the classroom teacher in advance before bringing in treats for the class. Only prepackaged food is allowed on campus for celebrations and events. Celebrations are at the discretion of the classroom teacher. If permitted, they will be reserved for the last part of the school day in order to minimize interruptions to instruction.

**OFFICE**

The school phone number is **(951) 360-2816**. The school office hours are from 7:30 a.m. to 4:00 p.m. Office personnel will take messages for teachers. Teachers are unable to come to the phone when class is in session. Calling the school office to leave messages for children at school is not a safe practice. It is difficult to verify identification of the person calling, whether it is a parent, a non-custodial parent, or a stranger. Please allow 24 hours for a response.

If your child forgets an item at home (water bottle, lunch, chromebook, band instrument, project, etc.), please make sure to message his or her teacher to let them know that you are bringing it to school to leave in the office. Our office staff will email the teacher for the student to pick it up at his or her earliest convenience. **Teachers might not see the message until the end of the day so it is not guaranteed that your child will get the item.**

Students are not allowed to call home for missing items.

We do not accept any money drop-offs.

**PARENT INVOLVEMENT**

***English Learner Advisory Committee (ELAC)***

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

**Parent Conferences**

Teachers schedule parent conferences during two days in October. The report card and your child's progress are discussed during this time. Parents may contact the teacher(s) at any point throughout the year to schedule a conference

**Parent Education**

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

**Parent Volunteer Program**

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

Fingerprinted and Tuberculosis (TB) clearances are required for volunteers that are:

- Assisting in the classroom or other school activities regularly or for more than four (4) hours per week.
- Volunteering on a field trip to supervise students without the supervision of JUSD certificated staff.
- Serving as an overnight chaperone.
- Escorting students from one location to another on campus.

How to apply:

1. Submit an application on the JUSD website or by [clicking here](#).
2. Wait for your request to be approved by the principal.
3. Once approved, complete all requirements listed in the approval email you will receive.
4. Email all required documents listed in the approval email to: [JUSD\\_volunteers@jUSD.k12.ca.us](mailto:JUSD_volunteers@jUSD.k12.ca.us)
5. You will receive an email once you are cleared to volunteer.

If you have any questions, please contact the Human Resources Department at 951-360-4124.

All visitors and volunteers must provide valid ID and check in at the school office prior to going into classrooms or any other areas of campus such as the library or cafeteria. This policy helps to safeguard our children and avoids disruption of the learning process. All volunteers must submit an online application. Links to the application are shared on the main district page, all school websites, and on MYJUSD.

When visiting the school, you must wear a visitor's name badge which will be printed through the RAPTOR system. When visiting campus or checking out a student you must present your ID in the office to be scanned through RAPTOR. If you are on campus during school hours and do not have a visitor's badge on, you should expect to be stopped by an employee and asked to go to the main office. We are dedicated to protecting your child from unauthorized visitors on campus and ask parents and relatives to strictly adhere to these procedures.

Younger children will not be allowed on campus during school hours when visiting classrooms, please make arrangements ahead of time. They may, however, attend school-wide awards assemblies and events held in the cafeteria or quad.

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

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

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

### **SPECIAL DRESS DAYS**

- Mondays- Skyhawk Pride! Wear your Sky Country shirt or colors.
- Wednesdays - 100 Mile Club Shirt
- Fridays - College Shirt

### **STUDENT AMBASSADORS**

The Sky Country Ambassador program is an organization in which student representatives can help with the functions of the school. Student Ambassadors promote leadership and initiative. Representatives must comply with the eligibility requirements by maintaining grades of 3s or 4s, not having excessive absences, tardies, or discipline problems during the school year. Students can be removed from Student Ambassadors if they do not maintain the eligibility requirements.

### **TITLE 1**

Title 1 provides supplemental funds to be used to narrow the educational gap between academic performances of At-Risk students. These funds provide for materials and services to assist identified students who need extra support to be successful in school.

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

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

Parents or guardians of students attending Sky Country are encouraged to visit the school. Parents who wish to meet with teachers should arrange for an appointment before or after school with their child's teacher upon arrival at school, all visitors and volunteers must sign in at the office to be issued a campus pass.

# Other Pertinent Information

JURUPA UNIFIED SCHOOL DISTRICT

4850 Pedley Road

Jurupa Valley, CA 92509

## CIVILITY POLICY

All Jurupa Unified School District staff members will treat parents and other members of the public with respect, and will expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping its offices free from disruptions and preventing unauthorized persons from entering its facilities.

This policy is developed to promote mutual respect, civility and orderly conduct among District employees, parents, students and the public. This policy is not intended to deprive any person of their right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free environment for all individuals who enter District facilities. The District encourages positive communication, and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

### Disruptions

1. Any individual who disrupts or threatens to disrupt District operations; threatens the health or safety of District staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on the grounds of District facilities will be directed to leave District property promptly by District administrative staff and shall not be allowed to return for at least 72 hours (EC 32211).
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner while on District premises, the District administrator or employee to whom the remarks are directed will calmly and politely request the speaker to communicate in a civil manner.

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

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

32211 Disturbing School 243.5 Arrest on School Grounds

44810 Willful Interference 415.5 Fighting on School Grounds

626.6 Refusal to Leave School Grounds

626.8 Disruption

## **CUSTODY ISSUES**

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

## **HOMELESS YOUTH EDUCATION**

*42 US 11432*

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

## **NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES**

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

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

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

## **PROPERTY DAMAGE**

*EC 48904*

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

## **SAFE PLACE TO LEARN ACT**

*EC 234 and 234.1*

The Jurupa Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the PC and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation and anti-bullying policies, please contact Ilsa Garza González, Director of Administrative Services at (951) 360-4140.

**SUBJECT: Williams Uniform Complaint Procedures****Types of Complaints**

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682, 4683)

1. Textbooks and instructional materials
  - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
  - b. A student does not have access to textbooks or instructional materials to use at home or after school.
  - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
2. Teacher vacancy or misassignment
  - a. A semester begins and a teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.
  - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means, except as necessary for student safety or to make repairs, the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. (Education Code 35292.5)

4. High school exit examination intensive instruction and services:

A student, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the student has passed both parts of the exam, whichever comes first. (Education Code 35186)

**Filing of Complaint**

A complaint alleging any condition(s) specified in items #1-3 above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

A complaint alleging any deficiencies specified in item #4 above shall be filed with a district official as designated by the Superintendent. Such complaints may be filed at the district office or at a school site and shall be immediately forwarded to the Superintendent or designee.

(Education Code 35186)

### **Investigation and Response**

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

### **Reports**

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186; 5 CCR 4686)

### **Forms and Notices**

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. However, complainants need not use the district's Williams complaint form in order to file a complaint. (Education Code 35186)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

### **Tobacco-Free Environment**

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

### **SEXUAL HARASSMENT NOTIFICATION**

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

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

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees or other persons at school or at school-sponsored or school related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes. For more information on the complaint process, disciplinary action, confidentiality, and record-keeping, please refer to the 2023-2024 Parent Guide.

## **SUSPENSION APPEAL PROCEDURE**

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

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

1. The pupil's parent or guardian shall have the right to submit a written statement that shall be attached to the suspension notice.
2. The parent or guardian shall submit a written statement outlining the reasons for requesting an appeal within five (5) school days of the date the student was suspended to the principal or designee.

Upon receipt of a written appeal of a suspension, the principal or designee shall have five (5) school days to consider the appeal. After considering the appeal, the principal or designee will notify the parent or guardian of the decision.

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

## **Safe Place to Learn Act**

### **Bullying, Harassment, Intimidation & Discrimination Prevention & Response**

*(Ed. Code §§ 234, 234.1)*

*It is the policy of the State of California to ensure that all local educational agencies continue to work to reduce discrimination, harassment, violence, intimidation, and bullying. It is further the policy of the state to improve pupil safety at schools and the connections between pupils and supportive adults, schools, and communities. (EC 234)*

The Jurupa Unified School District is committed to maintaining a learning environment that is free from bullying, harassment, intimidation, and discrimination based on actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so.

Any student who engages in acts of bullying, harassment, intimidation or discrimination related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion.

Students, parents, staff, and community members should report incidents so they can be investigated. Formal complaints may be filed, and will be timely investigated and resolved according to District policy and procedure. Complainants may appeal if they disagree with the outcome.

To report an incident, to file a complaint, and/or to receive a copy of the District's policies prohibiting and



responding to bullying, harassment, intimidations and discrimination, please contact a school administrator.

*Reference: Board Policies 5131.2 & 5145.3*

PLEASE REFER TO THE 2024-2025 PARENT GUIDE FOR A FULL COPY OF THE DRESS CODE.

PLEASE REFER TO THE 2024-2025 PARENT GUIDE FOR A FULL COPY OF THE  
UNIFORM COMPLAINT PROCEDURE.