

# Van Buren Elementary School

## Parent/Student Handbook for 2018-2019

**Dear Parents and Students,**

Welcome to the 2018-2019 school year! I'm honored to return as your principal. At Van Buren, we believe a team approach (student, parent and teacher) ensures the best educational opportunities. Our excellent staff members are committed to providing an educational setting ensuring *our students soar to new heights*. We value parent participation in the educational process. Please take advantage of opportunities for involvement both in and out of the classroom.

Our Van Buren Parent/Student Handbook provides you with important information, and expectations. Please keep it as a handy reference.

Please contact me or come in and visit if you have questions, concerns, or suggestions about our programs and activities.

*Ron Zahnd*, Principal



*Van Buren Elementary pledge: We commit to preparing all students for college readiness and success in a global society.*

### CURRICULUM

Van Buren's teachers use District-adopted textbooks and materials to support teaching and student learning. Through implementation of the California State Standards, Van Buren's students will receive the tools necessary for their eventual pursuit of college and careers.

#### **Language Arts**

The language arts curriculum adheres to the ELA California State Standards. Students will learn to closely read and analyze works of literature as well as nonfiction text.

#### **Mathematics**

The mathematics curriculum focuses on the California State grade-level standards in math. Students will learn mathematical practices necessary for success.

#### **Social Science/History**

Social Studies/History is a regular part of the curriculum at all grade levels. Students develop understanding and knowledge about their own nation and about other major civilizations throughout the world.

#### **Science/Health**

The science program includes various components for hands-on learning and incorporate Next Generation Science Standards. These include mini-books, posters, vocabulary, and lab kits. Students receive instruction on the scientific process.

#### **Physical Education**

The physical education program consists of individual teacher-directed activities. Students receive instruction and participate in activities stressing physical fitness and a healthy body.

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### Instructional Program Options for Learners of English K-12

1. English Language Mainstream
2. Structured English Immersion Program
3. Bilingual Spanish Program



### PROGAMS AND SERVICES

#### **Gifted and Talented Education**

The GATE program offers educationally challenging curriculum activities to students identified/qualified as having extraordinary intellectual ability or achievement. Students benefit from differentiated activities throughout the year.

#### **Health Services**

We have the services of a school nurse approximately one day each week. The nurse is shared by other schools and may be called to our school in the case of an emergency. We also have a health care aide 3 hours daily.

Illnesses or accidents occurring after students' arrival at school should be reported to the Health Office. School Office personnel may assist when Health Office staff members are not present. **Please make sure to update your child's EMERGENCY CARD as needed so we can immediately reach you in the event of injuries or illnesses.**

#### **Instrumental Music**

Instruction in the woodwind, brass, and percussion instrument families is offered to fourth, fifth and sixth grade students who earn passing grades in their academic classes.

#### **Intervention Program**

The Language! Intervention Program is offered to students in grades 5 identified as reading at least two or more years below grade level. The program takes the place of students' regular Language Arts curriculum. Students in all other grade levels are provided support from an Intervention teacher to address deficits in phonemic awareness, phonics, word recognition, fluency, and comprehension.

#### **Language, Speech and Hearing Specialist**

A Speech and Language Pathologist provides speech and language therapy for students with communication disorders for students who qualify. Students are screened upon the recommendation of their parents or teacher.

#### **Library Services**

Students visit the school library with their class regularly. Students have the opportunity to check out books and receive assistance with locating information for research projects. Lost books are the responsibility of the child and parent. Payment is required if school property is lost, stolen, damaged or destroyed.

#### **Resource Specialist Program**

This program provides assistance for students with learning disabilities who have a discrepancy between ability and achievement. Students served in this program have average or better intelligence but require alternative learning strategies in addition to the regular classroom instruction. The services are provided by one Resource Specialist Program Teacher in the classroom, working collaboratively with the regular teacher, and out of the classroom in small group instruction.

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### Special Day Class

This class is part of a district program that provides special education services to students that have not benefited from a regular classroom setting. Smaller class sizes and instructional aides lower the pupil-teacher ratio.

### THINK Together Afterschool Program

Think Together offers homework assistance, academic enrichment and many activities. The program runs until 6:00 p.m. daily. Please contact our Site Coordinator with any questions.

### Title I Program

This program emphasizes high standards for all students. By promoting early achievement, increasing parent involvement, continuous professional development and enhanced technology support for reading and math, the program will achieve its vision of developing students to become productive and responsible members of the community and achieve their maximum potential in academic and social areas.



## SCHOOL ATTENDANCE

Students who maintain exemplary attendance are more likely to achieve maximum academic progress. Additionally, students arriving *on time* each day receive the highest benefit. By helping your children arrive to school each day *on time*, you ensure their greatest opportunities for success. We ask for your support in stressing the importance of good attendance, punctual arrivals, and positive participation in daily school activities.

Remember, late arrivals and early pick-ups interrupt the educational process of your child and other students. Please limit these occurrences to unavoidable times when there is an emergency.

Attendance at school is an important prerequisite for academic success. State law requires your child's daily attendance except when the child is ill, has a medical appointment, or attends the funeral of an immediate family member.

**Please call the school at (951) 360-2865 to report the absence. Otherwise, you must send an absence note to school with your child when he/she returns.** Messages and notes must include the child's name, teacher's name or grade, date, and reason for absence. Notes must be signed by a parent or guardian. Illnesses and doctor appointments are reasons for excused absences. **Students who are tardy must also come to school with a note from a parent or legal guardian.**

Remember, children sometimes complain when they get up in the morning, but feel better once they eat and go to school. If your child does not feel well once he or she has been in class, the office staff, health clerk, or nurse can send him or her home if a fever or severe pain exists. Remember, late arrivals and early pick-ups interrupt the educational process of your child and other students. Keep your child home if fever or vomiting occur.

If a child has an unexcused absence from school, or is tardy by 30 or more minutes on any three days in the school year, he or she may be assigned to Saturday School in order to legally make up each unexcused absence. Students with three tardies less than 30 minutes each may be assigned to school detention. Saturday School attendance provides an excellent opportunity for students with unexcused absences to make-up each absence and receive full attendance credit.

**Students who have unverified absences for three or more days in a row may be dropped from the school's roster and will have to re-enroll upon return (possibly at another school, if Van Buren classrooms are full).**

If a child has been absent excessively, or absent without a valid excuse for more than three days (or tardy in excess of 30 minutes on each of three days within the school year), he or she may be classified as a "truant" as stated in the California Education Code 48260. Parents will be notified of the concerns. Continuing truancy may result in referral to the School

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Attendance Review Board (SARB). This Board is authorized to refer truant students and their parents to the District Attorney's Office. Therefore, it is important for parents and school staff to work together to resolve attendance problems.

**"If you miss school, you miss out!"**

### Independent Study

In the event of an illness or emergency in which your child will miss **five or more days**, you can avoid being assigned to Saturday School by contacting the school office **at least one week in advance** to arrange for independent study for your child. Students who complete their Independent Study contracts will receive full credit for attendance. Failure to complete the contract will result in the assignment of Saturday School for each day of unexcused absence. Independent Study contracts are not to be used for family vacations or the extension of vacations.

### Student Arrival/Departure

**Campus supervision begins at 7:30 a.m. Prior to that time, there is no supervision and students may not be on school grounds.**

School starts and students are to begin instruction at 8:00 a.m. daily and is dismissed at 2:20 p.m. Students are to go directly to and from school. Stops are not to be made without parent permission. **Students are not to enter the school grounds before 7:30 a.m. and must leave promptly when school is out.** Kindergarten dismisses at 2:00 p.m. and students are to be picked up promptly by parents or individuals **over the age of 18** designated on emergency cards.

Parents arriving for pick-up after 2:40 p.m. will be required to park and sign their child out through the school office.

Minimum Days are each Wednesday and school is dismissed at 12:40 p.m. for grades 1-6.

Minimum Days for Kindergarten are every Wednesday and students are to be picked up at 11:20 a.m.

Notification of District Minimum Days will be given and are available on the school calendar.

### Student Drop-off and Pick-up

The Van Buren campus has two areas for student pick-up:

#### **Main Gate Drop-off and Pick-up:**

Parents should enter only at the Jurupa Rd entrance and wait in the car. There are limited parking spots in the event parents need to park and exit their vehicle.

**Please** do not leave vehicles unattended in the pick-up and drop-off loop.

**Please** pull forward when requested to prevent traffic from backing up on Jurupa Rd. You may reenter the lot in order to make pick-ups in the loop.

#### **First Grade Gate Pick-up only**

**Parents may enter on Poinsettia Pl to park and pick up First grade students.**

**Please** do not double park – even if it is just for a “quick pick-up.”

There is a Crossing Guard for the intersection of Jurupa Rd and Poinsettia Pl. Students and parents are asked to **only** cross at this location.

Overall, please be patient. Every parent/guardian in the parking lot wants the same thing as you, to pick up a child **safely**.

### Bike Riders/Skateboards/Scooters

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Students must be in at least third grade in order to ride a bicycle to school. All bike riders must wear helmets and lock their bicycles in the bike rack. Bicycles may not be ridden on campus. Students who fail to wear bicycle helmets will have their bikes confiscated for parent pick-up and may lose bike riding privileges. No skateboards, “wheelies,” or scooters may be ridden to school.

### **PARENT PARTICIPATION OPPORTUNITIES**

#### **Parent Volunteer Program**

Parents wishing to volunteer at school are welcomed and encouraged! Join us ~ Contact your child’s teacher to learn ways you can help either at school or from home. Inquire in the school office and office staff will help you understand the requirements: a current TB test to volunteer on-campus and both a current TB test and fingerprinting to chaperone off-campus

#### **Van Buren Parent Outreach**

We recognize we serve not only our students, but their families as well. Our parent involvement opportunities include the traditional parent participation in School Site Council, English Learner Advisory Committee and Parent-Teacher Association as well as attendance at events such as Back-to-School Night and Parent/Teacher Conferences. We strive to go much further than these typical involvement opportunities by providing opportunities for involvement in parent information-sharing seminars, Family Nights, Read Across America Day, our Festivals, the Van Buren Family Picnics, Movie Nights, Dances, Winter Performance, Talent Show, 100 Mile Club events, and classroom parent volunteer opportunities.

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

The School Site Council meets six times a year. Parents, school staff and the principal work together to make educational and funding decisions. It is composed of elected parents and staff members.

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

Schools that have more than twenty students 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 advise the professional staff in planning a program to better serve those students. These students are classified as English Language Learners (ELL). ELAC meets at least four times a year. All parents are welcome to these meetings.

#### **Parent Teacher Association**

The PTA raises funds and supports many student activities. Parents are welcome to join and become active members of our PTA during the year. PTA sponsors many school activities. Talk to any member or the office to find out more!

#### **Parent Conferences**

Teachers will schedule parent conferences during two days in October. The report card and your child’s progress will be discussed.

**All adults visiting the campus, including parent volunteers, must present identification to be checked through the Raptor System, and sign in at the office.**

**Students from middle or high schools must remain off campus during school hours and school events unless given specific permission to be on campus by office personnel.**

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### GENERAL INFORMATION

#### Visitors/Volunteers at School

Visitors and volunteers are welcome at Van Buren Elementary School. Upon arrival at school, **all visitors must sign in with office staff**. If you are coming to take your child off campus, the office staff will call your child to the office. **Please remember to bring identification with your picture on it when checking your child out of school. Without it, we are unable to release your child.**

#### Classroom Interruptions

To create and maintain the best learning environment for students, interruptions during instructional times **must be avoided**.

**Calls made requesting delivered messages to students interrupts the instructional process.** Please make all necessary arrangements about lunch, homework, permission or after school arrangements with your child **before school**. If you must notify your child during school hours, please check in at the office. Any items such as textbooks, lunches, etc. must be dropped off in the office. Lunches will be delivered to the cafeteria and it is the students' responsibility to locate and eat the lunch.

Parents may not directly proceed to the classrooms, multi-purpose room or any other campus location. Check-in with the office staff is required. Meetings with teachers must be arranged outside of instructional hours. During the school day, teachers are engaged in teaching-related activities.

#### Telephone Messages

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 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. **Additionally, the messages interrupt the learning process.**

#### Emergency Cards

Emergency cards will be sent home during the first week of school. Please fill them out and have your child return them to the school promptly. It is very important for parents to fill these cards out completely and to **keep the information current**.

### **STUDENTS WILL ONLY BE RELEASED TO THOSE ADULTS LISTED ON THE EMERGENCY CARDS WHO PROVIDE PROPER IDENTIFICATION.**

Up-to-date information is essential so we can notify you or designated persons in case of an emergency involving your child. We will not release a child to any person not listed on the child's emergency card. Please notify the school immediately of any changes in either your home or work address or any contact telephone numbers.

### **WE MUST BE ABLE TO CONTACT YOU IN AN EMERGENCY.**

#### Medication Policy

Most physicians, upon request, will prescribe medication to be given outside school hours. However, if medication must be taken during school hours, the California Education Code requires a form to be signed by the physician and parent. Please check with the health clerk if you need this form. The medication must be in a properly labeled container from the pharmacy. All medications will be kept secure at school. Students are not allowed to keep any form of medication in their possession during school hours. [EC, Sec. 4942]



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### School Lunches and Cafeteria Expectations

Students who wish to purchase a school lunch may do so. Applications for free and reduced lunches are available in the office or online at <http://fsoma.jusd.k12.ca.us/>. Applications must be completed each year. Milk may be purchased separately.

### Cafeteria Expectations

<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Kind</b>	<b>Be Safe</b>	<b>Be Ready</b>
Stand appropriately in the line and recognize the space of others	Carefully place your food on the tray	Model cooperation and friendship	Watch where you are walking	Listen for adult directions
Use an inside voice	Remain seated at your table 	Use polite words such as please, thank you and excuse me	Eat only the food that belongs to you	Be prepared to input your lunch number (Memorize it!)
Use table manners	Pick up after yourself		Remain seated until excused for recess	

**Due to health codes, federal funding guidelines, student safety and limited space, parents are not allowed in the cafeteria/eating area during student meal times.** Parents wanting to enjoy lunch with their child must check-out the child from school.

### Lost and Found

The lost and found rack is located in the MPR. Please label jackets, sweaters, and lunch pails with your child's name on the inside. This will help to recover lost articles.

### School Notices and Newsletters

Van Buren Elementary School relies upon the children to hand carry messages home to you. Newsletters contain as much of the current news as possible. Separate notices are often necessary. We urge you to stress to your child the necessity of bringing all school messages home and being reliable messengers. **Please check backpacks.** When possible, the majority of correspondence will be distributed **each Wednesday**. In addition, phone call systems, the Dojo application, school website, and Peachjar Application will be utilized to deliver information to families.

### Student & Teacher Classroom Assignments

Because of ever-changing enrollment, classroom assignments cannot be completed until the fall. The number of students assigned to a grade level often change significantly over the summer.

The tentative classroom assignments will be posted by 4:00 PM in the office windows the day before classes begin.

Please NOTE: All student and staff assignments are tentative until final classroom enrollment is determined between September and October. Based on new enrollment needs, student and staff assignments may change after school has started. For the above reasons, we may not be able to honor teacher requests.

### Textbooks, Library Books, and Materials

Students are responsible for all textbooks, chromebooks, and library books checked out to them. Payment is required if school property is lost, stolen, damaged, or destroyed.

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### **CHROMEBOOK USE POLICY (DIGITAL GATEWAY)**

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

This is Jurupa Unified School District's first implementation of a 1:1 device program, as such; JUSD will be collecting data to establish how and to what degree the Chromebook program effected student achievement. Collection of data will include the administration of a teacher, parent and student survey at the end of the pilot program.

1. Before Receiving the Chromebook
  - a. Parents and students must sign and return the Chromebook Distribution Form agreeing to be responsible for the Chromebook. In the event that the device is lost (stolen, not returned, missing, etc.) the student/parent will be responsible to pay \$336 for the replacement cost of the Chromebook. This is very similar to the existing textbook replacement policy in use at JUSD and many other school districts. If the device is damaged and/or inoperable, the student will be responsible for returning the device to the school site for repair and will be charged a \$25 fine for damage repair. A replacement Chromebook will be issued upon return of the damaged device.
2. Receiving Your Chromebook
  - a. Each Chromebook will be checked out to the student through JUSD's Textbook Management system in your school library.
3. Care of Your Chromebook
  - a. The Chromebook is school property and all students must follow Board Policy 5131 prohibiting student conduct that results in damage to or theft of property belonging to the district, staff or students.
  - b. Under no circumstances should Chromebooks be left in unsupervised areas, such as, the school grounds, lunchroom, library, PE rooms, unlocked classrooms, or outdoor walkways.
  - c. Use a soft clean and dry cloth to clean the screen. Do not use water or cleaning solutions.
  - d. Students are responsible for keeping the Chromebook battery charged for class each day.
  - e. Parents may choose to purchase a protective case.
  - f. When carrying you Chromebook in a backpack or other carrying case, avoid placing too much pressure and weight on the Chromebook screen.
  - g. Chromebook screens are particularly susceptible to damage. Do not lean on the Chromebook cover. Do not place anything heavy on the Chromebook that could put pressure on the screen. Do not bump the Chromebook against walls, car doors, floors, etc.
4. Using Your Chromebook at School and Home
  - a. Students are responsible to bring the Chromebook and power cords to school each day.
  - b. To prepare the Chromebook for use during school, students should charge the Chromebook each evening.
  - c. Inappropriate media, graphics, or language may not be used as a screensaver or background photo. Any drug, alcohol, or gang related symbols, pornographic images or inappropriate language will result in disciplinary actions.
  - d. Students are allowed to set up their home wireless network on the Chromebook. JUSD's GoGuardian filter contains filter options that meet the Children's Internet Protection Act (CIPA).
5. Acceptable Use Policy



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- a. Students are responsible for adhering to the rules and internet use guidelines outlined in the JUSD Acceptable Use Policy.
- b. Use of Jurupa Unified School District network systems/technologies is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges.
- c. Students shall not engage in vandalism. Any attempt at deliberate damage to the hardware, software, or information stored on any computer/device within the lab, classroom, and library including the introduction of computer viruses or attempts at hacking, will be subject to disciplinary actions, including suspension.
- d. Students/parents will be held responsible for any and all damage to the Chromebook that is checked out to the student. Damage includes, but is not limited to: broken screens, cracked plastic pieces, inoperability, etc.
- e. If the Chromebook is damaged and able to be repaired, students/parents are responsible for the repair costs including tax and shipping. Should the cost of repair exceed the cost of purchasing a new device, the student/parent will be charged the full replacement value (approximately \$336.00).

### Major Emergency Procedure

A detailed emergency plan has been developed for implementation during a major emergency. Drills are held regularly to make certain that students and staff understand emergency procedures. Your cooperation is asked in any emergency. The school will retain your child until you or an adult listed on the emergency card are able to come and pick them up.

### Student Use of Telephone and Cell Phones

The school phone is for business purposes. Students may use the phone in an emergency or with permission from their teacher. Student cell phones must remain off while the student is on campus. If a student's cell phone rings or a student uses the cell phone during class or on campus, the phone will be confiscated and returned at the end of the day. Continued rule infractions will result in the phone being held and returned only to the parent.

### Progress Reports (Reporting Grades)

Report cards are sent home at the end of each trimester in October, February, and May. Parent-Teacher conferences are held in October. Progress reports are sent home 4-6 weeks before the report card is sent home.

### Homework

Homework is an important factor in helping students achieve academically and develop good work habits. It is a student's responsibility to complete and turn in all required assignments. Homework reinforces what students learn in school. Questions about the homework policies and assignments should be directed to the teacher.

### Celebrations

Arrangements to bring in food items must be made with teachers **in advance**. Only store-bought items (not homemade) may be shared at school. Please do not open the items prior to your arrival at school.

### Recommendations for Parents/Students during District and State Testing

The following are recommendations for you and your child during the testing period:

- ✓ Make sure your child is present and on time each day of the testing.
- ✓ Offer encouragement and words of praise the day of testing.
- ✓ Schedule medical and dental appointments in the later afternoon or avoid these dates, if possible.
- ✓ Make drop off/pick up and babysitting arrangements for your child in advance.
- ✓ Make sure your child gets adequate sleep and is well rested.
- ✓ Give your child a well-rounded diet. A healthy body leads to a healthy, active mind.
- ✓ No classroom interruptions.

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### 1972 Federal Rights Privacy Act

Parents are not allowed to ask for confidential information about any student other than their own child.



### **AWARDS AND RECOGNITION**

Students at Van Buren Elementary School are rewarded for positive conduct and in the classroom, on the playground, and in the lunch area.

Awards Assemblies are held to recognize Student Achievement based upon recommendations by teachers.

Students who follow Van Buren school wide and classroom rules will not only increase their chances of doing well academically, but will also feel good about being positive citizens at school.

Each student deserves the best possible education. In order to achieve this goal, we have developed behavior expectations, as well as consequences and rewards emphasizing positive behavior to secure a safe and orderly learning environment.

### Rewards

Students are recognized through a variety of methods for academic achievement, academic improvement, exemplary citizenship, and excellent attendance. In an effort to provide both long and short-term incentives for appropriate behavior by students, the staff has developed several incentives including:

#### Golden Tickets

Students displaying exemplary behavior are given a ticket from school personnel. Once per week, names are drawn randomly, names are read over the intercom and students select small prizes in the school office.

#### Golden Eagles

Approximately once per month, one student from each classroom is selected based on a specified characteristic. These students enjoy lunch with the principal in the game room.

### Awards Assemblies

#### **Principal's Award for being AVID Strong (All subjects)**

1 student per class per trimester

Given to students excelling throughout the curriculum for the trimester

#### **Student of the Month**

1 student per class for each month of the trimester

Students excelling in a specific area or areas for a stated month

#### **Improvement (in any area)**

1 student per class per trimester

Students demonstrating improvement in any subject area *or* behavior.

#### **PRIDE Award (Behavior and Citizenship)**

1 student per class per trimester

Students displaying exemplary behavior

#### **Attendance**



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Teachers will be given certificates for all qualifying students to distribute at another time. Students are acknowledged at the Awards Assembly.

### **100 Mile Club Recognition**

At an Awards Assembly, students are asked to stand up and are recognized for mileage milestones acquired during the school year. A 100 Mile Club Final Assembly will acknowledge all students' participation.

## DISCIPLINE GUIDELINES

### **Proactive Strategies**

**Van Buren Eagles Soar with: Perseverance Respect Integrity Determination Excellence**

Van Buren staff members strive to create a positive learning environment for all students. Each day, all students are taught pro-social skills and Van Buren's behavioral expectations.

Expectations are established for all areas: Classrooms, playground, cafeteria, arrival and dismissal, walkways, library, restrooms, office and assemblies.

Each teacher has a classroom discipline plan that will be communicated to you in writing. Students referred to the office for disciplinary issues will receive appropriate consequences.

Additionally, students attend Eagle Chats where school wide behavioral expectations are presented in detail.

### **Consequences**

Students who break rules may receive consequences from teachers, activity supervisors, or other school staff. Students who continue to break rules or who are involved in serious incidents in the classroom, cafeteria, or on the playground will be referred directly to the principal or the principal's designee.

Referrals to the office due to disciplinary concerns may result in the following: parent contact by phone or in writing by teacher and/or principal, counseling or a warning by the principal, lunch detention, Saturday Detention, on-campus suspension, or suspension from school.

Students may be suspended for Education Code violations that occur while on school grounds, while going to or coming from school, during the lunch period, during or while going to or coming from, a school sponsored activity.

### **Van Buren School Expectations:**

- ♦ Obey and respect all adults on campus.
- ♦ Obey all playground and safety rules.
- ♦ Use appropriate language.
- ♦ Play safely.
- ♦ Ask an adult for help whenever needed.
- ♦ GUM is never allowed at school.
- ♦ Bicycles must be walked on and off the campus.
  - Park bicycles in racks, students provide their own locks, helmets are required by law.
- ♦ Bring to school only items needed for your education.
  - Books, notebook, paper, pencils, backpack, teacher requested items, etc.

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- Other items could be a distraction and end up lost.
- ♦ **Do not bring items that are distracting (fidget spinners) or dangerous.**
  - Don't "find" or "hold" items.
  - Do not bring candy, gum, electronics, markers, toys (fidget spinners), pets, squirt guns, or stuffed animals.
  - Any unsafe items
    - Unsafe items include:
    - Medication/Drugs
    - Guns or "look-alike" weapons"
    - Any items that could hurt someone else or look as if they could
- ♦ Cell Phones
  - Must be kept off and out of sight during the school day and while on school grounds.
  - If there is an emergency, office staff can find you.
- ♦ Students are to comply with the Dress Code. <http://jurupausd.org/schools/Documents/District%20Dress%20Code.pdf>

**\*\* Van Buren, JUSD and its employees are not responsible for lost or stolen items. \*\***

### Van Buren's students demonstrate PRIDE

- **P- Perseverance in all effort when at school and in life**
- **R- Respect for all individuals**
- **I- Integrity to build trust and meaningful relationships**
- **D- Determination to improve**
- **E- Excellence in all future endeavors**

### Van Buren Steps to Success

- Show respect for all people in the school community.
- Keep hands, feet, and all objects to ourselves.
- Come to school every day prepared to learn.
- Finish class work and all homework.
- Read.
- Learn as much as we are able.

### Playground/Safety Rules

1. Students will avoid rough play or playfighting. Play only games that do not include touching other students with your hands, feet or any objects.
2. Students will play away from puddles and mud.
3. Students will leave rocks, bark, sticks, and other dangerous objects alone.
4. Students will stop what they are doing when the whistle blows and should line up quickly.
5. Students will play in assigned areas only. Students are not allowed in hallways without a pass.
6. Students will show pride in their school by keeping the building and grounds free of litter.
7. Students will eat only in designated areas.
8. Students will conduct appropriate business in the restrooms. Restrooms are unsafe places to play!
9. Students will remain in the supervised playground area.

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### Reporting Procedures

All students have the right to feel safe and comfortable at school. No one should have to worry about being treated unfairly. Our country and our school have laws and rules to protect each of us.

If someone is making you feel unsafe or uncomfortable, we want you to report that to a teacher, the principal, or someone you trust at school. Of course, you will want to tell a parent.

Sexual harassment is another type of discrimination. This is when anyone, child or adult, threatens you or touches you or even uses words in ways that make you feel uncomfortable or unsafe.

Let an adult at school know so we can help. You might be asked to also write it down. Together, we will be able to work through the problem and find solutions.

### Van Buren Dress Code (PLEASE REFER TO THE 2018-19 PARENT GUIDE FOR A FULL COPY OF THE DRESS CODE)

Please make sure your child is “dressed to learn.” Students shall be dressed and groomed according to standards that will not substantially interfere with or detract from the school standards of decency, safety, modesty, and cleanliness. Restrictions on the freedom of student dress shall be imposed whenever the mode of dress in question is unhealthful or unsafe either for the student or those around the student, is substantially disruptive of school operations and the educational process in general, or is contrary to law.

Students should wear clothing and shoes (closed-toed and closed-heeled) that allow for movement and safe participation during physical education and recess. Appropriate hats (teacher and administration approved) may be worn **outdoors**. At Van Buren, students may only wear solid-colored hats or caps, Van Buren Eagle hats or college-logo hats.

**Examples of inappropriate items include, but are not limited to the following:** baggy or sagging pants or shorts (must fit at the waist), clothing or accessories containing inappropriate words or drawings (references to drugs, tobacco, alcohol, gangs, violence, death, obscenities, etc.) dresses, shorts, and skirts that are too short, cut-offs, clothing with visible undergarments (bras, boxer shorts, etc.), halter, strapless or spaghetti strap tops, accessories that could be dangerous, unnatural hair color or hairstyles that disruptive to the learning process and pajamas.

Clothing shall be appropriate to the weather. Any student whose manner of dress and/or grooming may cause a safety hazard to himself/herself or others, causes distraction, or promotes illegal substances, tobacco, alcohol, gangs, or violence, may be sent to the office to call home to properly prepare to remain in school.

### **SPECIAL DRESS DAYS!**

**Wednesdays- 100 Mile Club t-shirts!**

**Participants with 25+ miles can wear their shirts.**

**Fridays- Van Buren Spirit Day!**

**Wear your Van Buren Eagle Shirts or red, white & blue. Some Fridays will have special themes and these special days will be announced throughout the year. College shirts are welcome!**

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For a complete copy of any Board Policy please refer to the district website at  
[jurupausd.org/board/Pages/policies.aspx](http://jurupausd.org/board/Pages/policies.aspx)

### **SEXUAL HARASSMENT NOTIFICATION**

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

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

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees or other persons at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

For more information on the complaint process, disciplinary action, confidentiality, and record-keeping, please refer to the 2017-18 Parent Guide.

**Van Buren Elementary School is a  
SMOKE-FREE/DRUG-FREE CAMPUS!**

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

Health and Safety Code 104495 prohibits smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. Any person who violates this section is guilty of an infraction and shall be punished by a fine of two hundred fifty dollars (\$250.00) for each violation of this section. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area. Parents or community members using tobacco products on school or district property will be asked to refrain from such use or to leave the property. Persistent disregard for these policies will result in a referral to law enforcement.

### **BP 5131.2**

For a complete copy of this Board Policy please  
refer to the district website [www.jusd.k12.ca.us](http://www.jusd.k12.ca.us)

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

*Health and Safety Code 119405 and 11014.5*

The Jurupa Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

# **Van Buren Elementary School**

## **Parent/Student Handbook for 2018-2019**

### **SUBJECT: Chronic Absence and Truancy**

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students classified as chronic absentees and truants, as defined in law and administrative regulation.

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

The Superintendent or designee shall work with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy. He/she also may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

Students who are identified as truants shall be subject to the interventions specified in law and administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the sole basis for his/her out-of-school suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.

The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement and in identification of how to best allocate available community resources.

### **School Attendance Review Board**

In accordance with law and administrative regulation, habitual truants may be referred to a school attendance review board (SARB).

The Board may submit a nomination to the County Superintendent of Schools for a person who will serve on the county SARB as a representative of school districts. (Education Code 48321)

The Board shall appoint members of the district's SARB, who may include, but are not limited to, a parent/guardian as well as representatives of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, school or county health care personnel, and school, county, or community mental health personnel. (Education Code 48321)

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The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

### **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.

### **EDUCATION FOR FOSTER YOUTH** (*refer to BP 7173.1*)

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

The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and administrative regulation.

### **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

### **ACCEPTABLE USE OF TECHNOLOGY**

*EC 48980*

#### **Student Use of Technology** (*refer to BP 6163.4*)



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

### **Internet Use Rules Kindergarten - Third Grade**

I will keep my friends and myself safe. I will not give any names or addresses to anyone without permission from my teacher and parent or guardian.

I will only use another's e-mail address with my teacher's permission.

I will be respectful of others. I will not call others names. I will not say anything to make others feel sad, bad or scared.

I will use proper writing and language skills online.

I will not use my school Internet address to buy or sell anything.

If I copy a person's work, I will ask for permission from the person to use his/her work first.

I will tell my teacher if I read or see anything that makes me feel scared or uncomfortable.

I will never send my picture or work to anyone without permission from my teacher and my parent or guardian.

I will take care of our computers. I will not have food, drinks or gum around the computers.

### **Internet Use Rules Grades 4 through 12**

The use of electronic information services must be in support of the educational goals and objectives of the District and used for educational research and professional duties only. General school rules for behavior and communication apply.

1. Students are responsible for the proper use of their e-mail and log-in accounts. For your safety and security, students are forbidden from using e-mail, chat rooms and other forms of direct electronic communications: e.g., instant message services, without the permission of the teacher.
2. Students shall not give out their personal information or the information of others, such as their last name, address, or phone number or password.

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3. Transmission of any restricted material in violation of any federal or state law or regulation is prohibited. This material includes, but is not limited to copyrighted material, threatening or obscene material, material protected by trade secret, or material that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Students shall report any unsolicited mail or files of an inappropriate nature as listed above.
4. Use of the network systems to encourage the use or sale of drugs, alcohol or tobacco, or promotion of unethical or immoral practices or any activity not allowed by the law or Jurupa Unified School District policy is prohibited.
5. Use of network systems for commercial activities by a for-profit institution is prohibited. Use of product advertisement or political lobbying and services for personal financial or commercial gain is prohibited.
6. Use of network systems for plagiarism is prohibited. "Plagiarism" is defined here as the taking of ideas or writings from another person and offering them as your own. Credit should always be given to the person who created the article or idea.
7. Reading or forwarding other students' mail or files is prohibited. Interfering or tampering with someone's computer files or restricting an individual's ability to send or receive e-mail; deleting, copying, modifying or forging other students e-mail or files; seek unauthorized access, including so-called "hacking" and other unlawful activities are prohibited.
8. Students' mail and/or files are considered student work and may be accessed by authorized personnel.
9. Students are prohibited from downloading any software on any computer. Illegal downloads or use of copyrighted software, music, videos, images or other inappropriate files is strictly prohibited.
10. Messages sent or forwarded of a private or personal nature involving students, staff, or other individuals are prohibited.
11. Students will protect the network systems. Students granted access to the Internet through the district network systems assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by district policy. Students are considered subject to all local, state, and federal laws.

Parents, for further education and information about educating minors about appropriate online behavior, we recommend the Net Cetera: Chatting with Kids About Being Online (<http://www.onguardonline.gov/>). This booklet is produced by the Federal Government and may be accessed and downloaded free of charge.

**BP 0410**

### **SUBJECT: Nondiscrimination in District 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

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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.

### ***STUDENT CONDUCT*** (refer to 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.

### **Grounds for Suspension and Expulsion** – (refer to EC 48900, 48915, and the 2016-17 Parent Guide for the full text)

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

**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. Does not apply to students in grades K-3.

**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

**48900 (o)** Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding

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

**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

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interference with his or her academic performance, D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

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

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

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

**48900.2** Committed sexual harassment as defined in EC 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile or offensive educational environment.

**48900.3** 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.

**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)** 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**

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.

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

*EC 51100 and Board Policy 5131*

### SUSPENSION APPEAL PROCEDURE

**Note:** *During the appeal of suspension to the principal, the student shall remain suspended for the length of the appealed suspension.*

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

1. The pupil's parent or guardian shall have the right to submit a written statement that shall be attached to the suspension notice.
2. The parent or guardian shall submit a written statement outlining the reasons for requesting an appeal ***within five (5) school days of the date the student was suspended*** to the principal or designee.
3. Upon receipt of a written appeal of a suspension, the principal or designee shall have five (5) school days to consider the appeal. After considering the appeal, the principal or designee will notify the parent or guardian of the decision.
4. If the principal or designee agrees to alter the suspension after considering the parent or guardian's appeal, and the parent or guardian agrees with the change, the appeal process shall end.
5. If the principal or his designee does not agree to change the suspension, or if the parent or guardian does not agree with the change offered by the principal, the parent or guardian may 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.

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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)]

### **A Suspension May be Extended:**

1. A suspension may be extended by the Superintendent's Designee when expulsion has been recommended. The extension order shall continue until such time as the Board of Education has rendered a decision on the expulsion.
2. No extension may be ordered unless the Superintendent or designee has determined, after holding a meeting with school personnel to which the student and the parent/guardian were invited, that:
  - a. The presence of the student at the school or in an alternative school placement would cause a danger to persons or property, or
  - b. The presence of the student would pose a threat of disrupting the instructional process.
3. Except as provided below, the total number of suspension days shall not exceed twenty (20) school days in any school year. [EC 48903]
  - a. The suspension may be extended to the date that the Board of Education renders its decision. [EC 48911(g)]
  - b. The suspension may extend to thirty (30) school days when the student has enrolled in or is transferred to another regular school, an opportunity school or class, or a continuation high school or class, for purposes of adjustment. [EC 48903]
4. A student under suspension shall remain away from the grounds of any school and shall not be allowed to participate in school-sponsored activities.
5. The parent or guardian shall be advised of their responsibility to provide adult supervision while the student is under suspension.

**BP 1312.3**

For a complete copy of this Board Policy please refer to the district website [www.jusd.k12.ca.us](http://www.jusd.k12.ca.us)

### **SUBJECT: Uniform Complaint Procedures**

#### **UNIFORM COMPLAINT POLICY AND PROCEDURES**

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

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PLEASE REFER TO THE 2018-19 PARENT GUIDE FOR A FULL COPY OF THE UNIFORM COMPLAINT PROCEDURE

### **SUBJECT: Volunteers in Schools**

The Board recognizes the value to pupils and to the school system that can be derived when parents and others volunteer their talents and energies in the classroom and on the campus. In order that pupils might receive full benefit from volunteer services it is essential that volunteers serve under professional supervision in ways which will further policies, goals and objectives of the District and of the individual school.

The Board also is aware that by accepting the services of volunteers, the District assumes certain responsibilities and obligations. These include Worker's Compensation for volunteers injured at schools and responsibility for actions of volunteers as they relate to employees and pupils.

To achieve maximum benefit for pupils and to protect pupils, employees and the District, persons who volunteer to serve in the schools must be screened and, after acceptance, trained. Responsibility and authority for recruiting, screening, training, assigning, and terminating volunteers rests with the school principals.

Volunteers who will have regular or extended contact with students, not under the direct supervision of a District certificated employee as determined by the school principal or designee, must meet the following requirements:

1. Submit evidence from an examination within 60 days prior to beginning volunteering that s/he is free of active tuberculosis.
2. Be fingerprinted and cleared by the Department of Justice criminal records check prior to beginning volunteering.

Examples of volunteers who must meet these requirements are coaches; athletic trainers; field trip, camp and fair chaperones; band, vocal music, and drama group helpers; reading program tutors and others who have unsupervised contact with students.

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

Each school shall arrange for volunteers to sign in and out in an office record book provided by the Principal. Workers' Compensation coverage will be extended only during the hours of actual service by approved volunteers who have signed in at the school office.

The School District will not be responsible for loss or damage to the personal property of volunteers except as specific prior written authorization has been given by the principal.

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers

**BP 1312.4**

### **SUBJECT: Williams Uniform Complaint Procedures**

*Administrative Regulation 1312.4 and EC 35186*

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or mis-assignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school office, at [www.jusd.k12.ca.us/departments/administrative/SitePages/default.asp](http://www.jusd.k12.ca.us/departments/administrative/SitePages/default.asp), or by contacting Ilsa Garza-

# **Van Buren Elementary School**

## **Parent/Student Handbook for 2018-2019**

González, Director of Administrative Services at (951) 360-4140. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

Williams Complaint Policies and Procedures are posted in every classroom and school site office of the Jurupa Unified School District.

### **Title I School-Level Parental Involvement Policy**

#### **Van Buren Elementary**

Van Buren has developed a written Title I parental involvement policy with input from Title I parents. The school site annually involves parents in the joint development and agreement of the policy, which is reviewed as part of the Single Plan for Student Achievement (SPSA) and through site advisory groups, i.e., School Site Council (SSC), English Learner Advisory Committee (ELAC), Gifted and Talented and Special Education advisories, and District School Liaison Team (DSLTL) when in program improvement status. The policy will be provided to parents along with other informational materials sent home with students in the first trimester of the school year. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

#### **Involvement of Parents in the Title I Program**

To involve parents in the Title I program at *Van Buren*, the following practices have been established:

The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.

- Prior to the annual Back to School Night.
- A flexible number of meetings will be held at varying times based on parent needs and will include child-care and translation services, if needed.

The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.

- Included as part of the annual review of the Single Plan for Student Achievement (SPSA) through School Site Council (SSC), English Learner Advisory Committee (ELAC), Gifted and Talented and Special Education advisories; if necessary, District School Liaison Team (DSLTL) meetings when in program improvement status.

The school provides parents of Title I students with timely information about Title I programs.

- Through parent newsletters, Back-to-School nights, SSC and the ELAC.

The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.

- At parent-teacher conferences, assessment information on student academic progress and grade level standards are shared with parents. Student progress in relation to state and local standards and national norms will be explained to parents including curriculum being used, grade level expectations for proficiency, data reporting for assessments, and available intervention in reading, language arts, and mathematics for students needing assistance.

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

- Through informal parent requests for meetings, parent workshops, Back-to-School nights, SSC, ELAC, and GATE meetings.

#### **School-Parent Compact**

Van Buren distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students:

The school's responsibility to provide high-quality curriculum and instruction

The ways parents will be responsible for supporting their children's learning



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The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

*The school-parent compact is provided in the informational materials that are distributed to parents at the beginning of the year and is revisited at parent-teacher conferences. A copy of the compact is attached as part of the policy.*

### **Building Capacity for Involvement**

Van Buren engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.

- At parent-teacher conference, informal parent requests, parent trainings, and through teacher's ongoing parent communication, information on standards mastery, assessment data, intervention, and how to support parents in monitoring their child's education are provided.

The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.

- Training to empower parents to support and assist their children's education. Isolated parent workshops or in conjunction with school committees, such as SSC, ELAC, GATE advisory, etc.

With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.

- At staff meetings, parent survey results are reviewed and strategies for parent engagement and partnerships are discussed and integrated in SPSA

The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers to encourage and support parents in more fully participating in the education of their children.

- Coordination of parent involvement activities at the site are done by a parent volunteer, an employee, the principal, the ELAC and/or the SSC.
- Appropriate roles for community organizations will be developed and may include: Adopt-a-school, supporting academic excellence through awards recognition assemblies, supplying the school with needed materials, equipment, career information, and role modeling.
- Through parent newsletters, kindergarten orientations, and referral to viable parent resources.

The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.

- School information, including communication about the Title I program, will be distributed in all the major languages spoken by the families of the students at the school.

The school provides support for parental involvement activities requested by Title I parents.

- Parent involvement strategies within the SPSA are integrated based on parent input through survey data.
- Parents may submit comments through the Principal and/or the SSC if they are not satisfied with the school plan activities.

### **Accessibility**

Van Buren provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

- All parents, including parents with limited English proficiency are provided information and school reports in a format and language through the use of translation of parent materials and interpreters for parents at meetings.
- Access to all facilities and parking are provided to parents with disabilities.

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### VAN BUREN ELEMENTARY SCHOOL

#### Learning Partnership Agreement

##### Teacher's Section

I understand the importance of the school experience to every student and my role as a teacher. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- teach challenging material so your child will continually learn to the best of his/her ability
- communicate with you regarding your child's progress
- provide a safe, positive and healthy learning environment for your child's success
- provide clear standards of achievement for your child and provide means for you to support these standards at home
- teach all the necessary concepts to your child before regular homework is assigned

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Teacher's Signature

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Date

##### Student's Section

I realize my education is important. I know I am the one responsible for my success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- get to class on time every day that I am not ill
- return completed homework on time
- be responsible for my behavior
- be a cooperative learner
- strive to be a good problem solver, yet ask for help when I've exhausted my own resources

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Student's Signature

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Date

##### Parent's/Guardian's Section

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability:

- encourage my child to complete his/her homework
- review all school communications
- attend Back-To-School Night, Parent/Teacher Conferences, Open House, and other school events
- encourage my child to engage in reading and/or writing activities for at least 15 minutes regularly during the week (minimum 4 days per week)
- provide a quiet place/time for my child to do his/her homework
- make sure my child gets adequate sleep and has a healthy diet
- support the school's/district's homework, discipline and attendance policies

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Parent's/Guardian's Signature

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Date