

# JURUPA MIDDLE SCHOOL

# PARENT HANDBOOK

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## ADMINISTRATION

- **Principal:** Debra Sigala
- **Asst. Principal:** Latressa McCullough
- **Student Management and Accountability Coordinator:** Erika Krause
- **7th Grade Counselor:** Janice Gaona
- **Specialized Services Counselor:** Amalia Tovali
- **8th Grade Counselor:** Nora Hopkin
- **PTO President:** Casandra Gurau

## PRINCIPAL'S MESSAGE

My name is Debra Sigala and I am honored as well as excited to be back at Jurupa Middle School. Jurupa Middle is a special place and I am excited to be a part of this community. My JUSD administrative experience has been a journey. Prior to being the Principal of Jurupa Middle School, I was the Principal at Sky Country Elementary, assistant Principal at Jurupa Middle School, and Assistant Principal at Jurupa Valley High School. I am a true believer that ALL of our students deserve access to the best education we can give them. I want to be able to create a space where students feel like they belong, parents feel as if they have been heard and teachers are delivering their best to each and every student. I believe in our Mission to empower students to achieve personal excellence and demonstrate P.R.I.D.E ( Positivity, Respect, Integrity, Determination, and Enthusiasm). It is our Promise that we foster a growth mindset in every child, unlock their potential in school, career and life, we call this Learning Without Limits. I look forward to working with all of our educational partners, students, staff, families and the community as a whole, together let us make these years at JMS the best possible. Let us see how proud of a panther you can be.

Sincerely,

Mrs. Sigala

## CONTACT INFORMATION

8700 GALENA STREET – JURUPA VALLEY, CA 92509  
PHONE: 951.360.2846



@JURUPA\_MIDDLE



@JURUPA\_MIDDLE

AUGUST 2023

# 2023-2024 Bell Schedules

Mon, Tues, Wed, Fri				
1 <sup>st</sup> Lunch			2 <sup>nd</sup> Lunch	
0 Period	7:40-8:40		0 Period	7:40-8:40
Breakfast	8:30-8:55		Breakfast	8:30-8:55
ADVISORY	9:00-9:20		ADVISORY	9:00-9:20
1 <sup>st</sup> Period	9:25-10:15		1 <sup>st</sup> Period	9:25-10:15
2 <sup>nd</sup> Period	10:20-11:10		2 <sup>nd</sup> Period	10:20-11:10
3 <sup>rd</sup> Period	11:15-12:05		3 <sup>rd</sup> Period	11:15-12:05
1 <sup>st</sup> Lunch	12:10-12:45		4 <sup>th</sup> Period	12:10-1:00
4 <sup>th</sup> Period	12:50-1:40		2 <sup>nd</sup> Lunch	1:05-1:40
5 <sup>th</sup> Period	1:45-2:35		5 <sup>th</sup> Period	1:45-2:35
6 <sup>th</sup> Period	2:40-3:30	6 <sup>th</sup> Period	2:40-3:30	

Thursday				
1 <sup>st</sup> Lunch			2 <sup>nd</sup> Lunch	
Breakfast	10:30-10:55		Breakfast	10:30-10:55
1 <sup>st</sup> Period	11:00-11:35		1 <sup>st</sup> Period	11:00-11:35
2 <sup>nd</sup> Period	11:40-12:15		2 <sup>nd</sup> Period	11:40-12:15
1 <sup>st</sup> Lunch	12:20-12:50		3 <sup>rd</sup> Period	12:20-12:55
3 <sup>rd</sup> Period	12:55-1:30		2 <sup>nd</sup> Lunch	1:00-1:30
4 <sup>th</sup> Period	1:35-2:10		4 <sup>th</sup> Period	1:35-2:10
5 <sup>th</sup> Period	2:15-2:50		5 <sup>th</sup> Period	2:15-2:50
6 <sup>th</sup> Period	2:55-3:30	6 <sup>th</sup> Period	2:55-3:30	

Minimum Days - TBD				
1 <sup>st</sup> Lunch			2 <sup>nd</sup> Lunch	
1 <sup>st</sup> Period	9:00-10:00		1 <sup>st</sup> Period	9:00-10:00
2 <sup>nd</sup> Period	10:05-10:35		2 <sup>nd</sup> Period	10:05-10:35
3 <sup>rd</sup> Period	10:40-11:10		3 <sup>rd</sup> Period	10:40-11:10
4 <sup>th</sup> Period	11:15-11:45		4 <sup>th</sup> Period	11:15-11:45
1 <sup>st</sup> Lunch	11:50-12:20		5 <sup>th</sup> Period	11:50-12:30
5 <sup>th</sup> Period	12:25-1:05		2 <sup>nd</sup> Lunch	12:35-1:05
6 <sup>th</sup> Period	1:10-1:35		6 <sup>th</sup> Period	1:10-1:35



**JURUPA UNIFIED SCHOOL DISTRICT**

Academic Calendar 2022-2023

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

  

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

  

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

**HOLIDAYS**

July	4	Independence Day
Sept.	5	Labor Day
Nov.	11	Veterans Day
Nov.	23	Admission Day (Obs.)
Nov.	24	Thanksgiving Day
Nov.	25	Local Holiday
Dec.	23	Local Holiday
Dec.	26	Christmas Day (Obs.)
Dec.	30	Local Holiday
Jan.	2	New Year's Day (Obs.)
Jan.	16	Dr. Martin Luther King Jr. Day
Feb.	13	Lincoln Day (Obs.)
Feb.	20	Washington Day (Obs.)
May	29	Memorial Day

**END OF SCHOOL MONTHS AND DAYS TAUGHT**

School Month	Date	Days Taught
1	Sept. 2	20
2	Sept. 30	19
3	Oct. 28	18/20
4	Nov. 25	14
5	Dec. 23	15/14
6	Jan. 27	14
7	Feb. 24	18
8	Mar. 24	15
9	Apr. 21	20
10	May 19	20
11	May 31/30	7/6
<b>Total</b>		<b>180/180</b>

**IMPORTANT DATES**

Aug. 3	New Teachers Report
Aug. 4	All Teachers Report
Oct. 14	Minimum Instruction Day K-6
Oct. 20-21	ELEMENTARY Conferences (No Pupils)
Oct. 21	End of 1 <sup>st</sup> Trimester K-6
Nov. 21-25	Thanksgiving Recess
Dec. 16	SECONDARY Conferences (No Pupils)
	End of 1 <sup>st</sup> Semester 7-12
Dec. 19-Jan. 6	Winter Recess
Feb. 10	Minimum Instruction Day K-6
Feb. 17	End of 2 <sup>nd</sup> Trimester K-6
Mar. 20-24	Spring Recess
May 26	Minimum Instruction Day K-6
May 30	End of 2 <sup>nd</sup> Semester 7-12
May 31	Minimum Instruction Day K-6
	End of 3 <sup>rd</sup> Trimester K-6
	Planning Day 7-12 (No Pupils)

**LEGEND**

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

Adopted: 3/8/21

# IMPORTANT JMS REMINDERS



1. **To be eligible for 8<sup>th</sup> Grade Promotion, Attendance-** student must have a good attendance rate; no more than 5 absences between February- April. If your child is on a SART Contract for excessive absences, this may effect their promotion eligibility as well.
2. **Academics:** Student must have a passing grade (no F's) in each class.
3. **Behavior Eligibility:** It is expected that each student behaves appropriately and adheres to the Jurupa Middle School's Discipline Policy. A student may become ineligible if their behavior warrants the following consequence(s) and/or combination of the following: 5 or more days of off-campus suspension days, and/or on-campus Intervention (OCI); 10 days or more of lunch detention.

**The administration reserves the right to make final decisions on promotion participation.**



## Jurupa Middle P.A.W.S Days Eligibility

Our P.A.W.S days are designatited days for us to celebrate our hard-working panthers. These days include dances, field trips, and special events on campus.

**P.A.W.S. DAY**  
*Eligibility*

- No F's
- No OCI's
- No Off-Campus Suspension
- No more than 5 absences
- Cannot have 6 or more lunch detentions

\*Student may make-up an absence by attending Saturday School

## Important Information You Should Know About Jurupa Middle School

### 1. Food Deliveries

Outside food will not be allowed to be brought on campus and will not be accepted in the office. Although, students are permitted to bring their own lunches upon arrival. Please develop healthy eating habits with your child and discourage them from skipping meals. Proper nutrition in the school age years can reinforce lifelong eating habits that contribute to a student's overall well-being.

### 2. Personal Items

**The Jurupa Unified School District and JMS staff will not be responsible for items lost, confiscated, stolen or damaged. This includes but is not limited to: money, yearbook, cell phones, iPods or other electronic devices.**

#### Personal Property

- Parents/Guardians assume the responsibility for personal items or school property which was assigned to them or which have been lost or damaged (i.e. video equipment, books, music instruments).
- **Do Not Bring** speakers or other electronic items to school. If personal articles are lost or stolen, JMS will not try to recuperate them. Such actions are disruptive to the learning environment and frequently fail.
- Students must not bring large amounts of money, valuable items or items of sentimental value to school.
- Items that are deemed dangerous or perturbing to the educational environment are not allowed at school. Including but not limited to: chewing gum, electronic items, aerosol bottles, glass containers, stink bombs, fireworks, matches, lighters or other explosive devices, laser pointers, water guns, water balloons, paintballs, air balls, any other type of gun, knives or firearms. Cameras are only allowed on the last two days of the school year.

### 3. Arrival to School

Students may not enter the school campus earlier than 8:30 a.m. Exceptions are students enrolled in before-school programs.

**JMS is a closed campus!** Once students have arrived on campus, students must remain in Panther Park until the bell rings and may not leave without being signed out by an authorized adult.

**During school hours, parents or other authorized adults will be asked to present photo identification before being allowed to leave with a student (Board Policy 5116).**

Students should be dropped off and picked up either on Galena St. in front of the school (be sure not to use the bus loading zone) or on Agate St. on the east side of the school. Students should not be dropped off in the staff parking lots. For safety reasons, students are not allowed in the parking lots and must remain on the sidewalks.

#### 4. After School

**When school is over, students are to leave the campus immediately or report to their after-school program** (Think Together, Band, Choir, tutoring, etc.). Those who ride buses are to report directly to the bus loading area in Panther Park. Students are not to return after leaving campus. For their own protection, students may be placed in detention if not in a supervised area.

#### 5. Attendance

Punctuality and regular attendance are essential at school. A parent or guardian should call the 24-hour attendance line at **(951) 360-2848** each day a student is out, either the night before or the morning of the absence and state the reason for the absence. If you choose to send a note clearing an absence, please include the date and reason for absence and the parent signature.

The State of California recognizes an excused absence as one for illness, medical appointments, and funeral or court appearance. **District policy** requires an assignment of Saturday School for students to make up time missed for non-state approved absences.

#### 6. Counseling Services / Parent Conferences

Students and parents are welcomed to make an appointment when counseling services are needed or when concerns arise. ***Counseling appointments can be made in the main office.***

Student programs, promotion, courses, or vocational planning may be obtained from the counselor.

Parents may contact the teacher(s), counselor, or administration for a phone conference or a personal conference.

#### 7. Detentions

Students may be held after school for consequences or to make up unfinished or poor work.

There are two types of detentions: teacher and administrator. Detentions may be assigned after school or during lunch. Students are responsible for taking the detention notice home to their parent for signature.

When a student fails to show up for detention or is tardy, he/she will be sent to the office and may be assigned two detentions or other discipline for the first offense. Other actions may include a parent conference, ineligibility for activities, Saturday detention, or suspension when a student refuses to attend assigned detentions.

Students who are absent all day on the day of their detention must serve the detention on their first day back to school or the next regularly scheduled detention session.

#### 8. Emergency Broadcasts

If, because of bad weather, earthquake, disaster, or road conditions, school is called off or bus schedules are delayed, the information may be broadcast over radio station: KCAL FM 96.7; KCAL (Spanish) AM 1410; SKIF (Spanish) AM 1440; KFRG FM 95.1; KOLA FM 99.9; KPRO AM 1570; AND KSZZ (Spanish) AM 590.

## 9. Emergency Cards/ Change of Address and Phone Number

Please notify the attendance office of any change of address, home, work or emergency phone numbers. If a student is moving, the parent or guardian must notify the office and follow district policy in the case of inter or intra-district transfers.

For the protection of a pupil's health and welfare, the governing board of a school district may require the parent or legal guardian of a pupil to keep current at the pupil's school of attendance, emergency information including the home address and telephone number, business address and telephone number of the parents or guardian, and the name, address and telephone number of a relative or friend who is authorized to care for the pupil in any emergency situation if the parent or legal guardian cannot be reached.

*(EDUCATION CODE – EDC ARTICLE 1. General Powers—School Boards [49400 - 49417] (Article 1 enacted by Stats. 1976, Ch. 1010.) (Enacted by Stats. 1976, Ch. 1010.)*

## 10. Gifts and Personal Celebrations

While we understand your wish to celebrate student achievements, holidays, birthdays, etc., **we are unable to accept deliveries of personal gifts to students** (i.e., flowers, balloon bouquets, etc.). We request that these events be celebrated at home.

## 11. Health Services

The Nurse's office is located in the administration office building. If students become ill or needs first aid, they should report to their teacher and request a pass to the nurse. If it is at the end of a period or during passing time, a pass from the next period teacher is required. This applies to all classes. Only in cases of emergency will the nurse see a student without a pass.

All students must have an up-to-date emergency card on file in the office. These cards are used to contact parents when students are ill or injured.

The school nurse serves more than one school and is not available to administer medications on a daily basis, so there is Health Clerk Aide and other office personnel who often perform this function.

A physician or dentist must prescribe all medications taken at school, including over the counter medications.

We are required to have a written statement from the prescribing physician (the prescription label on the medication is inadequate), and a written authorization from the parent/guardian. **Forms need to be resubmitted yearly.**

Medication must be provided to the school in the container in which it was purchased and must be clearly labeled with the student's name.

Students may not carry any medications with them while they are on campus. Medications are to be stored in the health office, with the exception of inhalers. A request form may be picked up in the office and filled out by the child's physician so that a student may carry their inhaler at school. **These forms also need to be submitted every year.**

## 12. Homework

Students should have homework nearly every night. Additional time is needed to study. Homework may consist of:

- a) Completing work not finished in class.
- b) Practicing work learned in class for better understanding.
- c) Doing extra work (learning more about the subject).
- d) Doing long-range assignments, special projects, book reviews, and extra credit work.

- e) Reviewing material prior to tests.
- f) Involving parents in their son/daughter's learning.
- g) Reading daily.

### **13. ID Cards**

Jurupa Middle School issued identification cards are to be **worn at all times**. We are providing lanyards and plastic holders that students can use in order to fulfill the requirement. Students will receive the first ID card, lanyard and plastic holder for free.

Replacement ID cards may be purchased for \$5.00; lanyards and plastic holders may be purchased for \$1.00 each in the office.

Students are required to present their ID card to check out library or textbooks, to gain entry or purchase tickets to school-sponsored activities, to purchase items at the student store, entry into the cafeteria during lunch, or at any time requested by school personnel.

### **14. Immunizations**

All students must 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.

### **15. Independent Study**

- School site must have **5 days** notice prior to student leaving on Independent Study.
- Contract cannot exceed 14 days.
- Approval/Denial will be at Administrator's discretion.
- Student will get credit for attendance and classwork, based on what work is turned in upon return.

### **16. Insurance**

Although care is exercised to prevent accidents, neither the Board of Trustees nor the school can assume responsibility for accidents or injuries to students. An insurance company, not connected with the school, offers an inexpensive accident policy that provides coverage for regular sessions.

Parents are encouraged to review the merits of insurance (*Board Policy 6105*).

### **17. Library**

The library is open for use during the school day and for a short time before school.

Students will need to present their ID card to check out library books or textbooks.

Students are expected to pay for damaged or lost books and/or materials they check out of the library. It is the responsibility of each student to keep their books in good condition.

Library books are required on the due date. Textbooks issued to students will be required to be returned when the student checks out of school and/or at the end of the school year.

If a book is not turned in or paid for, students will not be allowed to participate in the 8th grade recognition (held at the end of the year) until the matter has been cleared.



### **17. Loaners**

If a student is sent to the office for a dress code violation and is given loaner clothing, the clothing in violation will remain in the office until the loaner clothing is returned washed. The clothing in violation may also require a parent/guardian pickup per admin discretion. Students will be charged \$5 for each item of clothing that is not returned.

### **18. Lost and Found**

The school is not liable for lost or stolen articles. Items found should be brought to the library immediately. Articles will be kept for a reasonable time, or until they are claimed. Students may claim lost articles by describing them to a school official.

Unclaimed items will be given to charity at the end of the school year. Mark your things so they can be identified.

### **19. Markers**

**Markers, glitter pens, white out, paint, paint pens, any kind of sharpies, and chalk may not be brought to school by students.**

### **20. Parking Lots**

Students who are brought to school or are picked up from school by automobile must use the student loading zones (number 3). Do not use the area designated for Bus Loading or the staff parking lots. **For safety reasons, students are not allowed in the staff parking lot.**

### **21. Progress Reports and Grades**

Student Progress Reports are sent home with students during their 1st period classes at the end of each six-week period in order to keep parents/guardians informed of their students' academic progress.

Final grade report cards are issued in December and June at the end of each semester and are mailed home.

Parents may request progress reports any time during the school year from teachers.

Parent Connect is available to all parents.

### **22. Purchase and Payments**

All financial transactions with Jurupa Middle School must be made in cash when purchasing tickets, yearbooks, PE clothes, or other JMS financial business. **Checks will not be accepted.**

### **23. Search and Seizure**

To maintain order on the school premises, it may be necessary at times to conduct limited searches of personal property or clothing when there is reasonable suspicion of possession of drugs, weapons, or other illegal or inappropriate items.

A metal detector or contraband dog may be used for these searches.

## 24. Telephone

The office phone is to be used only for school business or in the case of an emergency. Students cannot receive personal phone calls and will be given messages only in emergency situations. Transportation arrangements to return home should be made prior to the student arriving at school for the day.

## 25. Visitors

All visitors and parent volunteers must bring a Valid ID and register at the office and wear the visitor's badge that is provided.

Relatives or friends from other schools are not permitted to visit students on campus or accompany students to classes.

Parents or guardians of students attending Jurupa are encouraged to visit the school. Those who wish to confer with teachers may do so before or after school. If a conference is desired, please call the office and a time will be arranged. It is especially important that instructional time not be disrupted except in the case of emergency or for health and safety reasons.

## 26. Website

Check out <http://jurupausd.org/schools/JurupaMiddleSchool/Pages/Default.aspx> for updates and featured stories and pictures.

# BOARD POLICIES

## **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.

## **DRESS CODE - BP 5132**

All students are required to present themselves in an orderly manner, conducive to the advancement of education. Appearance should be neat and appropriate for the instructional setting. Items that are disruptive or could cause situations that would diminish the safety of students will be prohibited. Students and parents/guardians will be informed about dress and grooming standards at the beginning of each school year and whenever these standards are revised. Students in violation of the dress code will receive a warning and parents will be notified. Students will be required to change, or wear attire provided by the school. Repeat violators will receive consequences according to the school assertive discipline plan as appropriate for defiance of school rules.

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

**Gang-Related Apparel**

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

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

**Appropriate Dress - General**

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

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

**Prohibited 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.

### 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.

**If a student is sent to the office for a dress code violation and is given loaner clothing, the clothing in violation will remain in the office until the loaner clothing is returned washed. The clothing in violation may also require a parent/guardian pickup per admin discretion. Students will be charged \$5 for each clothing item not returned.**

A copy of the complete dress code is mailed home to families of Jurupa Unified School District at the beginning of the year. Copies of the dress code can be obtained at school sites and on the district webpage at [www.jurupausd.org/schools/Documents/District%20Dress%20Code.pdf](http://www.jurupausd.org/schools/Documents/District%20Dress%20Code.pdf).

## **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

- 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).

*EC Section 60010 (h), EC Section 60119(c)(1), EC Section 48904*

### **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.

### **EDUCATION FOR HOMELESS CHILDREN - BP617**

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district.

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

### **EDUCATION FOR FOSTER YOUTH - 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. The Board desires to provide foster youth with a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement.

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. To that end, he/she shall designate a staff person as the district liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth. The Foster Youth Liaison for JUSD is Monty Owens, Director of Administrative Services. He can be contacted at (951) 360-4140 or [harold\\_owens@jUSD.k12.ca.us](mailto:harold_owens@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.

### **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 Administrative Services, Monty Owens, 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 Markham, Administrator of Education Support Services, at (951) 360-4144.

**PROPERTY DAMAGE** - EC 48904

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

## Safe Place to Learn Act

**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*

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

#### **SCHOOL BUS SAFETY - EC 39835.1**

All pupils in pre-kindergarten, kindergarten and grades 1 to 6, shall receive written information on school bus safety (i.e. a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction may also include responsibilities of passengers seated next to an emergency exit.

#### **Transportation of Students - BP 5112.2**

The privilege of riding school buses may be suspended or revoked for any student who violates the rules of conduct or commits acts that make the operation of a school bus unsafe. In order to conduct a safe and orderly transportation system it is necessary that the rules of conduct governing the behavior of passengers be observed.

The following are minimum rules of conduct. Passengers will:

1. Remain seated.
2. Refrain from hitting, pushing, and shoving.
3. Refrain from loud conversation and boisterous conduct.
4. Keep all parts of body inside the bus.
5. Not throw items inside or out of the bus.
6. Refrain from using profanity.
7. Not eat or smoke on the bus.
8. Not wear athletic footwear equipped with cleats or spikes.
9. Watch for traffic when crossing the street in front of the bus.
10. Keep away from the side of the bus as it approaches or leaves a stop.



11. Be held accountable for their conduct at bus stops.

**SEXUAL HARASSMENT NOTIFICATION - EC 48980 (g) & 231.5, BP 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 2016-17 Parent Guide.

**STUDENT CONDUCT - EC 51100, 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.

**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)** Stole or attempted to steal school property or private property.

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

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

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

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

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

**48900 (m)** Possessed an imitation firearm.

**48900 (n)** Committed or attempted to commit a sexual assault, or committed a sexual battery as defined in PCs 261, 266c, 286, 288, 288a, 289, or 243.4.

**48900 (o)** Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against the pupil for being a witness or both.

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

**48900 (q)** Engaged in, or attempted to engage in, hazing.

**48900 (r)** Engaged in an act of bullying. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property,
- B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health,
- C) Causing a reasonable pupil to experience substantial interference with his or her academic performance,
- D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (i) A message, text, sound, video or image,

- (ii) A post on a social network Internet Website, including, but not limited to:
  - I. Posting to or creating a burn page. “Burn page” means an Internet Website created for the purpose of having one or more of the effects listed in paragraph (1).
  - II. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - III. Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

**48900 (s)** A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- 1) While on school grounds,
- 2) While going to or coming from school,
- 3) During the lunch period, whether on or off the campus; and,
- 4) During, or while going to or coming from, a school sponsored activity.

**48900.2** Committed sexual harassment as defined in EC 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

**48900.3** In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.

**48900.4** Students in grades 4-12 who intentionally engage in harassment, threats of intimidation, directed against school district personnel or pupils that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

**48900.7 (a)** In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

**48915** Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- A. Causing serious physical injury to another person, except in self-defense,

- B. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil,
- C. Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code,
- D. Robbery or extortion; and
- E. Assault or battery, as defined in Section 240 and 242 of the PC, upon any employee.

**Mandatory Expulsion Violations – EC 48915**

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

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

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

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

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

**Expulsion – Appeal to the County Board of Education - EC 48919**

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

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

**Student Use of Technology**

The Governing Board intends that technological resources provided by the district be used in a safe and responsible proper manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use. (cf. 0440 - District Technology Plan) (cf. 1113 - District and School Web Sites) (cf. 4040 - Employee Use of Technology) (cf. 6163.1 - Library Media Centers)

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students. The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Acceptable Use Policy. District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices. (cf. 6162.6 - Use of Copyrighted Materials)

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules. *(cf. 5145.12 - Search and Seizure) Jurupa Unified School District BP 6163.4 2 of 4 Adopted: 4-1-96; revised: 8-2-10 revised: 10-5-15*

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records. *(cf. 5125 - Student Records)*

Whenever a student is found to have violated Board policy or the district's Acceptable Use Policy, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy. *(cf. 5125.2 - Withholding Grades, Diploma or Transcripts) (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

### **Internet Safety**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. *(20 USC 6777; 47 USC 254; 47 CFR 54.520)*

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. *(Penal Code 313)*

The district's Acceptable Use Policy shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs *(cf. 5131 - Conduct) (cf. 5131.2 - Bullying) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment) (cf. 5145.9 - Hate-Motivated Behavior)*
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person

with the intent to threaten, intimidate, harass, or ridicule that person The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. *Jurupa Unified School District BP 6163.4 3 of 4 Adopted: 4-1-96; revised: 8-2-10 revised: 10-5-15*

### 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)*)

### **TOBACCO AND DRUG-FREE SCHOOLS**

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.

*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*

## **UNIFORM COMPLAINT PROCEDURE**

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.

### **Complaints Subject to the UCP**

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

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; after school education and safety programs; agricultural career technical education; american Indian education centers and early childhood education program assessments; bilingual education; california peer assistance and review programs for teachers; state career and technical education, technical training programs; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; economic impact aid; the Federal Every Student Succeeds Act; migrant education; regional occupational centers and programs; school safety plans; special education programs; California state preschool programs; tobacco-use prevention education programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000.

- (cf. 3553 - Free and Reduced-Price Meals)
- (cf. 3555 - Nutrition Program Compliance)
- (cf. 5131.62 - Tobacco)
- (cf. 5148 - Child Care and Development)
- (cf. 5148.2 - Before/After School Programs)
- (cf. 5148.3 - Preschool/Early Childhood Education)
- (cf. 6159 - Individualized Education Program)
- (cf. 6171 - Title I Programs)
- (cf. 6174 - Education for English Learners)

- (cf. 6175 - Migrant Education Program)
- (cf. 6178 - Career Technical Education)
- (cf. 6178.1 - Work-Based Learning)
- (cf. 6178.2 - Regional Occupational Center/Program)
- (cf. 6200 - Adult Education)

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in 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, immigration status, ethnic group identification, age, religion, marital status, pregnancy, 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 the person's association with a person or group with one or more of these actual or perceived characteristics.

- (5 CCR 4610)
- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

3. 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.

- (Education Code 222)
- (cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements.

- (Education Code 46015)

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.

- (5 CCR4610)
- (cf. 3260 - Fees and Charges)
- (cf. 3320 - Claims and Actions Against the District)

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians.

- (Education Code 52075)
- (cf. 0460 - Local Control and Accountability Plan)
- (cf. 3100 - Budget)



7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding.

- (Education Code 64000-64001, 65000-65001)
- (cf. 0420 - School Plans/Site Councils)

8. Any complaint, by or on behalf of any student who is a foster youth, as defined in Education Code 51225.2, alleging district noncompliance with any 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, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements.

- (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
- (cf. 6173.1 - Education for Foster Youth)

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements.

- (Education Code 51225.1)
- (cf. 6173 - Education for Homeless Children)
- (cf. 6173.2 - Education of Children of Military Families)
- (cf. 6173.3 - Education for Juvenile Court School Students)

10. Any complaint, by or on behalf of a homeless student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, or a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country.

- (Education Code 51225.2)

11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions.

- (Education Code 51228.3)
- (cf. 6152 - Class Assignment)

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school.

- (Education Code 51210, 51223)
- (cf. 6142.7 - Physical Education and Activity)

13. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

14. Any other complaint as specified in the district policy. The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations. The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

- (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
- (cf. 5125 - Student Records)
- (cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP. The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation. The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

### **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division and the appropriate law enforcement agency.

- (cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments, or health and safety violations in any license-exempt California State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures.

*(Education Code 8235.5, 35186), (cf. 1312.4 - Williams Uniform Complaint Procedures) Jurupa Unified School District BP 1312.3 Adopted: 12-7-92, Revised: 1-19-99, 11-5-01, 5-5-03, 4-2-07, 6-3-13, 1-20-15, 9-14-15, 4-18-16, 10-17-16, 8-14-17, Revised: 6-11-18, 5-13-19, (cf. 3580 - District Records)*

**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 [www.jusd.k12.ca.us/departments/administrative/SitePages/default.asp](http://www.jusd.k12.ca.us/departments/administrative/SitePages/default.asp), or by contacting Monty Owens, 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.**

## 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.

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

**Safety and Security**

4. The District Administrator of Education Support Services or designee will ensure that a safety and/or crisis intervention techniques program is provided to staff in order to raise awareness on how to deal with these situations if and when they occur.

5. When violence is directed against a District employee, the employee shall promptly report the incident to their supervisor and complete an Incident Report. All District employees, supervisors and administrators should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on District premises or at District sponsored activities (Penal Code Section 243.5)

**Documentation**

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

**Legal References**

**EDUCATION CODE**

- 32211 School Disturbance
- 44810 Willful Interference
- 626.6 Refusal to Leave School Grounds

**PENAL CODE**

- 243.5 Arrest on School Grounds
- 415.5 Fighting on School Grounds
- 626.8 Disruptive Presence at School