



Jurupa Unified School District

Our Children, Our Schools, Our Future!

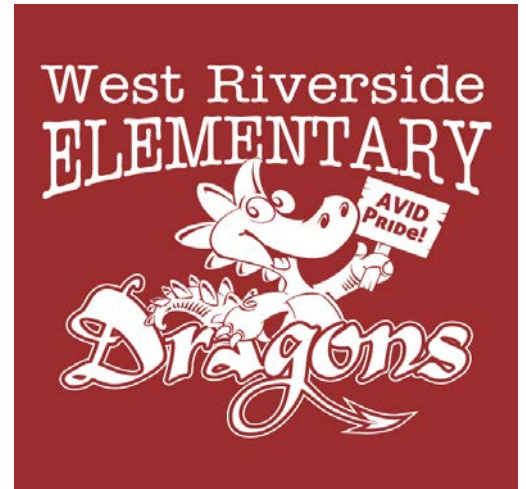
West Riverside Elementary School Parent & Student Handbook 2017-2018

Dear West Riverside Families,

Welcome to West Riverside Elementary School. This school year promises to be another successful year for the students, staff, and parents. Our excellent staff members are committed to providing an educational setting ensuring West students are the BEST! We value parent participation in the educational process. Please take advantage of opportunities for involvement both in and out of the classroom. Our school is dedicated to creating a positive atmosphere where everyone in the school community is encouraged to work collaboratively for academic excellence.

This West Riverside Elementary School Parent/Student Handbook provides you with important information, procedures and expectations. Please keep it as a handy reference throughout the school year.

We are looking forward to working together to have a safe and successful school year!



Visitors/Volunteers at School

ALL ADULTS VISITING OUR CAMPUS NEED TO CHECK IN AT THE OFFICE UPON ARRIVAL AND RECEIVE A VISITOR BADGE. Visitors and volunteers are welcome at West Riverside School. Upon arriving at school, all visitors/volunteers must sign in at the office. If you are coming to take your child off campus, the office staff will call your child out of the classroom. Please remember to bring identification with your picture on it when checking your child out of school.

Emergency Cards

Emergency cards will be sent home during the first day of school. Please fill them out and have your child return them to the school promptly the next day.

It is very important for parents to fill these cards out completely and to keep the information current, making sure that all telephone numbers are working.

STUDENTS WILL ONLY BE RELEASED TO THOSE ADULTS LISTED ON THE EMERGENCY CARDS AND THAT SHOW PROPER IDENTIFICATION.

Arrival/Dismissal Time

Students may not arrive any earlier than **7:30 a.m.** and should go directly to the cafeteria if they are eating breakfast. **No Student is allowed on the playground until 7:45 a.m.** Students must leave promptly when dismissed unless they are enrolled in an after school class or serving a detention. Class hours for students in Kindergarten and Transitional Kinder are from 8:10 a.m. to 11:30 a.m. or from 11:30 a.m. to 2:40 p.m.

Students who are picked up by their parents are to wait in the front or back of the school. Students who do not get picked up on time (2:30) **must** come to the office and be signed out. **If parents do not pick their child(ren) up in a timely manner or call the office then the principal may call the Sheriff and/or Child Protective Services.**

Older siblings are not allowed on campus to pick up West Riverside students on their school's minimum day.

Parents are to park their cars in parking spaces, cross the parking lot, and escort their child to their vehicles.

All walkers exiting through the back, must exit through the gate located next to Rubidoux Child Care. This includes students accompanied by parents or older siblings. Your cooperation in this matter is very important to ensure the safety of the students.

School Gates

ALL GATES WILL BE LOCKED DURING THE SCHOOL DAY. The gates will be locked at 8:15 am and opened again at 2:30 pm on regular school days. 12:52 pm on Minimum days. **The front gate (#1) will remain open all day if you need to pick your child up early.**

Students can be dropped off and picked up at gates 4, 7, and 8.

No drop offs or pickups should be done through Gate 11 behind the cafeteria. This area is for STAFF/DELIVERIES only.

Parking

IF YOU PARK A CAR ON CAMPUS, YOU MUST PARK IN A MARKED PARKING SPACE. Please do not park in spaces that are reserved for office staff. Cars are **not allowed** to double park, park in driveways, block the flow of traffic or park in red curb zones. **The red zone is for emergency vehicles.** California Vehicle Code (VC2113-C) is enforced on school property. **The California Highway patrol can ticket you and your car for safety violations in the school parking lot.**

Parents need to observe all posted signs and markings for parking. Parents also need to listen and cooperate with the staff that is on duty in the parking lots.

School Dress Code

Uniforms are not required at West Riverside Elementary. However, students are required to abide by the school and district (see below) dress codes.

NOTE: The bottom of skirts/shorts should be long enough that your fingertips will touch the bottom hem with your arms extended at your sides. Leggings need to be covered by a skirt/or shorts.

Shoes must be worn at all times during the school day. Shoes need to be athletic or regular-tied shoes; **no open heel or toe.** Shoes must be appropriate for students to participate in recess and physical education activities. **Socks must be worn at all times.**

Students may not wear:

1. High heels or shoes with straps, sandals, or flip flops.
2. Halter tops, crop tops, midriffs, or shirts with spaghetti straps.
3. Lipstick, makeup, fingernail polish or acrylic/fake nails.
4. Hats and/or head coverings may not be worn indoors or outdoors.
5. Clothing imprinted with offensive slogans, pictures or gang symbols (including references to drugs, alcohol or tobacco). No sports jerseys of any type
6. Clothing that is excessively baggy or large or with excessively large holes. Pants must fit correctly on the waist. **No sagging pants.**
7. Accessories that can be deemed dangerous to anyone.

Students should wear clothing that allows for their participation in physical education and recesses. Tops must cover the midriff even during exercise.

Hair

No highlights, unnatural hair color, or hair styles that are disruptive to our instructional process (i.e., Mohawks, spiked hair, fohawks, colored hair pieces, fade designs, etc.)

Jurupa Unified School District (JUSD) Dress Code

All students are required to present themselves in an orderly manner, conducive to the advancement of education. Appearance should be neat and acceptable. 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 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 Oakland Raiders, Los Angeles apparel, or any kind of the number "13."

A list of specific, prohibited "gang-related apparel" will be developed and maintained by the principal or designee in continued consultation with the Riverside County Sheriff's Department and will be available at the office for review. 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.

Students will be provided copies of the list of prohibited apparel, and any revisions to the list, prior to enforcement.

Appropriate Dress - General

Brief garments, such as swimsuits tops, strapless or halter tops, beach wear, tank tops with deep armholes, bare midriffs, backless shirts, tube tops, pajamas, lounge wear, sheer clothes, ripped or tattered jeans, low necklines, and exposed undergarments are not appropriate for school. Garments with shoulder straps less than 1" in width are prohibited. Dresses, skirts or shorts must cover the full curve of the buttocks when walking, reaching, sitting or bending.

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 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.

Also prohibited are clothing or 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 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. No slippers are allowed.

Hats

Only school approved hats, caps or other head coverings may be worn outdoors for sun protection and shall not be worn indoors. Hats and caps with brims must be worn forward.

Sunglasses

High School - Sunglasses may not be worn in the classroom.

Middle School – Sunglasses may not be worn at any time, unless they are prescription sunglasses.

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, interfere with, or distract from the orderly conduct of school activities are not allowed.

Cell Phones

Cell phones are allowed for emergencies **ONLY**.

Cell phones must be turned off and stored away during school hours. If a cell phone is used or rings during school hours, it will be taken from the student. A parent will need to come to the office and the cell phone will be released to the parent on the first offense. A second offense will result in more serious consequences. West Riverside Elementary School and JUSD and staff will not be responsible for personal items that are brought to school or a school activity and are confiscated, lost, stolen or damaged.

Acceptable Use of Technology

EC 48980

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

School Attendance

According to state law, your child's 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 or optometric appointment. Make appointments as late in the day as possible.
- c) Attendance at funeral services for a member of the immediate family.
- d) Court appearance.

Other absences are considered unexcused and cause a disruption to your child's academic program.

Unexcused absences will be made up at Saturday schools (grades 3-6). Students who have excessive tardies or absences will be referred to the School Attendance Review Team (SART) and to the School Attendance Review Board (SARB). All absences are to be reported and verified through the school office. (951-222-7759) Please **call the school** the first day your child is out to report the absence.

Early Checkout



Students who are checked out early before dismissal time will **not** be eligible for perfect attendance, unless they bring in a note from the doctor or dentist upon their return to school.

Notification of Absence

Illnesses and doctor's appointments are excused absences; however, all absences need to be reported. If you are unable to call, please send a note with your child on the day he/she returns to school.

Late Arrivals

If your child is late to school, he/she is required to get a tardy slip from the office before going to class. After 5 unexcused tardies, your child will have time out during one recess. This consequence will also be assigned after two tardies of 30 minutes or more. Excessive tardies will be referred to SART or SARB.



Chronic Absence and Truancy

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

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

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

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

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

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

The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the

Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement and in identification of how to best allocate available community resources. (*Board Policy 5113.1*)

School Attendance Review Board

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

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

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

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

Cafeteria Services

Breakfast and lunch meals are served daily. Students who wish to purchase a school lunch may do so. Applications for free lunch are available in the cafeteria or office. Lunch applications must be filled out each year or your child will not be eligible for the free or reduced lunch program.

Cafeteria Rules

1. Follow directions the first time given.
2. Remain seated at assigned table until given permission to leave.
3. Keep hands, feet and objects to yourself.
4. Do not trade or share food.
5. Only low level talking.
6. Only students and staff are allowed in the cafeteria.
7. Clean up all trash before being excused.

Campus Rules

- No fighting. This includes play fighting, kicking, pushing, tripping, hitting, etc.
- Do not bring dangerous objects to school. This includes weapons of any kind, knives, any explosives (including caps, firecrackers, etc.). Toy guns are not allowed.
- Treat school and personal property with respect. Vandalism of any kind will be disciplined.
- No bad language. This includes profanity and any words meant to hurt others.
- Do not disrupt the process of teaching or learning.
- Respect all adults. Students may not speak disrespectfully or act with defiance to any adult.
- Personal property may not be brought to school. This includes toys such as yo-yos, balls, marbles, playing cards, electronics, etc. Jurupa Unified School District and West Riverside Elementary School and staff will not be responsible for personal items that are brought to school or a school activity and are confiscated, lost, stolen or damaged.
- No candy or gum is allowed.
- Students from other schools are not allowed on campus during school hours, unless given permission to do so by a school administrator.
- No skateboards or scooters on campus. Bicycles must remain in the bike racks by Room 37 and must be locked. Bikes must be walked on campus. Bike riders must wear a helmet.

- West Riverside is not responsible for personal items lost or stolen. Students are responsible for issued textbooks or other issued school property. Parents will be held accountable and charged for lost or damaged school property issued to the students.
- No food or drink is allowed on the playground.
- Students will not loiter or play in the restrooms.
- Students will not leave the playground area without permission and a pass.
- Students may not buy or sell items to any student. Nor should they accept money from another student for any reason.

Student Conduct

EC 51100 and Board Policy 5131

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

Duties of Pupils – 5 CCR, Section 300

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

Jurisdiction – EC 44807

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

Grounds for Suspension 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 (m) Possessed an imitation firearm.

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

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

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

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

48900 (r) Engaged in an act of bullying. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property, B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health, C) Causing a reasonable pupil to experience

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

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

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

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

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

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

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

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

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

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

48915 Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct: A) Causing serious physical injury to another person, except in self-defense, B) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil, C) Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, D) Robbery or extortion; and E) Assault or battery, as defined in Section 240 and 242 of the PC, upon any employee.

Mandatory Expulsion Violations – EC 48915

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

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

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

Suspension 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>.

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)]

Student Use of Telephone

The school phone is for business purposes. Students may use the phone in an emergency or with a note from their teacher

Telephone Messages

The school office hours are from 7:30 a.m. to 4:00 p.m. Office personnel will take messages for teachers. Teachers are unable to come to the phone when class is in session. Calling the school office to leave messages for children at school is not a safe practice. It is difficult to verify the identity of the person calling, whether it be a parent, a non-custodial parent, or a stranger.

Student Release Procedure for Disaster/Emergency Preparedness

In case of a school emergency or natural disaster, such as an earthquake, you need to be aware of our school's plan for releasing students. Your cooperation and patience in an emergency will be essential to our plan.

The "check-in area" is located at the Northeast gate next to the soccer field. Parking will be limited so expect to park a block or two away from school.

At the "check-in area" you will need to stand in line and wait for office personnel to check your identification and the emergency card. Please bring a picture id with you.

After the information has been verified, a runner will be sent for your students.

It is imperative that all the information on your student's Emergency card be up-to-date at all times.

Students can only be released to those listed on the emergency card.

Lost and Found

The lost and found box is located in the cafeteria. Please label jackets, sweaters and backpacks with your child's name on the inside for your child's safety, as well as, to return lost articles.

Progress Reports

Report cards are sent home at the end of each trimester in October, February and May. Parent-teacher conferences are held in October.

Homework

Regular homework is required by the school district. It 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 homework. If you would like to pick up homework for an absent child, please call the school in the morning and work will be prepared by the teacher so it can be picked up in the office on the same day after school.

Language, Speech and Hearing Program

An LSH teacher provides speech and language therapy for students with communication disorders. Students are screened upon the recommendations of their parents or teachers.

Counseling Services

A qualified counselor from the District is on campus one day per week. Fourth through sixth grade students may sign up to discuss individual or school related problems.

Instrumental Music



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

Student Ambassador Program

The Student Ambassadors meet on a monthly basis to plan student led activities and to advise the staff on educational decision-making. It is composed of elected 6th grade students.

Parent Teacher Association

The PTA raises funds for many student activities. Parents are welcome to join and become active members of our unit during October. PTA sponsors the Back to School Night, Book Fair and numerous other school events.

Parent Conferences

Teachers will schedule parent conferences in October. The report card and your child's progress will be discussed.

ELAC

The English Learners Advisory Committee (ELAC) is composed of elected parents and staff members. The committee meets five times a year to advise the staff on educational programs and services for students who are English learners.

Volunteers in Schools

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

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

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

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

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

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

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

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

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

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

Sexual Harassment

EC 48980 (g) and 231.5 and Board Policy 5145.7

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

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees or other persons at school or at school-sponsored

or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

For more information on the complaint process, disciplinary action, confidentiality, and record-keeping, please refer to the 2015-16 Parent Guide.

Protect Yourself

Example: Your body is your own personal property and nobody else's business...especially your private parts.

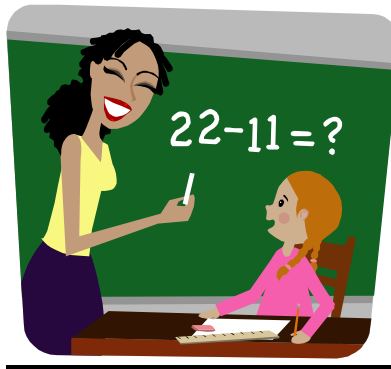
- If someone touches your body parts in an inappropriate way, you need to tell someone about it, even if they tell you to keep a secret. Who could you tell? You can talk to parents, teachers, principal, nurse, or another adult that you can trust.

Respect Others

- You may not touch other people's bodies or private parts.
- You may not talk about other people's bodies or private parts, even if you are joking.

Discipline for Not Respecting Others

- You will be sent to the office and your parents will be called.



Complaint

Any student who believes he/she is a victim of unwanted advances by another student, staff member, or other person should report this to another adult.

Academic Honesty

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. (*Board Policy 5131.9*)

Bullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. “Bullying” means conduct and communications specifically set forth in Education Code 48900, subdivision (r).

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The Superintendent or designee shall ensure that this policy, including information about the manner in which to file a complaint, is publicized to students, parents, employees, agents of the Governing Board, and the general public. The information shall be translated pursuant to Education Code Section 48985. In addition, this policy shall be posted in all school offices, including staff lounges and student government meeting rooms.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying that appear to be based on one or more protected category described in BP 5145.3 –

Nondiscrimination/Harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. Documentation of complaints and their resolution shall be maintained for a minimum of one Categorical Program Monitoring review cycle.

Alleged or reported incidents of bullying that do not appear to be based on one or more protected category as described above shall be investigated and addressed by site personnel like other disciplinary matters. If in the course of an ordinary disciplinary investigation it appears that the incident was based on a protected category, the complaint shall be promptly investigated and resolved in accordance with BP 5145.3 – Nondiscrimination/Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. (*Board Policy 5131.2*)

A student who has been determined by personnel of either the district of residence or the district or proposed enrollment to have been a victim of any act of bullying, as defined in Education Code 48900, subdivision (r), committed by a student of the district of residence shall, at the request of the person having legal custody of any student, be given priority for interdistrict attendance. (Education Code 46600)

Safe Place to Learn Act

EC 234 and 234.1

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

Bus Conduct

The Board of Education of the Jurupa Unified School District recognizes the value of providing transportation to and from school for students living beyond reasonable walking distance. School bus transportation is offered as a convenience and a privilege to such students.

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 rules of conduct governing the behavior of passengers be observed. The principal of each school shall be responsible for informing students and parents of the rules of conduct and the

disciplinary procedures governing pupil transportation and of the parent's or legal guardian's personal liability for damages caused by their child.

The law requires that pupils transported in a school bus shall be under the authority of and responsible directly to the school, bus driver. The driver is responsible for the orderly conduct of pupils while they are on the bus or being escorted across a street or road. The bus driver shall report all serious or persistent cases of misconduct to the principal of the school on the appropriate referral form. The principal shall take appropriate disciplinary action and inform the bus driver of the action taken.

The following are minimum rules of conduct. Passengers will:

1. Remain seated.
2. Refrain from hitting, pushing, 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.

Teachers, coaches, aides, volunteers, and other adults riding school buses are subject to the same rules and regulations and are responsible for assisting the driver in the enforcement of student rules and regulations. (BP 5131.1)

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.

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.

Nondiscrimination in District Programs and Activities

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

The Jurupa Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services, and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs

and activities (e.g. athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The district assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained.

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

Homeless Youth Education

42 US 11432

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

Uniform Complaint Policy and Procedures

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

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The Board encourages the early informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt a uniform system of complaint processes known as Uniform Complaint Procedures.

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination, including discriminatory harassment, intimidation, and/or bullying, in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in EC section 200 or 220, Government Code section 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, in any program or activity conducted by a local educational agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital 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 in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance; 4) district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. If a public school finds merit in a pupil fees complaint the public school shall provide a remedy to all affected pupils, parents, and guardians that where applicable includes reasonable efforts by the public school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the State Board (EC 49013(d)). The LEA will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred; 5) failure to comply with legal requirements related to the implementation of the local control and accountability plan; 6) 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; and 7) any other complaint as specified in a district policy.

A complaint alleging retaliation, unlawful discrimination, harassment, intimidation and/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 discrimination, harassment, intimidation and/or bullying. These uniform complaint procedures require the complainant to submit a written complaint to Ilsa Garza-González, Director of Administrative Services, who will coordinate an investigation and response within 60 calendar days of receipt of the written complaint, unless the complainant agrees in writing to an extension of the timeline. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days of receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exist, including cases in which the district has not taken action within 60 calendar days of the date the complaint was filed

with the district. If a district is found to have violated a state or federal law and/or regulation and the District does not take corrective action to comply, then various civil remedies may be available.

For Uniform Complaint procedures and questions, to obtain a free copy of the Uniform Complaint Procedure policy or to file a complaint under the Uniform Complaint Policy, please contact Ilsa Garza-González, Director of Administrative Services, at (951) 360-4140. Complaints concerning special educational programs shall be addressed in accordance with the regulations and procedures of the Special Education Local Plan Area. For more information contact Michelle Johnson, Administrator of Education Support Services, at (951) 360-4144.

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

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

District Complaint Resolution Process

The Board encourages the resolution of complaints as effectively and quickly as possible. All complaints submitted in accordance with the following procedures shall be assured of receiving appropriate review and consideration. (*Board Policy 1901*)

- Step 1 Complaint made directly to the employee against whom the complaint is lodged.
- Step 2 The principal, supervisor, or designee will attempt to resolve the complaint informally.
- Step 3 If informal resolution fails, the complaint is submitted to the principal/supervisor, in writing, which shall attempt to resolve it.
- Step 4 If the complaint cannot be resolved at the site level, the written complaint may be appealed to the appropriate administrative supervisor for resolution.
- Step 5 If not resolved, the written complaint may be appealed to the superintendent/designee for review and resolution
- Step 6 The resolution decision of the Superintendent/designee shall be final unless the complainant, the employee or the Superintendent requests a closed hearing before the Board of Education on the complaint.
- Step 7 The decision of the Board following the hearing shall be final.

Ilsa Garza-Gonzalez
Director of Administrative Services
4850 Pedley Road
Jurupa Valley, CA 92509