

Van Buren Elementary School  
Parent & Student Handbook



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Jurupa Valley, Ca 92509  
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# Principal's Message

## Principal's Message

Welcome to Van Buren Elementary! We are a learning community that believes all children can learn. We look forward to having students return to school and strive to their fullest potential, both academically and socially. We continue to analyze and refine our school policies, procedures and instructional programs to ensure that all students feel valued, connected and prepared for an educational experience that extends well beyond elementary and middle school.

We work as a school community to find opportunities to enrich each student's school experience. We currently have a student leadership group, GATE, and Special Education programs.

Our school handbook is available to parents every year so that you are informed of school and district policies and procedures. This will ensure that we work together in creating an environment that instills parent and school communication for our children. As a principal, I ask that you speak to your child about the district/school rules and policies. Most importantly, please discuss with your child how to best resolve conflicts. The two overarching rules to reinforce is "to use kind and respectful words" and "keep your hands, feet, and bodies to yourselves." We will continue to implement our behavior management system this year, and students can earn Eagle Bucks to purchase prizes from our Rockin' Eagle Store. Additional information on this is found inside this handbook. Please take time to become familiar with our school procedures and rules.

We have many school events that will be posted on Parent Square, our social media accounts, and on ClassDojo. Please be sure to follow and check these accounts regularly.

Sincerely,

*Kimberly Lambert*

Kimberly Lambert  
Principal

[kimberly\\_lambert@jusd.k12.ca.us](mailto:kimberly_lambert@jusd.k12.ca.us)



## Van Buren Elementary School Parent-Teacher Handbook

Welcome to Van Buren Elementary School! We are thrilled to have you and your child as part of our school community. This handbook is designed to provide you with important information about our school policies, procedures, and expectations. Please take the time to review it carefully with your student (s).

### Mission and Vision:

#### Mission Statement:

Van Buren Elementary is dedicated to a continuing tradition of excellence, within a safe and supportive environment, we provide a relevant, high-quality education and prepare our diverse student body for future endeavors. We honor achievement and promote pride in ourselves, in our school, and in our community.

#### Van Buren's Vision:

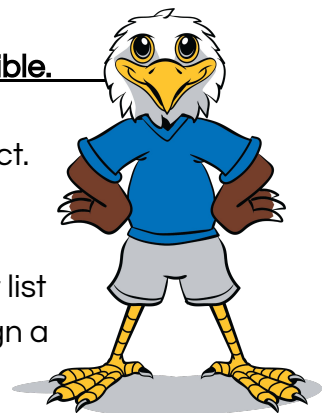
We believe achievement can be attained when we promote and maintain a prevention focused, positive school climate and a safe effective learning environment where ALL can succeed academically, socially and emotionally.

### School Hours:

- Instructional time **8:00 am-2:20 pm** except Wednesdays. Wednesday's instructional time: **8:00-12:40 pm**
- The cafeteria opens at 7:30am for free breakfast for students.
- Playground opens at 7:45 am for student arrivals.
  - a. Students should not arrive at school prior to 7:30 am. **Please do not drop off students earlier as there will be no adult supervision before 7:30.**
- **The first bell rings at 7:55 and the tardy bell rings at 8:00am.**
  - a. All students arriving at 8:01 or after will be marked tardy.
- Please ensure that your child arrives at school on time each day.
- Office Hours: **7:30-4:00 pm**

### Attendance:

- Regular attendance is crucial for academic success. California Education Code Section 60901(c)(1), a pupil who is absent 10 percent or more of the school days in a school year is considered to be chronically absent. When students are chronically absent SART meetings will be scheduled with administration. Failure to improve attendance and violating the SART contract following SART meeting will result in a SARB meeting with the district attorney.
- **If your child will be absent, please notify the school office as soon as possible. (951-360-2865).** Failure to notify the office will result in a truancy for your student. After 3 Truancies your child will be placed on attendance contract.
- Early Release of a Student:
  - a. Only a parent or guardian listed on a student's emergency contact list can sign a student out of school. Identification will be needed to sign a student out or request any student information and records.



## Independent Study Program

If you plan to have your child absent from school 3 days or more consecutively for necessary reasons other than illness, please contact the office to arrange for an "Independent Study Plan" to enable your child to continue to get credit and continue the educational process. Such plans require approval by the administration. Independent study will not be approved for extended vacation purposes.

- Independent study must be requested a full 3 days prior to the start date. If not requested 3 days in advance, the request will be denied.
- Work must be completed and turned in by the first day back at school.
- If they are absent for more than two weeks without any contact with school, students will be dropped.
- There will be **no** independent study plans approved during **STATE** testing.

## Emergency Card Information

Emergency information should be completed online through the Annual Information Update (AIU) on *Q ParentConnection*. For login information, please contact the office at (951) 360-2865. **Students will only be released to those adults who are listed on the emergency card. Please bring your government issued ID card.** Please notify the office of any change in address, home, work, or emergency phone numbers. (*Board Policy 5125.4 & 5125.5*).

## Student Records

Student Records can only be requested by the adults who holds the educational rights for the student. Any request for changes will need to be made by the adult who holds the education rights.

## Classroom Interruptions Policy

To honor the instructional day, classroom disruptions are kept to a minimum. Office staff will not call and interrupt classrooms unless it is an emergency during instructional minutes. We aim to minimize interruptions to maximize instructional time.

If backpacks, Chromebooks, homework, and/or lunches are forgotten at home, please make arrangements with your child prior to dropping them off. For example, let your child know you will drop it off in the office by lunchtime so they know to come by the office during lunch to pick up the needed item.

You may reach out to your child's teacher via their preferred method of contact, but please note that the teacher is teaching and may not be able to read and respond right away.

Lunches continue to be free for all students this school year. If a parent brings in lunch, it will be kept in the office. It is your child's responsibility to pick it up; we will not call the room. However, let's do our best to ensure that your child has everything they need when the bell rings in the morning. Rest assured, every child will eat lunch.

## Communication

The staff at Van Buren Elementary values the belief that educating our students is a partnership between the staff, students, and parents. School news and events are posted on Class Dojo and through Parent Connect. You can also follow us on Facebook @ Van Buren Elementary School and on Instagram @vanburen\_jusd. Teachers in TK-5 utilize Class Dojo for communication, while 6th-grade teachers use their school-provided email as their main form of communication.

When messaging staff, please note that teachers' contractual hours are from 7:40 AM to 3:10 PM. Messages sent outside these times may not receive an immediate response. Additionally, during the instructional day, teachers have limited time to access Class Dojo to check messages. If a teacher has not responded within 24-48 hours, please reach out to the office for support.

## Drop-off and Pick-up Procedures:

- Please follow all Drop-off and Pick-up Procedures to ensure the safety of all students.
  - a. DROP-OFF
    - i. Students can be dropped off at 7:30 for breakfast. **Playground opens at 7:45.**
    - ii. If you **arrive after 8:10** for the **safety** of your student(s) **please walk your students into the office.**
    - iii. Front Lane is for **Drop Off only.**
      - 1. Please pull all the way forward before having your student exit the vehicle.
        - a. Please ensure your student is ready to exit the vehicle upon arrival. **They should have shoes on and backpacks ready to go.**
        - b. Adults should not exit the vehicle in the drop off lane.
    - iv. Parking Lot
      - 1. The Parking Lot will Close at **7:45 until 8:10**
      - 2. The **Parking Lot is not a Drop Off Zone**. It is not safe for students to exit in the parking lot and cross moving traffic as they navigate the parking lot and drop off loop.
      - 3. If utilizing the parking lot, please exit the vehicle with your child and cross them at the cross walks.
  - b. Pick-Up Procedure
    - i. **Pick-Up Begins at 2:20.**
    - ii. We ask that parents please exit their vehicles and walk and pick-up students in TK-1st grade.
    - iii. Please use the front lane for picking students up.
    - iv. **Parking Lot is not a pick-up lane.** If using the parking lot please park and exit the vehicle. For the safety of your student(s) **do not have them cross traffic alone.**
    - v. If students are not picked up by 3:00 pm the SRO will be called.



## Behavior Expectations:

A safe, organized and positive school climate provides students with the best opportunity for learning and for becoming good citizens. The Van Buren School Staff believes that we have a responsibility to establish school rules and consequences that set the appropriate school climate for learning. We also recognize that the great majority of students have the ability and desire to behave positively. Our school practices positive behavior intervention support. Our behavior plan emphasizes rewards for good behavior, as well as consequences for students who do not follow school expectations.

As a staff we work to teach our students what it means to **R.O.C.K.**

### **R: RESILIENCE**

Show Resilience

### **O: OWNERSHIP**

Take ownership of their learning & behavior

### **C: COMMUNITY**

Work as a community

### **K: KINDNESS**

Show Kindness

	CLASSROOM	PLAYGROUND, FIELD AND RECREATION	CAFETERIA/HTF	RESTROOMS	OFFICE	LIBRARY/ EAGLES BEST
<b>R RESILIENCE</b>	<ul style="list-style-type: none"> <li>Ask for help</li> <li>Makes one part of learning try again</li> <li>Complete assignments</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Stay in designated areas</li> <li>Freeze at the whistle, then walk to your lines.</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently to be re-seated</li> <li>Stay seated</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Walk to and from the restroom</li> <li>Keep water and trash off the floor</li> <li>Please be neat and wipe the seat</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit quietly</li> <li>Use furniture appropriately</li> <li>Leave walkways clear</li> </ul>	<ul style="list-style-type: none"> <li>Stay committed to your project</li> <li>Research topics to learn more about it</li> <li>Be open to trying new things</li> </ul>
<b>O OWNERSHIP</b>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Always do your best</li> <li>Accept consequences</li> <li>Fix mistakes</li> </ul>	<ul style="list-style-type: none"> <li>Use positive language</li> <li>Play by the rules</li> <li>Take care of playground equipment</li> </ul>	<ul style="list-style-type: none"> <li>Only eat food on your plate</li> <li>Clean up after yourself</li> <li>Be a respectful listener</li> </ul>	<ul style="list-style-type: none"> <li>Throw trash away</li> <li>Wash hands</li> <li>Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>State your purpose politely</li> <li>Accept consequences</li> <li>Wait your turn and don't interrupt</li> </ul>	<ul style="list-style-type: none"> <li>Follow check out and return procedures</li> <li>Ask for help</li> <li>Respect and be responsible with your chromebook</li> </ul>
<b>C COMMUNITY</b>	<ul style="list-style-type: none"> <li>Cooperate with your peers</li> <li>Make others feel welcomed and valued</li> <li>Work together to create a positive working environment</li> </ul>	<ul style="list-style-type: none"> <li>Invite others to join in</li> <li>Play safely</li> <li>Have fun together</li> <li>Respect other's personal space</li> </ul>	<ul style="list-style-type: none"> <li>Celebrate each other's success during assemblies</li> <li>Work together to maintain a clean space</li> <li>Use an inside voice</li> </ul>	<ul style="list-style-type: none"> <li>Keep the restroom clean, we have to share it with others</li> <li>Create a safe place and report any needs</li> <li>Even if you're in a rush, remember to flush</li> </ul>	<ul style="list-style-type: none"> <li>Greet office staff</li> <li>Get to know their names</li> <li>Have a reason to visit the office</li> </ul>	<ul style="list-style-type: none"> <li>Respectfully work together</li> <li>Mention an organized Makerspace</li> <li>Use appropriate voice levels</li> </ul>
<b>K KINDNESS</b>	<ul style="list-style-type: none"> <li>Raise your hand and wait to be called on</li> <li>Listen to others</li> <li>Be helpful and kind</li> <li>Ask permission to use items</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions and play fair</li> <li>Take turns</li> <li>Keep hands and feet to yourself</li> <li>Tell the truth</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Use good manners</li> <li>Say please and thank you</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' privacy</li> <li>Wait your turn</li> <li>Cell phones should be left in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>Say please, thank you, and excuse me</li> <li>Follow directions</li> <li>Use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>Be a respectful listener</li> <li>Follow directions</li> <li>Handle books and materials with care</li> <li>Clean up after yourself</li> </ul>

**EAGLES ROCK!**

Behavior skills are taught both in and outside the classroom. Teachers provide lessons to support students' understanding and ability to demonstrate behavior expectations. To encourage students to embody what it means to R.O.C.K., we have created positive rewards for students. All students have the opportunity to earn EAGLE Bucks, which they can spend at our Rockin' Eagle store. The cost of items ranges from 1 Eagle Buck to 50 Eagle Bucks, depending on the item.

In addition to earning Eagle Bucks, each teacher selects a Student of the Month who has displayed the behavior characteristic of the month. This characteristic or expectation changes monthly. The Student of the Month is recognized during our monthly morning Shout-Outs. They also earn a Brag Tag, which grants them special privileges around campus for the month and includes Lunch with the Principal.

Behavior expectations are posted around campus to provide students with visual reminders of what is expected in each designated area.



## Classroom

- Students will be prompt to class.
- Students will be prepared for class. Bring pencils, erasers, books, a three-ring binder, a student planner, and any other classroom materials needed as appropriate for your grade level.
- Students will follow directions. Each teacher will establish academic and behavior expectations for their classroom.
- Students will be courteous. Use appropriate language. "Put-downs," name-calling, profanity, vulgarity, and threats are unacceptable.
- Students will complete and turn in all assignments on time. If you are absent, you must make arrangements to make up missed work.

## On the Playground

- Students will avoid playing rough on the playground. Play only games that do not include touching other students with your hands, feet or any objects.
- Students are to keep their hands and feet to themselves
- Students will not push, hit, trip, kick, bully, or threaten other students.
- Students will stay out of and away from puddles and mud.
- Students will leave rocks, bark, sticks, and other dangerous objects alone.
- Students will stop & freeze when the whistle blows, at second whistle students will walk to line.
- Students will play in assigned areas only.
- Students will show pride in their school by keeping the buildings and grounds free of litter.
- Students will eat only in designated areas.
- Students will not stand/ jump off the cement planters and they will not climb trees or fences.
- Students will not stand/ jump off the cement planters and they will not climb trees or fences.
- Students will behave appropriately in the restrooms, one student at a time will be permitted in the restroom.
- Students will seek an adult when someone is bothering them or if there is a disagreement.
- Students will share playground equipment and play areas.
- Students will walk in the hallways.
- Students need permission from supervisors to go to the nurse's office.
- Once the bell rings at the end of recess, students will not be allowed to use the restroom or get a drink without first checking in with classroom teacher. Students should take care of all restroom and hydration needs during recess.

## During Lunch

- Arrangements for any lunches delivered need to be made with the student prior to the start of the school day. The office staff will not call or interrupt teachers during class time.
- Food delivery services are prohibited from delivering food for students.
- Students will line up to get their food. Remember that it's first come, first served. Saving places or crowding is not allowed.
- Students will eat their lunch and snacks in the designated areas.
- Students Will keep their eating areas clean and dispose of their trash.
- Students will wait to be dismissed from the tables before heading out to play.
- Students will use quiet voices when talking with peers during lunch time.

## Throughout Campus

- Students will keep their feet on the paved walkways (no climbing on trees or crossing through the grass or planters).
- Students will keep their hands and all body parts to themselves. **No fighting, pushing, chasing, horseplay, or play fighting.**
- Students are not permitted to use or have skateboards, electronic devices, toys, cards, cameras, cell phones, or other expensive items at school. Jurupa Unified School District, Van Buren Elementary, and staff are not responsible for personal items brought to school or a school activity that are confiscated, lost, stolen, or damaged.
- Students will not bring or possess dangerous objects of any kind when going to, coming from, or at school.
- Students will not deface or damage any school or private property.
- Students will stay in designated areas.
- Students will use restroom facilities appropriately.

## Discipline Policy

### Definitions of Common Terms

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

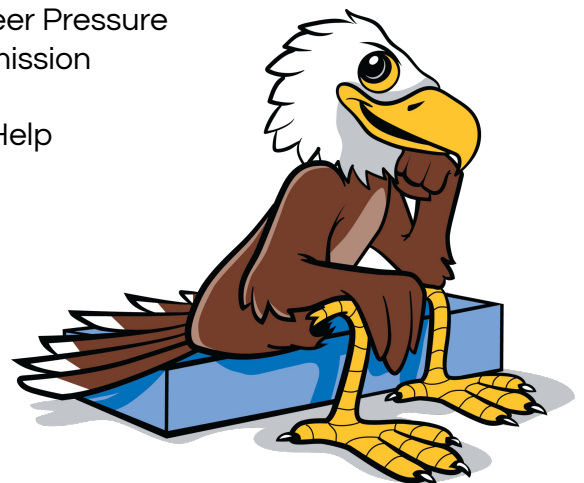
Consequences - A consequence is ***the relation of a result to its cause*** . It is also important to understand that "consequences" and "interventions" do not mean the same thing.

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

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

Be Safe, Responsible, Respectful  
Follow Instructions  
Stay On Task  
Get the Teacher's Attention  
Accept "No" for an Answer  
Disagree Appropriately  
Use Appropriate Voice Tone  
Keep hands, feet, to themselves  
Give Criticism

Work with Others  
Wait Your Turn  
Mind Your Own Business  
Resist Peer Pressure  
Ask Permission  
Listen  
Ask for Help





## Consequences for Behavior

Consequences for violating school rules follow a **progressive discipline model**, emphasizing restorative practices and incorporating appropriate disciplinary measures as necessary. Discipline is a shared responsibility between students, staff, and parents, with an emphasis on informing all parties involved of the student's behavior. This helps parents and staff ensure that students are learning appropriate social skills and school expectations. Teachers, at their discretion, will attempt to address misbehavior through warnings, positive reinforcements, and other techniques. When these methods are not successful or when it is appropriate, students will be referred to the administrative team.

## Severe Clause

If a student exhibits habitual misbehavior such as fighting with intent to harm, open defiance, or vulgarity, step-by-step consequences may be waived, and more severe discipline will prevail, including an automatic referral to the administrative team. Board Policies and the California Education Code are referenced when making disciplinary decisions. Sexual harassment is illegal and will not be tolerated. Students violating sexual harassment rules will be disciplined, which may include suspension from school.

## Items Not to Bring to School

Students should not bring the following items to school:

Gum	Energy drinks
Speakers	Skates
Skateboards	Personal toys
VAPE pens	Matches
Lighters	Electronic games
Pets	Cameras
Computer games	Fireworks
Bullets	Trading cards
Marking pens	Balloons
Pokémon cards	Spiked jewelry
Squirt guns	Spray bottles
Sling shots	Stuffed animals
White-out	Dice
Playing cards	Laser pointers or laser pens
Large quantities of money	Make-Up/Fake Nails

If a student brings any of these items, they will be confiscated and a parent will need to pick them up from the office. Jurupa USD and Van Buren staff will not be responsible for personal items brought to school or a school activity that are confiscated, lost, stolen, or damaged.

## 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.

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.

**Shoes must have a back; therefore, slidders and flip flops are not permitted.**

Please refer to the District's website for a full copy of the dress code, or click here [Dress Code](#).

## Make-up

Elementary students are **not permitted** to wear makeup to school. With the exception of lip gloss and/or chapstick.

## Nails

Students are permitted to have nails done as long as the student can complete assignments and/or participate in required activities.

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 as appropriate for defiance of school rules.

**Van Buren is an electronic free zone.**

## Cell Phone Policy:

1. Cellphones need to be powered off and remain off while on campus.
2. Cellphones must remain off and in backpacks until the students **exit the campus.**

## Smartwatch Policy:

1. Smartwatches can be worn **if and only if** they are not a distraction to the student.
2. **Smartwatches must remain in "airplane" mode during the duration of the school day.**

## Headphones and Earbuds

1. Headphones and earbuds are only permitted to be used if the classroom teacher has given the student permission to use.
2. Headphones and earbuds are not allowed in the MPR or on the playground.

## Other Electronic Devices

1. Additional electronic devices are not permitted at school. If a child brings a device to school, the school is not responsible to replace any damaged, loss, or stolen items.

## Discipline Policy for Electronic Devices

- **First Offense:** Warning
- **Second Offense:** The devices will be brought to the office for safekeeping and the student will be able to pick it up afterschool.
- **Third Offense:** The devices will be brought to the office for safekeeping and will remain in the office until a parent/guardian can pick it up.
- **Additional Offenses:** Other disciplinary action (detention, saturday school, etc.) may be assigned.



## Chromebooks

We are pleased to share that Van Buren has fully implemented a 1:1 device program providing Chromebooks for educational use to students in Grades K - 6. Students in grades 2nd - 6th will be allowed to take the devices to and from school to support extended opportunities for learning. Students are responsible for good behavior on the school computer and 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. A Chromebook Device Protection Plan will be offered through the district for \$39 per device.

## **Library**

The library is available for student exploration and enjoyment. Students are guided during their classroom library time by the classroom teacher and library technician. Library skills, research skills, and book exploration are facilitated by the teacher.

Students and parents are responsible for all books (textbooks and library books) and Chromebooks issued to their child. Lost or damaged books and Chromebooks must be paid for using the link: [My Payments Plus](#). Chromebook insurance is recommended and is offered through My Payments Plus.

The district reserves the right to withhold promotion ceremonies, report cards, and/or next year's schedule if fines are not paid before the end of 6th grade.

## **Internet Safety**

Students who post anything on public internet websites that is perceived as bullying, intimidation, or a threat to students or school staff, or that results in the disruption of school activities, will be subject to disciplinary action. It is important that you speak to your child about appropriate behavior on any internet website. Posting threats is illegal, and the Sheriff's Department will be informed. Students will be completing Digital Citizenship lessons during the year.

## **Lost and Found**

Many articles become lost or are left unclaimed. All personal belongings should be marked. There is a container located in the playground area for lost articles. Small items such as watches, glasses, jewelry, etc., are turned into the office.

## **Health Services**

We have a Health Care Aide in our office. Our office staff tends to children who become ill, administers first aid, and maintains health requirements and records. It is imperative that parents realize that the Health Care Aide and office staff are not trained to identify broken bones or serious health problems. The district nurse is "on call" for emergency situations that may arise.

## **Illness or Accidents**

If a child becomes ill or is seriously injured at school, parents or other adults authorized by parents on the child's emergency card will be notified, and the child will be sent home with the responding adult. Therefore, it is imperative that you keep information on the emergency card current.

If your child must be sent home and authorized adults are not available, you will need to arrange for an adult to pick up your child upon verification by the office personnel. Children who are ill or injured will not be released to walk home.

## Medication

Many children require medication while at school. To assist you and your physician in managing prescribed medication, as well as conforming with current legislation, the following information is provided to all parents in the Jurupa Unified School District.

The school nurse will confer with the parent and physician regarding the dispensing of medication. The following procedures must be adhered to by the parent:

1. Complete and return the District Medication Request Form to the school.
2. Bring the medication to school in the original container. The pharmacist's label must indicate: the name of the student, the date, the name of the doctor, the dosage of the medication, and the method of administration.

The Medication Request Form authorizes the school nurse to administer medication or to give instructions to non-medical personnel in the administration of medication. The principal and the nurse will determine who will administer the medication.

**Please note:** Students are prohibited from having any medication in their possession. This includes over-the-counter medication, such as aspirin and cough drops.

## Student Success Team

Students who have academic, behavioral, attendance, or health needs may be referred by a classroom teacher to the Student Study Team. The team consists of the Student Study Team Coordinator, classroom teachers, principal, and other support personnel, as needed. The group discusses a student's particular need and provides recommendations to assist the classroom teachers in helping each student reach their full potential.

## 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.

## Make-up Work Policy

Students are responsible for making up work missed due to an absence or student activity. Students should check with their teacher for missed assignments. Parents may request homework for students who will be absent for an extended period of time. Call the school to make arrangements with your child's teacher.



## **Instruction and Extracurricular Activities**

### **Curriculum Standards**

The Common Core Standards provide our students with articulated curriculum and assessment tools aimed at improving student achievement. Student progress will be monitored using multiple forms of assessment, such as the SBAC, district benchmarks, teacher-made tests, and homework. Please take the time to familiarize yourself with the standards for your student's grade level. The Common Core Standards can be found at [www.cde.ca.gov/ci/cc](http://www.cde.ca.gov/ci/cc).

### **REPORT CARDS**

#### **Standards-Based Report Cards (Board Policy 5121)**

Grades/marks are based on the student's individual achievement in relation to mastering common core standards. The grades/marks earned are indicative of the student's individual achievement. Grades will be the result of an emphasis on the importance of the instructional program and teaching strategies that not only stress knowledge but also assist the student in developing a strong positive self-image.

Report cards will be issued during the following months: October, February, and May. Parents can check student grades and follow up on classroom assignments all year by logging into Parent Connect.

Progress reports will be issued three weeks before the end of each trimester to any TK-6th grade students in danger of receiving a 1.

#### **Student Recognition**

Students displaying ROCK will be recognized at our student of the month, "Shout-Outs!" which take place monthly at 8:00am.

Students will be recognized school-wide at our trimester awards assembly.

The following awards will be given:

Principal's award, most improved award, and NWEA growth awards.

#### **Field Trips**

Field trips are contingent upon available resources. Students are provided with an off-campus educational experience that relates to the curriculum being taught. Field trips are a privilege, and students who demonstrate consistent inappropriate behavior may lose the privilege of attending the field trip. Parents may be asked to chaperone field trips on an as-needed basis.

## LOCAL AND STATE TESTING

### NWEA Benchmark Assessments

District-wide, the NWEA MAP Growth ELA and Math benchmark assessments will be administered to grades 1st through 6th three times a year. These assessments allow teachers to monitor student progress, determine which students need additional help, and guide instructional decision-making.

### Statewide Testing Notification

Every year, California students take several statewide tests. When combined with other measures such as grades, classwork, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is excelling and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test.

### CAASPP

- Smarter Balanced Assessments in English Language Arts/Literacy and Math for 3rd - 8th grade.
- California Alternate Assessments (CAAs) for ELA and Math for students whose individualized education program (IEP) identifies the use of alternate assessments.
- California Science Test (CAST) for students in 5th grade.
- California Alternate Assessment (CAA) for Science for students whose IEP requires alternate assessment.

### ELPAC

- Students who have a home language survey that lists a language other than English will take the Initial test, which identifies students as an English learner or as initially fluent in English.
- Students classified as English learners will take the Summative ELPAC every year until they are reclassified as proficient in English.
- The Alternate ELPAC will be used for students whose IEP identifies the use of an alternate assessment.

### Physical Fitness Test

- Students in 5th grade will take the FITNESSGRAM®.



## **Student Programs and Clubs**

### **Think Together:**

Think Together is open to all students. It runs from dismissal to 6:00 pm. The Think Together program offers enrichment opportunities for students. Reach out to the office if you are interested in your child joining Think Together.

### **ELO: Extended Learning Opportunities**

ELO classes are offered and are contingent on teacher availability to teach an additional class outside his/her contract hours. Class offerings will vary grade level by grade level and class by class. Teachers use data, both formative and summative, to determine student needs and to identify standards being taught. Student enrollment will be contingent upon the topics and material being taught.

### **Clubs:**

Club offerings are contingent upon available resources.

## **PARENT PROGRAMS**

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

The School Site Council is a group of teachers, parents, and staff that meets six times per year to discuss achievement, programs, funds, and other pertinent topics. If you are interested in being elected to serve on our School Site Council, please contact the school principal.

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

The English Learner Advisory Committee (ELAC) is a school-level committee composed of parents, staff, and community members. This committee is designated to advise school officials on English learner programs and services.

**The Community Schools Council** is a school-level committee composed of parents, staff, and community members. This council is designated to advise school officials on the use of Community Schools Grant money.



## BOARD POLICIES

Please refer to the JUSD 2023-24 Parent Guide for a full copy of the Jurupa Unified School District's full policies.

### Dress Code Policy (Board Policy 5132)

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

Dress and Grooming In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed. The following guidelines shall apply to all regular school activities:

- Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
- Appropriate shoes must be worn at all times.
- Only school approved hats, caps or other head coverings may be worn.
- Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited. The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee.

In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities. No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

### **Anti-Bullying Policy (Board Policy 5131.2)**

Bullying Examples of Prohibited Conduct Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm.

Bullying can be physical, verbal, or social/relational and may involve a **single severe act or repetition or potential repetition of a deliberate act**. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying
2. Verbal bullying
3. Social/relational bullying
4. Cyberbullying: An act such as sending demeaning or hateful text messages or emails, spreading rumors by email or by posting on social networking sites, or posting or sharing embarrassing photos, videos, web site, or fake profiles

Report incidents to the appropriate authorities, The Superintendent or designee shall post on the district's web site, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention.

**Reporting and Filing of Complaints Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.** When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to **file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures.**

Discipline/Corrective Actions Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate.

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

### **Homeless Youth Education and Homeless Education Act** (*Board Policy 6173*)

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. Homeless students means students who lack a fixed, regular, and adequate nighttime residence. 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, Monty Owens, Director of Administrative Services at 951-360-4140.

### **Education for Foster Youth** (*Board Policy 6173.1*)

School of origin means the school that the foster youth attended when permanently housed or the school in which the foster youth was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which the foster youth was last enrolled, or if there is another school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison for foster youth shall determine, in the best interest of the foster youth, which school is the school of origin. This determination shall be made in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth. (Education Code 48853.5) Best interests of foster youth means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the proximity to the school at the time of placement, appropriateness of the educational setting, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. District Liaison: Director, Educational Equity, 951-360-4140 or email at [monty\\_owens@jusd.k12.ca.us](mailto:monty_owens@jusd.k12.ca.us)

### **Nondiscrimination In Programs And Activities** (*Board Policy 0410*) *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.

### **Property Damage** (*Board Policy 3515.4*) *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** (*Board Policy 5145.13*) *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 Monty Owens, Director of Pupil Personnel Services at (951) 360-4140.

### **Sexual Harassment Notification** (*Board Policy 5145.7*)

The district does not discriminate on the basis of sex in any of its programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106). The district is committed to maintaining an educational and workplace environment free from sexual harassment. Anyone who believes they have experienced, witnessed or received a report of Title IX Sexual Harassment is strongly encouraged to report the incident to the district's Title IX Coordinator, district administrator, or any district employee with whom the person is comfortable. District employees receiving a report of or witnessing Title IX Sexual Harassment are required to report it to the Title IX Coordinator. An employee who fails to promptly report or forward a report of Title IX Sexual Harassment to the Title IX Coordinator may be disciplined, up to and including dismissal.

### **Suicide Prevention** (*Board Policy 5141.52*)

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing policy and strategies for suicide prevention and intervention, the Superintendent or designee shall consult with school and community stakeholders such as administrators, other staff, parents/guardians, and students; school-employed mental health professionals such as school counselors, school psychologists, school social workers, and school nurses; suicide prevention experts such as local health agencies, mental health professionals, and community organizations; law enforcement; and, in developing policy for grades K-6, the county mental health plan. (Education Code 215)

The Board shall ensure that measures and strategies for students in grades K-6 are age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code 215)

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning. (Education Code 215)

If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the Superintendent or designee shall coordinate and consult with the county mental health plan. (Education Code 215)

The primary function of ASIST is to equip participants in a two-day workshops to respond knowledgeably and competently to persons at risk of suicide. Just as "CPR" skills make physical first aid possible, training in suicide intervention develops the skills used in suicide first aid. The ASIST workshop is for those who want to increase their skills in order to help prevent the immediate risk of suicide for youth, consumers, clients, family, friends, coworkers and community members.

The site designee will support the creation of a postvention plan to support students needing a safety plan as the result of the risk assessment and student re-entering campus after a hospitalization.

## **STUDENT CONDUCT**

### *EC 51100 and Board Policy 5131*

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

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

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

### **Jurisdiction** – *EC 44807*

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

### **Grounds for Suspension** - *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.

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

**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, 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 Appeal Procedure** (Board Policy 5144.4)

**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.*

### **Williams Uniform Complaint Policy and Procedures** (Board Policy 1312.4 and 1312.4)

The Superintendent or designee shall ensure a Williams complaint form is available at each school.

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises.

A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously.

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

For the full policy visit [here](#).

### **Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145.7 -Sexual Harassment for handling complaints regarding sexual harassment. Section 504/Americans with Disabilities Act, Special Education, Title II complaints: Director, Education Support Services and Director of Educational Equity 4850 Pedley Road Jurupa Valley CA 92509 951) 360-4140

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if another compliance officer is assigned to the complaint. In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

### **Other Pertinent Information**

#### **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**

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).

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.

## **Disruptions**

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.

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**

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.

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**

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