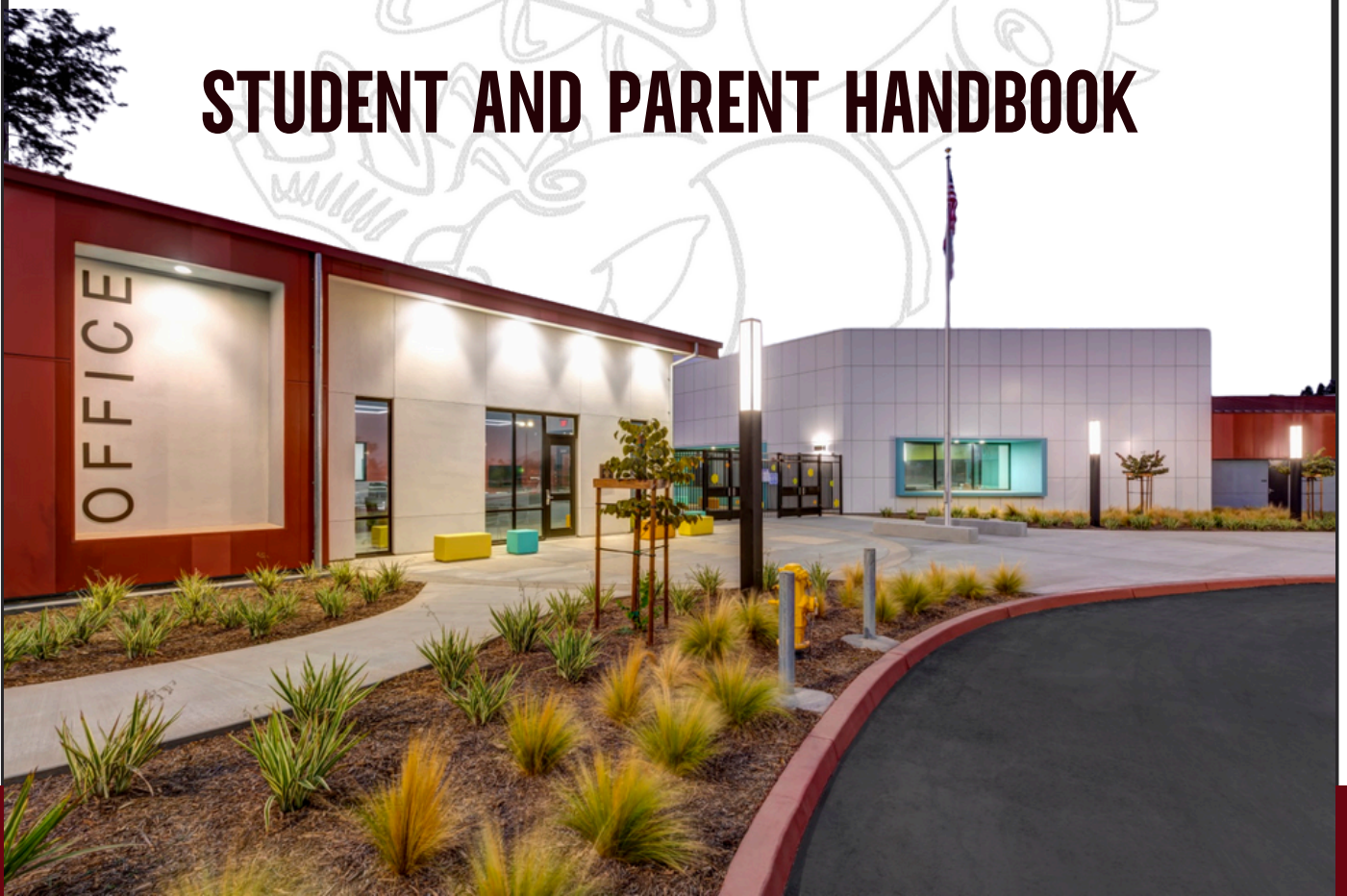




# WEST RIVERSIDE

## *Elementary*

### STUDENT AND PARENT HANDBOOK



LEARNING WITHOUT LIMITS

# WELCOME



Welcome Parents and Students,

I am excited to introduce myself as the new principal of this incredible school. It is an honor to continue to serve this community, and I am eager to embark on this exciting journey with all of you. Together, we will strive to implement the district's vision of "Learning Without Limits."

At our school, we warmly welcome students and families from all backgrounds and experiences. We greatly value diversity and inclusivity, recognizing the unique perspectives and strengths each individual brings to our community. It is our commitment to ensure that every student feels respected, supported, and empowered to achieve their full potential.

Our dedicated teachers are passionate about creating innovative and engaging learning experiences. They work tirelessly to provide a positive environment that not only addresses academic excellence but also prioritizes the social-emotional well-being of each student. Our goal is to nurture well-rounded individuals who are prepared to thrive in an ever-changing world.

As we embark on this new school year, I look forward to getting to know each of you and working together to create a school environment where every student can flourish. Please do not hesitate to reach out with any questions or ideas you may have. Together, we can make this an exceptional year of learning and growth.

Warm Regards,

Paola Lopez  
Principal

## GENERAL SCHOOL INFORMATION

### ACADEMICS

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

### PARENT CONNECT/STUDENT CONNECT

**Having access to Parent Connect is required.** You must have an email to access this account. This online platform is utilized to:

- Update your "Emergency Card" and contact information (Annual Information Update- AIU).
- Track, monitor and report student attendance, behavior and academic progress.
- View your student's current grades/progress on Parent Connect.

*Please reach out to the front office if you need help accessing Parent Connect or need to request your PIN.*

*Student Connect allows students to view and monitor their own progress.*

### 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. Each teacher will share their individual homework expectations.

### ACADEMIC HONESTY

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

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

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

## GENERAL SCHOOL INFORMATION

### AFTER SCHOOL

When school is over, students are to leave the campus immediately, except for students who are participating in after-school programs, clubs, activities, or detention.

- Students who ride buses are to report directly to the bus loading area.
- Students are expected to go straight home.
- Students are to go home first and then make arrangements with their parents regarding visiting friends.
- Students may not return to school grounds in the evening unless accompanied by an adult for a school function and must observe all JUSD regulations posted at each gate.

West Riverside Elementary hosts the Think Together Program, providing after school care, homework help and enrichment activities. For more information about the program or enrollment, please reach out to Tiara Sari [tiara.sari@thinktogether.org](mailto:tiara.sari@thinktogether.org) or pick up a flyer at our office.

### ARRIVAL/DISMISSAL TIME

#### Arrival

Students are not permitted to enter the campus before 7:30 a.m. as there is no supervision available before that time. If a child is found on campus before 7:30 a.m., parents will receive a warning. The school gates will open at 7:30 a.m.

- TK-6th grade school instruction begins at 8:10 a.m. (Warning bell is at 8:05 a.m.)

#### Breakfast

All students have the opportunity to eat a free breakfast at school

- 1st-6th grade students can have breakfast 7:30-8:00 a.m. in the cafeteria.
- TK-K students have breakfast from 8:10-8:40 a.m. with their class in the cafeteria.

#### Dismissal

- Dismissal for TK -6th grade students is at 2:30 p.m. on regular school days.
- Dismissal for TK-6th grade students is at 12:55 p.m. on minimum days.

**2024 - 2025 Bell Schedule**

	Regular Day (M, Tu, Th, F)	Minimum Day (W)
<b>Warning Bell</b>		
	8:05 a.m	
<b>Start/Dismissal</b>	8:10a.m-2:30p.m	8:10a.m-12:55p.m
<b>TK &amp; Kinder</b>		
<b>Breakfast</b>	8:10-8:40 a.m	
<b>Recess</b>	9:35-9:50 a.m. (Buenrostro/Carlson) 9:55-10:10 a.m (Guillen/ Rogers) 10:15-10:30 a.m (Maalona/Wiley)	
<b>Lunch</b>	11:15 am -12:00 p.m. (TK) 11:45 a.m -12:30 p.m (K DI) 12:25-1:10p.m (K EO)	11:15-11:45 a.m. (TK/K EO) 11:35-12:05 (K DI)
<b>1st &amp; 2nd Grade</b>		
<b>Recess</b>	9:50-10:05 a.m	
<b>Lunch</b>	11:20-12:05 p.m (1st) 11:30 a.m. -12:15 p.m. (2nd)	11:20-11:50 a.m (1st) 11:30 am- 12:00 p.m. (2nd)
<b>3rd &amp; 4th Grade</b>		
<b>Recess</b>	10:05- 10:20 a.m.	
<b>Lunch</b>	11:40 a.m. -12:25 p.m. (3rd) 11:50 a.m. -12:35 p.m. (4th)	11:40 a.m. -12:10 p.m. (3rd) 11:50 a.m. -12:20 p.m. (4th)
<b>5th &amp; 6th Grade</b>		
<b>Recess</b>	10:20- 10:35 a.m.	
<b>Lunch</b>	12:00 -12:45 p.m. (5th) 12:10- 12:55 p.m. (6th)	12:00 -12:30 p.m. (5th) 12:10- 12: 40 p.m. (6th)



**2024 - 2025 Inclement Schedule**

	Regular Day (M, Tu, Th, F)	Minimum Day (W)
<b>TK &amp; Kinder</b>		
Warning Bell	8:05 a.m	
Start/Dismissal	8:10a.m-2:30 p.m	8:10a.m-12:55 p.m
<b>TK &amp; Kinder</b>		
Breakfast	8:10-8:40 a.m	
Recess	9:35-9:45 a.m. (TK) 9:50-10:00 a.m (Guillen/ Rogers) 10:05-10:15 a.m (Maalona/Wiley)	
Lunch	11:15-11:45 a.m (TK) 11:45 a.m -12:15 p.m (Guillen/ Rogers) 12:25-12:55 p.m (Maalona/Wiley)	11:15-11:45 a.m (TK) 11:35 a.m -12:05 p.m (Guillen/ Rogers) 11:15-11:45 a.m (Maalona/Wiley)
<b>1st &amp; 2nd Grade/Grado</b>		
Recess	9:50-10:00 a.m 10:10-10:20 (Gonzalez/ Saucedo-Vargas)	
Lunch	11:20-11:50 p.m (1st)/11:30 a.m. -12:00 p.m. (2nd)	
<b>3rd &amp; 4th Grade/Grado</b>		
Recess	10:05- 10:15 a.m.	
Lunch	11:40 a.m. -12:10 p.m. (3rd)/11:50 a.m. -12:20 p.m. (4th)	
<b>5th &amp; 6th Grade/Grado</b>		
Recess	10:20- 10:30 a.m.	
Lunch	12:00 -12:30 p.m. (5th)/12:10- 12:40 p.m. (6th)	

## GENERAL SCHOOL INFORMATION

### ATTENDANCE

#### Absences

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

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

Other absences are considered unexcused or truant and disrupt your child's academic program. Students can participate in Saturday School for unexcused absences and trancies.

#### Notification of Absence

All absences are to be reported and verified through the school office. Please call the school office at (951) 222-7759 or send a written note with the date of absence, your child's name, reason for absence, and parent's signature. All absences must be cleared within three days of the absence.

If your student will be absent for 1-15 school days, during the school year, you may have your child placed on a short-term independent study contract to avoid the absence being classified as "unexcused" or "truant." All contracts must be approved by the school principal. Students who have excessive tardiness or absences will be referred to the School Attendance Review Team (SART) and School Attendance Review Board (SARB) if necessary.

We ask that you schedule all doctor, dental, medical appointments after school hours or on Wednesday afternoons to avoid having to check students out early or miss school. Thank you in advance for your assistance with this.

## GENERAL SCHOOL INFORMATION

### Short Term Independent Study

Short-term independent study allows a student to continue learning asynchronously under the supervision of their regularly assigned teacher when the student is unable to attend school for a limited time due to unique circumstances. Short-term independent study is meant to provide temporary instruction for 1-15 school days.

### Process

1. Inform the school of your request for short-term independent study. Please provide ample time to create a master agreement and gather the student's instructional material and resources.
2. A meeting will be held to review the short-term independent study agreement, signatures will be collected, and work will be given to the family.
3. The student will complete all assignments as outlined by the classroom teacher.
4. Upon return, all completed assignments will be submitted for review and attendance records.

\*If you have any questions regarding short-term independent study, please call the front office.

### Tardies

If your child is late to school, they will be required to obtain a tardy slip from the front office before going to class. Students with unexcused tardies of 30 minutes or more will be considered truant tardy.

## PBIS

### Positive Behavioral Interventions and Supports (PBIS)

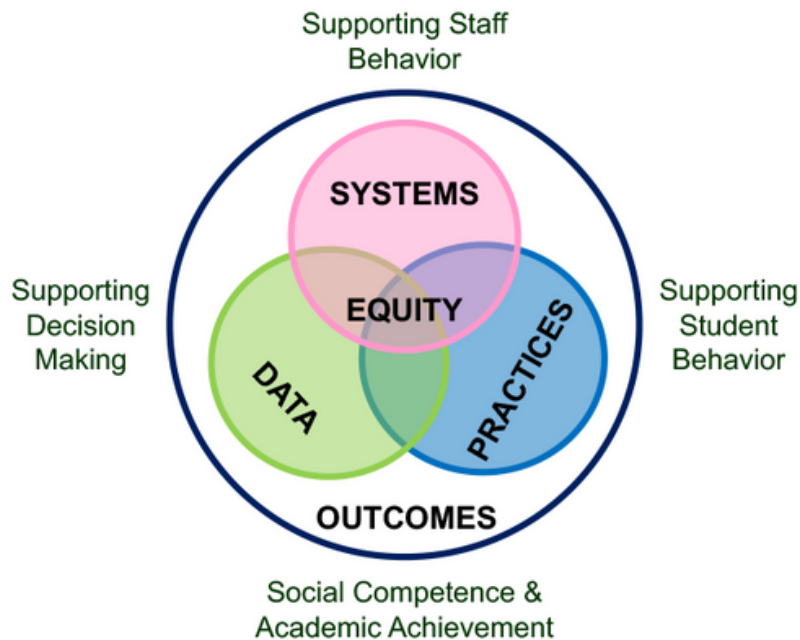
Is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social-emotional competence, academic success, and school climate. It is a way to create positive, predictable, equitable, and safe learning environments where everyone thrives.

-Center on PBIS



## GENERAL SCHOOL INFORMATION

### Five Key Elements of PBIS



#### Evidence-based features of PBIS include:

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

#### Definition 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 to change the behavior of either an individual or a group of people.

## GENERAL SCHOOL INFORMATION

### Behavior Expectations

**B**e Responsible

**E**ncourage

**S**tay Safe

**T**reat with Respect

	Classroom	Playground	Walkways	Cafeteria	Restrooms
Be Responsible	<ul style="list-style-type: none"> <li>Be AVID Strong.</li> <li>Be ready to learn and try your best.</li> <li>Stay on task.</li> <li>Bring a charged Chromebook everyday.</li> </ul>	<ul style="list-style-type: none"> <li>Use the equipment appropriately.</li> <li>Follow area/game rules.</li> <li>Line up when the bell rings.</li> </ul>	<ul style="list-style-type: none"> <li>Use a low tone of voice.</li> <li>Go directly to your destination.</li> <li>Stay in your designated grade level areas.</li> <li>Walk safely to your destination.</li> </ul>	<ul style="list-style-type: none"> <li>Carry your tray with two hands.</li> <li>Stay seated.</li> <li>Place all trash in the trash can.</li> <li>Leave the area clean of trash or food.</li> </ul>	<ul style="list-style-type: none"> <li>Use the restroom for necessities only.</li> <li>Throw trash in the trash can.</li> <li>Flush the toilet.</li> <li>Wash your hands.</li> </ul>
Encourage	<ul style="list-style-type: none"> <li>Praise others and motivate them to do their best.</li> <li>Use kind words.</li> </ul>	<ul style="list-style-type: none"> <li>Show good sportsmanship.</li> <li>Be kind.</li> <li>Invite others to play.</li> <li>Be a problem solver.</li> </ul>	<ul style="list-style-type: none"> <li>Model desired behavior (walking).</li> <li>Acknowledge others with a positive gesture.</li> </ul>	<ul style="list-style-type: none"> <li>Motivate others to finish eating and clean up.</li> <li>Help keep the area clean.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage others to use facilities appropriately.</li> <li>Report inappropriate behavior to an adult on campus.</li> </ul>
Stay Safe	<ul style="list-style-type: none"> <li>Walk at all times.</li> <li>Keep hands and feet to yourself.</li> <li>Use materials/supplies appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Stay in designated play areas.</li> <li>Report problems to an adult.</li> <li>Walk to and from the playground.</li> <li>Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Walk safely.</li> <li>Keep hallways clear.</li> <li>Walk face forward.</li> </ul>	<ul style="list-style-type: none"> <li>Only eat the food on your plate.</li> <li>Raise your hand for help/dismissal.</li> <li>Carry your lunch box appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Keep water in the sink and off the floor.</li> <li>Wash your hands with soap and water.</li> </ul>
Treat with Respect	<ul style="list-style-type: none"> <li>Wait your turn to speak.</li> <li>Practice active listening.</li> <li>Respect personal boundaries.</li> <li>Follow directions.</li> </ul>	<ul style="list-style-type: none"> <li>Take turns.</li> <li>Use kind words and actions.</li> <li>Listen to adults on duty.</li> <li>Respect others.</li> </ul>	<ul style="list-style-type: none"> <li>Listen to adults.</li> <li>Use a quiet voice at all times.</li> <li>Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Use an indoor voice.</li> <li>Respect other's space.</li> <li>Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Respect the privacy of others.</li> <li>Keep the restroom clean.</li> </ul>

## GENERAL SCHOOL INFORMATION

### Minor Behavior Incidents (Teacher Managed)

A minor behavior incident is a failure to demonstrate a school-wide expectation, social skills, or procedure.

Examples:

- Verbal disagreements/confrontation, argument
- Minor fight (no injury)
- Inappropriate use of language
- Minor classroom disruption
- Bothering
- Violation of safety rules

### Major Behavior Incidents (Administration Managed)

A major behavior incident involves a failure to meet school-wide expectations, social skills, or procedures and requires support or discipline after other interventions have been tried. It can also be a violation of the California Education Code.

- Alcohol/Drugs/Tobacco
- Major fight (sustained injury)
- Abusive/Threatening/Racist Language
- Major class disruptions
- Vandalism
- Bullying/Harassment/Intimidation
- Theft
- Weapons

## ITEMS NOT ALLOWED ON CAMPUS

- |                                    |                              |
|------------------------------------|------------------------------|
| • Pokemon Cards                    | • Fireworks                  |
| • Gum                              | • Bullets                    |
| • Speakers                         | • Marking pens, white out    |
| • Skates, skateboards scooters     | • Balloons                   |
| • Personal toys, trading cards     | • Spiked jewelry             |
| • Makeup                           | • Squirt guns, spray bottles |
| • Matches, lighters                | • Sling shots,               |
| • Electronic games, computer games | • Stuffed animals,           |
| • Pets                             | • Dice, playing cards        |
| • Laser pointers, laser pens       | • Large quantities of money  |

If a student brings any of these items, they will be confiscated and a parent will need to pick the items up from the office.

**Jurupa Unified School District and West Riverside Elementary School staff will not be responsible for personal items that are brought to school or a school activity and are confiscated, lost, stolen or damaged.**

## GENERAL SCHOOL INFORMATION

### BICYCLES/SKATEBOARDS/SCOOTERS

Students in grades 4 through 6 are allowed to ride bicycles to school. However, they must walk their bicycles as soon as they arrive on campus, as riding is not permitted on school grounds.

Bicycles must be parked and locked in the bike rack immediately upon arrival. While we make every effort to safeguard bicycles, the school cannot assume responsibility for theft or damage.

State law requires that children wear helmets while riding on public streets. Therefore, students who do not wear helmets will not be allowed to leave with their bicycles.

**Please note that skateboards and scooters are not permitted at school.**

### CELLPHONES/ELECTRONIC DEVICES

**Students are not allowed to use cell phones or other electronic devices, including but not limited to smart watches and tablets, during school hours.**

If students use cell phones or electronic devices at school during instructional hours, they will be confiscated. Parents **MUST** come to school to pick up the device. Jurupa Unified School District and West Riverside Elementary will not be responsible for personal items which are confiscated, lost, stolen or damaged.

### COMMUNICATION

West Riverside Elementary School sends messages to parents in a paperless format. Please check announcements on Peachjar, Facebook, and Class Dojo. We also send all important messages using QCommunication. We kindly ask that you ensure your phone numbers are up to date on Parent Connect.

Follow us on:



## GENERAL SCHOOL INFORMATION

### CHROMEBOOKS

We are pleased to share that West Riverside Elementary has fully implemented a 1:1 device program providing Chromebooks for educational use to students in Grades TK-6.

Students in grades 2-6 will be allowed to take the devices to & from school to support extended opportunities for learning.

Students are responsible for good behavior on the school computer & network just as they are in a classroom or school hallway. Communications on the network are often public in nature; therefore, general school rules for acceptable behavior and communications apply.

Students are responsible for adhering to the rules and internet use guidelines outlined in the JUSD Acceptable Use Policy. The following are not permitted:

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

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

#### **Chromebook/Device Insurance may be purchased**

*If my Chromebook is damaged will a loaner device be covered under the Device Care Plan?*

The Chromebook Device Care Plan is fully transferable to any Chromebook checkout to the student.

*Is there a limit to the number of repairs?*

The first and second repairs for accidental damage will have a \$0 deductible. Any additional repairs made within the current school year will have a \$40 deductible. Continuing and excessive damage to a student's issued device may result in take-home privileges being revoked.



## GENERAL SCHOOL INFORMATION

### DISASTER PLAN

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

- West Riverside Elementary office will be locked.
- There will be a student checkout center at the front gate, located between the front office and school library. All students will be checked out to parents at this gate.
- Parents and other people not assisting in our emergency efforts will not be allowed on campus.
- Students can only be checked out to those listed on their emergency cards. Notations will be made as to who picked up each child and at what time. Runners will be sent to bring your child to you at the front gate. Patience will be necessary as this process may be slow. Please remember that we are striving to provide safe dismissal for approximately 630 students.

Your cooperation is asked in any emergency. The school will retain your child until you or an adult listed on the emergency contacts from Parent Connect is able to come get him/her.

Please ensure the adult who is checking out your child has a legal ID at the time of pick up. These actions should be shared with everyone you listed on the Emergency contacts list so they are familiar with our procedures.

For this reason, it is imperative that you keep all information on your child's Emergency Contact list up-to-date at all times. When circumstances warrant, it is in the best interest of your child to place him/her in an alternate place of safety.

### DISASTER PLAN & DRILLS

**Emergency Drills** - Staff and students will participate in monthly emergency drills to practice what to do in the event of an emergency.

- **Fire:** At the sound of the fire alarm, students follow the evacuation route directed by their teacher.
- **Earthquake:** Everyone on campus drops to the floor beneath a desk, chair, table, or bench with his/her back to the windows. Then cover the back of your head and neck with a coat, sweater, notebook, or your hands. Students follow evacuation procedures given by their teacher once it is safe to proceed.

## GENERAL SCHOOL INFORMATION

- **Lockdown:** A lockdown is used to secure the campus when an unsafe or undesirable situation occurs on or near the campus. If a lockdown occurs while students are in the classroom, teachers will lock both inside and outside doors, and keep students stay in the room. No one should be in the corridors, on the playground, or in a restroom. Students who are on the playground will be directed into the nearest classroom to follow these procedures. The school gates, office, and other buildings will be locked down. No one will be allowed to come on or leave campus until an “All Clear” is called by the Sheriff’s Department or the District Office.

### HEALTH SERVICES

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

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

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

### DISASTER PLAN & DRILLS

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

**Medication**[EC, Sec. 4942] - If it becomes necessary for your child to take medications during school hours, State law requires that a medication release form be submitted to the school by the parent. These forms are available in the main office. Medication must be in a clearly labeled pharmacy container with the child’s name and instructions for use. All medication, including inhalers, must be housed in the main office and the administration of such be supervised by school personnel. Students may not have any drugs or medications with them during the school day.

## GENERAL SCHOOL INFORMATION

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

### NUTRITION SERVICES

**Breakfast and lunch are free for all students.**

Monthly menus will be available online. In an effort to support such values as responsibility and nutrition, we ask each student to try at least a portion of their food. We do not force students to eat all of what is served, but they are expected to eat what they take from the salad bar area and to not take excess, as it is a waste. We suggest they take small portions at a time.

### PARENT INVOLVEMENT/ VOLUNTEERS

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

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

**Parent-Teacher Conferences** - Will be held in October. There is no school on these days. Teachers will meet with each parent on one of these two days and will coordinate a sign up for an agreeable time.

## GENERAL SCHOOL INFORMATION

**Volunteers** - 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 chaperones, camp and fair chaperones; band, vocal music, and drama group helpers; and others who have unsupervised contact with students.

**Volunteers and visitors must make arrangements with the teacher to come and help or visit the classroom prior to visitation.**

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

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

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

Parents are not allowed to come and observe a teacher. It is the administrations' responsibility to do professional observations.

## GENERAL SCHOOL INFORMATION

**Treats** - Celebrations are at the discretion of the classroom teacher. If permitted, treats will be reserved for the last 20 minutes of the day in order to minimize interruptions to instruction. **We kindly ask that you contact the classroom teacher in advance before bringing in treats for the class.** Only prepackaged food is allowed on campus for celebrations and events.

**Meeting with a Teacher** - Please schedule appointments with teachers by phone at (951)222-7759, via email, Class Dojo, or by a note sent with your child.

### TELEPHONE

The school phone number is (951) 222-7759. The school office hours are from 7:00 a.m. to 4:00 p.m. Office personnel will take messages for teachers. Teachers are unable to come to the phone when class is in session. Calling the school office to leave messages for children at school is not a safe practice. It is difficult to verify identification of the person calling, whether it is a parent, a non-custodial parent, or a stranger. Please allow 24 hours for a response after leaving a voicemail.

**Students** - The school phone is for business purposes. Students may use the phone in an emergency or with a note from their teacher. Students are not allowed to use cell phones during school hours. If students use cell phones at school during instructional hours, they will be confiscated. JUSD and West Riverside Elementary staff will not be responsible for personal items which are confiscated, lost, stolen or damaged.



**DISTRICT/ BOARD POLICIES**

JURUPA UNIFIED SCHOOL DISTRICT

4850 Pedley Road

Jurupa Valley, CA 92509

**CIVILITY POLICY**

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

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

**Disruptions**

1. Any individual who disrupts or threatens to disrupt District operations; threatens the health or safety of District staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on the grounds of District facilities will be directed to leave District property promptly by District administrative staff and shall not be allowed to return for at least 72 hours (EC 32211).
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner while on District premises, the District administrator or employee to whom the remarks are directed will calmly and politely request the speaker to communicate in a civil manner. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under the circumstances discussed in Sections 1 or 2 above, the District administrator or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code Sections 32211 and Penal Code Sections 626.6 and 626.8, if he/she reenters any District facilities with 72 hours after being directed to leave.

**DISTRICT/ BOARD POLICIES**

JURUPA UNIFIED SCHOOL DISTRICT

4850 Pedley Road

Jurupa Valley, CA 92509

If an individual refuses to leave upon request or returns before the applicable period of time, the District administrator or designee may notify law enforcement officials. An Incident Report (attached) shall be completed for any such situations.

**Safety and Security**

4. The District Administrator of Education Support Services or designee will ensure that a safety and/or crisis intervention techniques program is provided to staff in order to raise awareness on how to deal with these situations if and when they occur.
5. When violence is directed against a District employee, the employee shall promptly report the incident to their supervisor and complete an Incident Report. All District employees, supervisors and administrators should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on District premises or at District sponsored activities (Penal Code Section 243.5).

**Documentation**

6. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable Code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written Incident Report.

**Legal References**

EDUCATION CODE PENAL CODE

32211 Disturbing School 243.5 Arrest on School Grounds

626.6 Refusal to Leave School Grounds

44810 Willful Interference 415.5 Fighting on School Grounds

626.8 Disruption

## DISTRICT/ BOARD POLICIES



### DRESS CODE

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

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

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

#### **Gang-Related Apparel**

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

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

#### **Appropriate Dress - General**

- Tops/ Shirts/ Blouses must be appropriate for school by covering the midriff of the student's body from two inches above the waistline to the top of the armpits. Tops must have at least one shoulder strap to prevent tops from slipping down or being pulled. Here are some great ways students accomplish this: wear a halter top (strap loops around the neck), spaghetti straps/camisole, or bralette underneath your desired top, or wear a hoodie or shirt over the desired top. Bra straps are not a substitute for a strap. Bralettes, however, look like tank tops so we will allow this. Students may not wear backpacks to give the illusion that they are wearing straps



## DISTRICT/ BOARD POLICIES

- Layered undershirts may be worn to cover midriff and back that is exposed if students wear sleeveless tops with large arm holes, backless shirts, crop tops/ cut off tee-shirts, sheer material, or other tops that expose the midriff can be worn with an undershirt that covers the back or midriff.
- Shorts, dresses, skirts or must cover the full curve of the buttocks at all times.
- Bagging or sagged pants shall not be worn at school. The term “baggy pants” means the waistline of the pants, located at the hipbone of the student when pulled and pinched will gather more than one inch of material. The term “sagged pants” means the waistline of the pants is located below the hipbone of the student. With the pants correctly worn the crotch of the pants will not hang away from the body. Properly fitted pants, incorrectly worn (below the hipbone) are “sagged pants.” Pants that are loose enough to fall off the hips without a belt are too big.

### Prohibited Items

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

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

### Jewelry

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

### Shoes

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

### Hats

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

### Sunglasses

Sunglasses may not be worn in the classroom.

## DISTRICT/ BOARD POLICIES

### Hair

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

### Attire for Commencement Ceremonies and Senior Awards Night

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

## ACADEMIC HONESTY- BP 5131.9

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

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules. The Superintendent or designee may establish standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. Any recommendations for discipline shall be incorporated into the school's site level discipline rules.

## ACCEPTABLE USE OF TECHNOLOGY-EC 48980

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



## DISTRICT/ BOARD POLICIES



### CUSTODY ISSUES

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

### ELECTRONIC NICOTINE DELIVERY SYSTEMS (ENDS)

*Health and Safety Code 119405 and 11014.5*

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

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

### HOMELESS YOUTH EDUCATION 42 US 11432

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

**DISTRICT/ BOARD POLICIES****LASER POINTERS PC 417.27**

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

**NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES**

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

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

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

## DISTRICT/ BOARD POLICIES

### PROPERTY DAMAGE EC 48904

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

### SAFE PLACE TO LEARN ACT

*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

**DISTRICT/ BOARD POLICIES****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 the Department of Pupil Services.

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 2024-25 Parent Guide.

**STUDENT CONDUCT- *EC 51100 and BP 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.

## DISTRICT/ BOARD POLICIES

### JURISDICTION- EC 44807

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

### Grounds for Suspension and Expulsion

*EC 48900, 48915*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**48900 (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.



**DISTRICT/ BOARD POLICIES****Grounds for Suspension and Expulsion***EC 48900, 48915*

**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.

**DISTRICT/ BOARD POLICIES****Grounds for Suspension and Expulsion***EC 48900, 48915*

**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.

## DISTRICT/ BOARD POLICIES



### Mandatory Expulsion Violations - EC 48915

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

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

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

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

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

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

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

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

**DISTRICT/ BOARD POLICIES****SUSPENSION APPEAL PROCEDURE**

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

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

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

## DISTRICT/ BOARD POLICIES



### TOBACCO AND DRUG-FREE SCHOOLS

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

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

### ANNUAL NOTIFICATION OF UNIFORM COMPLAINT PROCEDURES (UCP)

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

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties:

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:



## DISTRICT/ BOARD POLICIES



Any complaint alleging district violation of applicable state or federal law or regulations governing:

- Adult Education Programs
- Afterschool Education and Safety Programs
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Development Programs
- Child Nutrition Programs
- Special Education Programs
- Any other district-implemented program which is listed in Education Code 64000(a)

Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student.

Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan. The Board is required to adopt and annually update the local control and accountability plan (LCAP) in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:

- Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed.



**DISTRICT/ BOARD POLICIES**

- Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency.
- If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1.

Complaints must be filed in writing with the following compliance officer:

Olga Alferez  
Director, Educational Equity  
JUSD Education Center  
4850 Pedley Road  
Jurupa Valley, CA 92509  
(951)360-4140

A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

All UCP-related complaints shall be reviewed and completed within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

## DISTRICT/ BOARD POLICIES



### ANNUAL NOTIFICATION OF UNIFORM COMPLAINT PROCEDURES (UCP)

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. **If applicable, the complainant has the right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).**

A complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the California Department of Education (CDE).

A copy of the Jurupa Unified School District's UCP policy and procedures shall be available free of charge. A copy of the Jurupa Unified School District's UCP policy is also included in the Annual Parent Notification, Annual Employee Notification and on the JUSD website ([www.jurupausd.org](http://www.jurupausd.org)).

### WILLIAMS COMPLAINT POLICY & 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 <https://jurupausd.org/our-district/ps/Admin/Pages/Documents-and-Forms.aspx>, or by contacting Olga Alferez, 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.

## DISTRICT/ BOARD POLICIES



A copy of the Parent Guide for the 2024-2025 school year was given to every parent at the time of registration. An electronic copy is available at: <https://jurupausd.org/our-district/ps/Admin/Pages/Documents-and-Forms.aspx>

You may also contact Administrative Services at (951) 360-4140 for an additional copy. Board policies can be located on the district website at: <https://jurupausd.org/board/policies>