

# **South Tamarind Elementary School**

**2024-2025**

## **Parent/Student Handbook**



**8561 Tamarind Ave.  
Fontana, California 92335  
(909) 357-5760**

The Fontana Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment), or bullying based on a person's actual or perceived ancestry, color, disability, race, ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer: Craig Baker, Associate Superintendent, Student Services at 9680 Citrus Avenue, Fontana CA 92335 (909) 357-5000 extension 29194 TitleIX@fusd.net ; Title IX Coordinator: Caroline Labonte, Director, Certificated Human Resources, at 9680 Citrus Avenue, Fontana CA 92335 (909) 357-5000 extension 29045 TitleIX@fusd.net; and 504 Coordinator, Coordinator, Alternative Education, at 9680 Citrus Avenue, Fontana, CA 92335 (909) 357-5000, extension 29077 504Coordinator@fusd.net.

## WELCOME TO SOUTH TAMARIND ELEMENTARY SCHOOL

On behalf of the South Tamarind Elementary School staff, it is my pleasure to welcome you to the 2024-25 school year. Whether you are returning, or this is your first year at South Tamarind Elementary School, we are excited to connect with all our educational partners. Through our partnerships we are committed to maintaining a positive school climate that maximizes the academic achievement, character development, and physical well-being of all students.

The purpose of this handbook is to provide you with important information about our school and district. Please take a few moments to review the policies and procedures that have been set in place to support students' academic, social, and emotional achievement. As we begin a new school year, please know that our school motto, "Strive to Achieve Remarkable Success" is a way of life at South Tamarind. We understand that it takes a village to raise a child. We believe our fundamental purpose is to ignite a passion for learning by ensuring a rigorous environment with high levels of achievement for ALL STARS. To make this a great year for you and your child, here are some important facts to remember.

- Safety will continue to be a **top** priority. All gates to the campus will be closed. If your child is late, after 8:15am, they will need to enter through the office.
- Our school hours are 8:15 a.m. to 2:50 p.m. every day except on Wednesdays. Wednesdays are minimum days with a start time of 8:15 a.m. and an end time of 12:20 p.m. (Please see bell schedule)
- Learning cannot occur if your child is not in school. Attendance will continue to be a high priority. Please have your child at school every day so that their academic progress isn't negatively impacted. There will be monthly incentives for students who have perfect attendance, have no tardies, and no early releases. Please remember to schedule any doctor or dentist appointments late in the afternoon, as picking them up early can negatively impact their education as well.
- For the safety of your child, we **will not** allow phone calls requesting that individuals be added to the emergency list. If you need to make changes, you must request a form, and return it signed with your child. Calling and requesting permission for your child to be dismissed to someone who is not on your emergency list will not be allowed unless you fax your identification (ID) and provide a written note that your child has permission to be dismissed to that individual. Furthermore, the individual picking up your child **must** provide ID. **No exceptions!**
- Students in grades Kindergarten to second grade must be picked up by an adult for their safety. If you wish for these students to walk home with an older sibling, you must provide the office a written note. Students in kindergarten, first and second will **not** be allowed to walk home by themselves under any circumstances.
- Only individuals **18 years and older** have a valid picture identification card, and who are listed as Emergency contacts will be allowed to pick up your child once they are checked into the office. Primary Guardian will be contacted prior to releasing to any Emergency Contact. **Under no circumstances will your child be dismissed to anyone who does not have an ID.** This is for their safety and your cooperation is expected.
- We encourage parents to become active members of our school community. Please join a committee such as ELAC (English Learner Advisory Committee) or SSC (School Site Council) and help enrich our students' experience here at South Tamarind.
- Please take note of the Wellness Policy for the Fontana Unified School District, which has nutritional guidelines and standards.
- Please adhere to all traffic rules. Your cooperation is expected and greatly appreciated for the safety of everyone.

As the Principal of South Tamarind Elementary School, we welcome your input. Please feel free to make an appointment or send an email regarding any concerns, celebrations, or ideas/suggestions you may have. Thank you in advance for your support throughout the 2023-24 school year.

Warm Regards,

Tabatha Pachot  
Principal, South Tamarind Elementary School

Clarice Riggio-Ocampo  
Assistant Principal, South Tamarind Elementary School



# SOUTH TAMARIND ELEMENTARY YEARLY CALENDAR 2024-2025



August 1	EC, TK, Kindergarten Orientation 4:30-5:30
August 5	First Day of School
August 5 – August 23	South Tamarind's Fall iReady Window (Kinder September 3-September 20)*
August 15	Back to School Night Grades 1-5
September 2	Labor Day <b>No School</b>
September 19	Fall Picture Day
October 7	Professional Development Day for Teachers <b>No School</b>
October 21 – October 25	Parent Conferences (Minimum Days)
November 11	Veteran's Day Holiday <b>No School</b>
November 25 – November 29	Thanksgiving Holiday <b>No School</b>
December 2-December 20	South Tamarind's Winter iReady Window (Kinder January 14-January 31)*
December 20	End of First Semester
December 23 – January 13	<b>Winter Break</b>
January 13	Professional Development Day for Teachers (No School)
January 14	Return from Winter Recess
January 20	Martin Luther King Jr. Day ( <b>No School</b> )
February 3 – May 23	English Learner Test (ELPAC) Testing Window
February 10	Lincoln's Birthday ( <b>No School</b> )
February 17	President's Day ( <b>No School</b> )
March 6	Spring Picture Day
March 13	5th Grade Promotion & Panoramic Picture Day
March 17-21	<b>Spring Break</b>
April 7 – May 23	South Tamarind CAASPP Testing Window
April 24	Open House
May 5 – May 16	South Tamarind's Spring iReady Window (K-5)
May 22-23	Kindergarten (5/22) & Fifth Grade (5/23) Awards & Promotion
May 28	Last Day of School (Minimum Day)
<b>Progress Report/Report Card Dates</b>	
October 21 (date mailed home)	First Progress Report
January 16 (date mailed home)	First Semester Report Card
April 1 (date mailed home)	Second Progress Report
June 9 (date mailed home)	Second Semester Report Card

\*Dates above could be subject to change. Dates for assemblies will be sent home with students. Wednesdays are minimum days for all elementary schools.

# SOUTH TAMARIND ELEMENTARY SCHOOL

## 2024-2025

Office Opens	Breakfast	Playground Opens	Office Closes
7:30	7:45	7:45	4:00

### EARLY CHILDHOOD/PRESCHOOL SCHEDULE

	SCHOOL BEGINS	LUNCH	RECESS	DISMISSAL
Pre-School AM	7:30	8:20-8:40	8:40-9:10	10:30
Pre-School PM	11:15	12:20-12:45	12:45-1:10	2:15
EC AM Group	7:30	10:55-11:25	9:35-9:50	11:30

### TRANSITIONAL KINDERGARTEN SCHEDULE

	SCHOOL BEGINS	LUNCH	RECESS	DISMISSAL
TK-AM	8:15	11:50-12:30	9:30-9:45	12:30
TK-PM	10:35	11:50-12:30	1:30-1:45	2:50

### KINDERGARTEN – 5<sup>TH</sup> GRADE REGULAR DAY SCHEDULE

Grade	School Begins	AM Recess	Lunch	PM Recess	Dismissal
K	8:15	9:15 – 9:30	11:00-11:40	1:15-1:30	2:50
1st	8:15	9:30 – 9:45	11:35 – 12:15	1:35-1:50	2:50
2nd	8:15	9:45 – 10:00	11:55 – 12:35	1:50 – 2:05	2:50
3rd	8:15	10:00-10:15	12:15 – 12:55	2:05-2:20	2:50
4th	8:15	10:15-10:35	12:35 – 1:15		2:50
5th	8:15	10:35-10:55	12:55 – 1:35		2:50

### KINDERGARTEN– 5<sup>TH</sup> GRADE MINIMUM DAY SCHEDULE

Grade	School Begins	AM Recess	Lunch	PM Recess	Dismissal
K	8:15	9:00-9:10	10:00 – 10:30		12:20
1st	8:15	9:10 – 9:20	10:20 – 10:50		12:20
2nd	8:15	9:20 – 9:30	10:40 – 11:10		12:20
3rd	8:15	9:30 – 9:40	11:00 – 11:30		12:20
4th	8:15	9:40 – 9:50	11:20 – 11:50		12:20
5th	8:15	9:50 – 10:00	11:40 – 12:10		12:20

***\*\*No campus supervision will be available before 7:45 am.***

# FONTANA UNIFIED SCHOOL DISTRICT

Every Student Successful | Engaging Schools | Empowered Communities

**Fontana's Shared Vision:** Fontana Unified is a community united to ensure every student is prepared for success in college, career and life.

## Core Values:

- **Teamwork and Respect:** We believe every person has the right to be accepted, treated with respect and that our school community will work collaboratively to achieve our goals.
- **Excellence and Achievement:** We believe all students can learn and achieve at high levels.
- **Responsibility and Accountability:** We believe effective teaching and learning is the collective responsibility of the family, school, district and community and that everyone should be held accountable for ensuring the success of each student.
- **Equity and Opportunity:** We believe every child and every school should have access to rigorous programs, challenging coursework and robust enrichment and extracurricular activities tailored to their individual needs.
- **Dedication and Commitment:** We believe all family, school and community members are dedicated and committed to achieving the values outlined above in a safe, welcoming school environment.

## Cornerstones for Success:

**Every Student Successful:** *Schools demonstrate a relentless focus on preparing students for success in college, career and life.*

- Schools cultivate citizens who take pride in ownership of their schools, communities, and the world through learning about and giving back to their communities.
- Students have access to a rigorous, well-rounded education that combines critical thinking, creativity, technology, and real-world application.
- Students have opportunities to select from diverse enrichment courses including the visual and performing arts, physical education, career pathways and programs including Dual Language Immersion, International Baccalaureate, STEM (Science, Technology, Engineering and Math), and Advanced Placement.

**Engaging Schools:** *Schools have the high-quality resources, leaders and teachers to provide the comprehensive learning environment required for a world class education.*

- Schools prioritize teaching and learning and recognize the importance of addressing the emotional and physical needs of the whole child.
- Teaching is culturally competent and tailored to the needs of individual students, who are active participants in their own academic success.
- Students are exposed to engaging academic and personal experiences which prepare them for college and career, including real-life experiences such as internships.
- Schools provide a safe, welcoming and well-maintained environment conducive to learning. Students and teachers have access to up-to-date learning materials and technology.
- Teachers and staff receive support and professional development, act as role models and exhibit passion, professionalism and dedication to student success.

**Empowered Communities:** *Schools cultivate healthy environments and meaningful partnerships with families and communities to support student achievement in and out of school.*

- Every Fontana school values and respects diversity. Schools celebrate the success of students, staff and community members in ways that reflect the values of the district, including academic achievement, leadership, personal growth, critical thinking and community involvement.
- Schools engage parents/guardians as partners in student success, including cultivating a welcoming, customer-service driven environment, providing learning opportunities for parents and guardians at the school, working with families to define high expectations for students at home and at school.

The district values support from local community organizations and businesses and strives to build strong partnerships with outside partners to support student success.

# **GENERAL SITE INFORMATION**

## **SCHOOL HOURS**

The school campus is open to students at 7:45 a.m., and supervision is provided, beginning at that time, on the playground for students in grades 1-5. Please do not bring your child to school too early because there is no supervision until 7:45 a.m. **Children may not leave the school grounds during the school day without prior written permission from parents and the approval of the school.** At the end of the school day students are expected to go directly home. Students should not go home with a friend without the parent's knowledge. ***Students who are not picked up within 15 minutes of dismissal will be checked into the office. Only adults 18 years and older and on the Emergency list, with a valid picture identification card will be allowed to pick them up.***

To avoid constant classroom interruptions, if there is a change in your child's pick-up schedule, please communicate that to your child before they arrive at school that morning. ***To avoid interruptions, students will not be dismissed 30 minutes before the end of the instructional day (2:50) and Wednesday (12:20), unless there is an emergency or prior arrangement made.*** Please schedule doctor/dentist appointments after school or during off track times. *Please do not go to your child's classroom to pick them up. If you are near a classroom, or on campus, an administrator, teacher, or noon-aide will ask you to wait in the assigned area. This is for the safety of all students. Your cooperation is appreciated and expected.* Our school office closes at 4:00 p.m. and if your child has not been picked up, the school and/or city police will be contacted to pick up your child. Please keep all contact information current.

## **MASKS & SCHOOL SAFETY**

For the 2024-2025 school year masks will be available for students, but not required. We will continue to closely follow all protocols as directed from the FUSD.

## **KINDERGARTEN**

Students will begin school on August 5<sup>th</sup> for a regular day. Regular school hours will be observed Monday, Tuesday, Thursday & Friday-8:15a.m.-2: 50p.m and Wednesdays are Minimum day 8:15a.m.-12:20p.m.

## **SCHOOL VISITORS, PER BOARD POLICY 1250, VISITORS/OUTSIDERS**

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

However, to ensure the safety of students and staff and minimize interruption of the instructional program, visits during school hours shall be arranged with the principal or designee prior. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time. Prior notification of school site visits of Governing Board Members is to be communicated through the Superintendent's Office with reasonable timeframe to accommodate.

Adults may visit the school whether they have a child enrolled or not AS LONG AS THEY HAVE LEGITIMATE BUSINESS ON CAMPUS AND HAVE PERMISSION FROM THE OFFICE AND THE PERSON BEING VISITED. If necessary, an administrator or designee will accompany the visitor. If an adult visitor becomes disruptive, disrespectful, or dangerous in anyway, the office and possibly the police will be alerted. All visitors must check-in to the office before going to the classroom and all must have a visitor's pass. To monitor visitors and volunteers more safely on our campus, we will be using the Raptor Visitor Management System. You will continue to be required to present your identification to the office staff. The accepted forms of identification that the Raptor will accept are as follows:

- Any state issued driver's license or identification card.
- Mexican Matricular Consular card
- Military ID (active duty or retired)
- Permanent resident card

South Tamarind partners, in accordance with Ed Code 51101:

(a) Except as provided in subdivision (b), the parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

(1) Within a reasonable period following making the request, to observe the classroom or classroom in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled in accordance with the requirements of any intradistrict or interdistrict pupil attendance policies or programs.

## CAMPUS SECURITY

Our campus is monitored by our staff and by Fontana Unified School Police.

## SITE POLICIES AND PROCEDURES

### ADDRESS CHANGE PROCEDURES

If you move during the school year, you have five days to notify the school of the change. You will need to come to school to fill out a change of address form and bring a utility bill (as proof of address) within five days or your student will be dropped.

### ANIMALS ON CAMPUS

Animals occasionally come on the playground. Even the mildest dog may become infuriated when children crowd about, tease, or corner it. The custodian or administration should be alerted.

**When picking up students, please do not bring pets as they are not allowed on campus.**

### ATTENDANCE PROCEDURES

Absence notes are to be received from the parent for each absence. Telephone contacts from the office and verification forms may be accepted in lieu of parent notes. Absent notes/telephone verification forms are kept by the teacher for each month and turned into the clerk as part of the track off/end of year checkout procedure.

Attendance calling is done daily through the office. Attendance is completed, using the district's computer system (Q), each morning by 9:00 a.m. Students are expected to be in their seats and ready to learn at the start of class (8:15 a.m.) every day. SART attendance forms and meetings with the principal/assistant principal/designee will be used to monitor students with chronic attendance problems, including tardies and late/early pick-ups.

### ABSENCES

California now has a positive attendance law: i.e., schools only receive funding for actual days of attendance. Please be sure your child attends school every day.

IMPORTANT
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**Whenever your child is absent, please call the school (909) 357-5760, fill out the online absence notice or send a dated note on the day of the child's return stating specifically the reason for the absence. If your child must be absent for more than five (5) days, you may contact his/her teacher to fill out an Independent Study Contract. The teacher needs to be given 3 days' notice. Upon the child's return and the successful completion of that contract (as verified by the teacher), those absences will be changed from "unexcused" to "excused" on the school records. Continuous absences may result in a SARB (School Attendance Review Board) referral.**

### TARDIES

Students are expected to be in their seats and ready to learn at the start of class (8:15 a.m.) every day. Students who are tardy must report to the Attendance Clerk. **Parents should be aware that if a student is tardy in excess of thirty minutes on three or more days during the school year and such tardiness is not excused, it shall be classified as truancy and shall be reported to the Department of Child Welfare and Attendance and to the parent.** Continuous tardies may result in a SARB (School Attendance Review Board) referral.

### EARLY DISMISSAL

Students who leave the school before the regular dismissal time of 2:50 and 12:20 (Wednesday) must be checked out through the office WITH PROPER PARENT/GUARDIAN IDENTIFICATION. We cannot dismiss a child early by a telephone call. In addition, to avoid interruptions, **students will not be dismissed 10 minutes before the end of the instructional day, unless it is an emergency.** Please schedule appointments during off-track time. We value your child's instructional time, please help us keep interruptions to a minimum by not calling to leave personal messages for your child. Checking out your child before the end of the school day will result in a reverse tardy, which will affect the receiving of attendance awards.

### TRUANCIES

Parents will be notified of absences. If you do not recognize an absence, contact the school immediately.

## CalWORKs

The law AB1542, CalWORKs, became effective January 1, 1998. CalWORKs emphasizes personal responsibility. CalWORKs has rules that require regular school attendance by children ages 6 through 17, who receive CalWORKs cash aid. Schools are required to verify the attendance of children receiving CalWORKs cash aid. If the child is not regularly attending school, the family's cash aid will be decreased.

The purpose of CalWORKs school attendance verification is to encourage parents and children to maintain school attendance levels that support academic achievement and the socialization process. These results would better prepare children as future adults to successfully enter and maintain a self-supporting lifestyle.

Excused absences will no longer be allowed for apportionment (ADA). Attendance focus will now be on compulsory attendance. "No student present, no money." A Valid excuse for compulsory education means that there exists a justifiable personal reason for being absent. None of these will be used for apportionment as in the past. Since the focus has shifted from getting the absences excused (no such thing any longer for apportionment) to actual attendance, strategies must be developed to get students in school. Attendance clerks and workers should be major stakeholders in this role. Excessive justifiable absences must be scrutinized! If not, ADA will decline and so will our funding.

**SART 1:** letter to the parent (copy to the teacher) when the student has three (3) unexcused or unverified absences and/or three (3) tardies of 30 or more minutes. The teacher confers with the parent and student and keeps documented information in the SART folder.

**SART 2:** letter to the parent for further excessive absences and/or tardies. The parent is requested to set up a meeting with school personnel (Community Liaison/Counselor/Assistant Principal) to discuss the attendance problem.

**SART 3:** letter to the parent for still-continuing absences and/or tardies. A meeting time and date will be scheduled for the parent to meet with the principal/assistant principal.

**LAMP (SART 4):** letter to parent with a meeting time and date at the Office of Child Welfare & Attendance, if there is still no change.

**SARB** (School Attendance Review Board): letter to the parent with a date and time for a formal SARB Hearing Board meeting at the district. The board can consist of school administrators, legal personnel, nurse, CPS, Welfare and other community members who encourage the parent to resolve attendance problems.

**CalWORKs Notice (TAD)** to the appropriate agency for the parents of students who receive public assistance is also sent when absences exceed 20 in any given school year. The family's public assistance could then be reduced.

## BICYCLE/SCOOTER/SKATEBOARD PROCEDURES

The Board of Education expects students who ride bicycles to and from school to consistently wear bicycle helmets in conformance with California law, observe traffic and other safety laws and rules, and display courtesy toward drivers of motor vehicles, other bicycle riders, and pedestrians. ***Students in grades K-2 are not allowed to ride bicycles to school under any circumstances. NO SKATEBOARDS, SCOOTERS, ROLLER SKATES OR SHOES WITH WHEELS ARE PERMITTED ON CAMPUS.***

Beginning at grade four, students may, with their parents /guardian permission and acceptance of responsibility for the student's safety, be allowed to ride a bicycle to and from school. Parents must sign a permission slip giving the student permission to ride their bicycles. The office will then issue each student a bicycle pass. The school and the district shall not be held responsible for the safety of students who ride bicycles to and from school. Students who ride bicycles to school shall be required to park them in an area or areas designated by the school principal and shall be encouraged to use bicycle locks. The district shall not be responsible for lost, stolen, or damaged bicycles or safety helmets. If you wish your child to ride a bicycle to/from school, please kindly sign and return the permission slip located at the end of this handbook.

## BULLYING



Bullying is not tolerated at South Tamarind. We ensure that South Tamarind staff does everything to discourage bullying. Please talk with your child if there is an issue and encourage them to tell an adult (i.e., a school site aide, teacher, counselor, admin, etc.). A child might go home, tell an adult, but no one at school has obtained this knowledge prior. We are committed to having a safe learning environment for all students. Semester discipline and harassment assemblies occur, weekly and monthly Character Count assemblies, as well as daily school-wide expectations to ensure that South Tamarind is a bully-free zone. Please see the District's Bullying and Harassment Policy below.



## FONTANA UNIFIED SCHOOL DISTRICT

Legal Notice for Pupils and Parents/Guardians

### Bullying and Harassment



The Fontana Unified School District prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of a person's 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. This policy applies to all acts related to school activity or school attendance occurring within a District school.

Bullying is defined as 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 directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

#### REPORT IT



Any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to an administrator, teacher, or other adult personnel on campus. Students have an option of reporting the incident anonymously through the Bullying/Harassment Complaint form located at the school, or through the We Tip Hotline at 1-855-86-Bully (1-855-862-8559).

#### INVESTIGATION

The principal or designee shall promptly investigate all complaints of bullying or sexual harassment. The student who filed the complaint shall have an opportunity to describe the incident, present witnesses and other evidence of the bullying or harassment, and put his/her complaint in writing. The school administration shall investigate the accusation and shall determine appropriate action.



#### TRANSFER REQUEST

A child that has been reported as the victim of a violent offense or bullying as defined by state law is entitled to transfer to another school within or outside the District, under California Education Code 46600 (b). Placement at a requested school is contingent upon space availability. Transfer requests can be obtained at any school site or the Office of Child Welfare and Attendance located at 9680 Citrus Avenue, Building #B Fontana, CA 92335.

Rev. 11/5/2015

## CLASSROOM RULES

The rules set up by the teachers for their classrooms are in line with the general school site and district guidelines. Every parent will be given a copy of their child's discipline plan by their teacher during Back-to-School Night. Discuss the rules and consequences with your child. Under no circumstances should students receive negative consequences for using the restroom during class.

## DISASTER PREPAREDNESS

Each school in Fontana Unified School District is required to have a disaster plan in readiness in the event of a major emergency such as an earthquake, flood, fire, chemical spill, etc. Students would remain at school and would be released only to a parent or other persons listed on the registration card. **Each year, it is important for parents to update and list the persons allowed to pick up their children. It is imperative that you notify the office when changes are made to your phone numbers or emergency contacts. In the event of an actual emergency, your child will only be released to an individual (s) listed as emergency contact.**

## DRESS CODE

Students are expected to adhere to the school adopted dress code (Board Policy #5132) everyday while at school. Weather and **safety** should be considered in the selection of clothing and shoes.

- Shorts must not be too tight, too short, or baggy.
- No clothing depicting violence, rudeness, alcohol, drugs, offensive words or pictures, or gang affiliation may be worn to school.
- Hats may be worn outside on the playground as long as the hats are not identified with a gang.
- Midriff's or spaghetti Straps will not be allowed.
- Flip-flops, sandals, shoes with wheels, and open toe shoes are not allowed for safety precautions.
- Jewelry/items that create a disruption, health or safety hazard are not permitted and may be held with the teacher until the end of the day or requested for parent to pick up.
- Chains and clothing with sharp objects, such as spikes will not be permitted.
- Students wearing inappropriate clothing to school will have their parents contacted to request delivery of clothing that meets the dress code guidelines.

## EMERGENCY INFORMATION

In case of an accident or sudden illness at school, emergency treatment is given to the child, and the parent is notified. You are urged to keep the School Emergency Information Card up to date. **Please notify the school at once when your address or phone number has been changed.** It is of utmost importance that we have your phone number or that of a friend, neighbor or relative in case of an emergency. If we are unable to reach you in case of emergency, the police will be notified to assist in getting proper emergency care. No child is sent home in the absence of parents. If a medical emergency appears serious in nature, the school will notify 911 and an ambulance will be called. Parents will assume financial responsibility for this medical assistance.

## ELECTRONIC DEVICES

Students are not allowed to use personal electronic devices, or any other item not necessary for classroom instruction, while at school. Cell phones/smart watches are not to be used during the instructional day and should remain in the "off" position and placed in the student's backpack while at school. If these items are brought to school and are lost/stolen or broken, the incident will not be investigated. The following disciplinary action will be followed for any and all electronic devices:

	Action	Person Notified	Item Returned
First Offense	Item confiscated	Student/Parent	End of the Day
Second Offense	Item Confiscated	Parent	End of the Day
Third Offense	Item Confiscated	Parent	End of the Year

***We are not responsible or liable for any item brought to school that is lost, stolen or damaged.***

## FIELD TRIPS

Contact your child's teacher regarding field trips for the year. Parents who wish to volunteer must fill out the appropriate paperwork, have a copy of their identification here on file and be approved by our school board prior to attending any trip. Students may be excluded from a field trip or activity/event for safety reasons or due to poor behavior.

## GANG PREVENTION

A street gang is defined as a group or subgroup which has two or more members who socialize on a continuous basis, has a name, claims a geographic territory, and whose members plan or engage in criminal conduct.

Articles of attire or the display of symbols, emblems, or signs related to gangs or gang affiliation, drugs, alcohol or violence are strictly prohibited on all campuses of the Fontana Unified School District. Gang symbols, signs, and attire which may cause rival gang members to be openly hostile to each other, or create an atmosphere or intimidation, encourage the commission of illegal acts, or disrupt the educational process are prohibited.

School officials will confiscate any articles related to gang affiliation if the article is found to be disruptive to the educational process. The article will be retained and given to the parent/guardian or to a police officer if the article is known to be evidence in a criminal act. The principal shall notify the parent/guardian of the taking of the article from the student, the disposition of the article, and if the article is not illegal for the student to possess, or evidence in a crime, shall request the parent/guardian to retrieve the article and remove it from the school. Continued acts of defiance and disruption of the educational process may result in disciplinary actions, including suspension and/or expulsion.

## HEALTH SERVICES

A school nurse is on call for emergencies only. However, we do have a health assistant here daily during school hours. When an accident occurs at school, emergency treatment is given, and the parent is notified. Since the school does not have facilities or staff to care for sick children, a child not well enough to participate in the classroom may **not** remain at school. This is not only in the best interest of your child but serves as a protection for other children as well. Parents should make prior arrangements for someone to transport and care for their child if such a situation should arise. Please make sure we always have a correct phone number for emergencies.

## Medication

Legislation prohibits schools from administering medication to students without a medical statement from a physician. To administer medication to any child a form, "Administration of Prescribed Medication for Pupil", must be filled out by the child's physician and be on file in the school office. Forms are available upon request. All medications must have a prescription label. Children should not share non-prescription medication with other students (i.e., cough drops)

## Immunizations

### Polio

- 4 doses at any age, but... 3 doses meet the requirement for ages 4-6 years if at least one was given on or after the 4<sup>th</sup> birthday; 3 doses meet the requirement for ages 7-17 years if at least one was given on or after the 2<sup>nd</sup> birthday.

### Diphtheria, Tetanus, and Pertussis

- Age 6 years and under (Pertussis is required) DTP, DTaP or a combination of DTP or DTaP with DT (diphtheria and tetanus) ~5 doses at any age, but... 4 doses meet requirements for ages 4-6 years if at least one was on or after the 4<sup>th</sup> birthday.
- Age 7 years and older (Pertussis is not required) Td, DT, or DTP, DTaP or any combination of these~4 doses at any age, but 3 doses meet requirement for ages 7-17 years if at least one was on or after the 2<sup>nd</sup> birthday. If last dose was given before the 2<sup>nd</sup> birthday, one more (Td) dose is required. 7<sup>th</sup> Grade Td booster~1 dose not required but recommended if more than 5 years have passed since last DTP, DTaP, DT, or Td dose.

### Measles, Mumps, Rubella (MMR)

- Kindergarten~2 doses both on or after 1<sup>st</sup> birthday
- 7<sup>th</sup> Grade~ 2 doses both on or after 1<sup>st</sup> birthday
- Grades 1-6 and 8-12~ 1 dose must be on or after 1<sup>st</sup> birthday.

### Hepatitis B

- Kindergarten~3 doses at any age
- 7<sup>th</sup> Grade~3 doses at any age

### Varicella

- Kindergarten~1 dose. Out-of-State Entrants~1 dose for children under 13 years; 2 doses are needed if immunized on or after 13<sup>th</sup> birthday.

## INSURANCE

Don't Let Your Child Miss Out! Your child may be eligible for health care even if you work, are self-employed, own your own home, are married, or are a legal resident. There are even programs for children without legal status. Free and low-cost programs include: California Kids, Healthy Families, CHDP, Kaiser Permanente Cares for Kids Plan 1, Medi-Cal and others. If you would like assistance with the enrollment application process, please bring in the following documents: Original birth certificate, Green Card-INS form I-551, Proof of income from working parent(s) no more than 45 days old or tax return, Social Security No. and Proof of residence (e.g. utility bill). Call us for an appointment. Fontana Unified School District-Central Enrollment Center-9453 Citrus Ave. Bldg. #51-Fontana-CA, 92335- (909)357-7600 Ext. 29317

## HIGH HEAT PROCEDURES

In the event of High Heat, the principal will call inclement weather and we will follow the inclement weather schedule. During this time period, students are not to leave classroom unless it is an emergency or to use restrooms. They are to stay inside with the doors closed.

## HOME AND HOSPITAL INSTRUCTION

Any pupil with a temporary disability (2 weeks or longer) which makes attendance in regular day classes or alternative education program impossible or inadvisable may receive individual or home instruction. Instruction in the home/hospital program will be provided by the Fontana Unified School District. Contact the district office, department of alternative education.

## HOMEWORK

Homework is an important part of the educational program of the Fontana Unified School District. Homework in the elementary years should provide practice, review and/or enrichment of concepts or skills introduced by the classroom teacher. Your child's teacher will provide information for you regarding his/her homework requirements. Parents are encouraged to provide an appropriate space and a quiet time conducive to the completion of homework each evening. When children do not have assigned homework, they should be encouraged to spend a block of time reading or perhaps writing letters to friends or relatives.

## GATES

For the safety of our students, the **front driveway entry and exit gates will be locked** 7:45-8:15 for arrival as well as 2:15-3:15 for dismissal (12:15-12:45 on minimum days). Gates will not be unlocked during these timeframes. We appreciate your understanding.

## LIBRARY

Textbooks & Library Book Regulations~ students are financially responsible for all books as well as laptops and charger checked out to them. If your child is missing a book, the book must be found, or your student will have to pay for the book. If the missing book is a textbook, you have 5 days to find the book or pay the fine. Your child must have access to all textbooks.

## LOCKDOWN POLICY

Every effort will always be made to protect and keep the students of South Tamarind Elementary School safe. There may be times when lockdown procedures need to be implemented to ensure student safety. The Principal may be required to lockdown the school site for a variety of reasons. These reasons could include an emergency occurring on or near the school site, a request from local law enforcement agencies, suspicious activity in the surrounding areas. If a lockdown must occur, student safety is the school's primary concern.

## LOST AND FOUND

Items found on the playground and around the school are taken to the receptacles in the south-west corner of the cafeteria, next to the front entry gate. Items that remain there, unclaimed, will be donated to charity at the end of each month. **If your child is missing an item, please check the lost and found.**

## PARENT/VOLUNTEER INFORMATION

VOLUNTEERS are very much wanted and appreciated. ***If you choose to volunteer 10 hours or more each month, you are required to be fingerprinted. The cost for the fingerprints is to be paid by the volunteer.*** The following guidelines have been prepared for you.

1. Please sign in and out at the office anytime you are on campus and obtain a volunteer badge to wear.

2. Please avoid questions or discussions about your individual child with teachers while volunteering in the classroom. This is not an appropriate time to conduct a conference.
3. The use of profane language at school is inappropriate and unacceptable.
4. Please refrain from making negative comments about students, staff, or other volunteers. If concerns should arise, please discuss the matter with the staff involved or make an appointment with the principal.
5. Small children are not allowed to accompany parents volunteering in the classroom.

**Observance of the above guidelines will help to make a positive experience for all concerned.**

## **PARTIES**

In an effort to keep our focus on the academic achievement of our students, a maximum of 2 classroom parties will be allowed for the school year. Individual student birthday parties are not allowed. Treats such as **Cupcakes, cakes, or ice-cream** are no longer allowed through the **District Wellness Policy (please see Wellness Policy in handbook).**

## **SMOG ALERTS PROCEDURES**

### Stage I

1. No strenuous outdoor physical activities.
2. Students remain indoors who have respiratory difficulties, notes from parents or doctors, or complain about the effects of the smog.
3. Normal classroom work and normal walking about school is permissible.

### Stage II

1. All students remain inside (except to use restrooms, etc.)
2. No after school recreation.
3. No physical activity.

### Stage III: If school is in session when episode is declared:

1. Students remain indoors.
2. No physical activity.

In the event a Stage III alert is **forecast** for the next school day, the Superintendent of Schools will issue instructions to site supervisors on actions that are to be followed by district personnel and students for the day of the predicted episode.

## **TO AND FROM SCHOOL**

### **1. Student who walk, to and from school:**

- Use only designated walkways or crosswalks (no jaywalking).
- Obey crossing guards.
- No trespassing on other people's property.
- Go directly home after school unless parental permission is given to remain after school and adult supervision is available.
- Do not harass other students or people in the neighborhood going to and from school.
- Walk in groups or with a buddy.
- Students in grades K, 1, & 2 may not walk home alone.

### **2. Bus riders:**

- Follow the rules given by the bus driver at all times.
- It is your responsibility to get to the bus pick-up area where an assigned staff member on duty will walk you to the bus.
- Wait at the bus stop in an orderly manner.
- While on the bus, remain seated while the bus is in motion.
- Refrain from eating or chewing gum and avoid yelling or loud talking while on the bus.
- Keep your hands to yourself.

## **TRANSPORTATION/PARKING**

It is imperative you follow all traffic safety laws. Double-parking, or asking students to cross the street is dangerous and will not be allowed. If you must park, please do not block any driveways, crosswalks, or park in front on any curb painted red. FUSD School police along with Fontana PD monitor our school areas and citations can be given.

## USE OF TELEPHONES

Students must ask permission in advance to use the school phone. Students are not to use the phone to call home to discuss family matters or ask if a friend can go home with them. Students may use the phone for lunches and homework as long as they have a note from their teacher. Students, who have not been picked up by parents 15 minutes after dismissal, will be assisted in calling home by the office staff.

## Use of Drug-Detection Dogs:

To battle the use of fentanyl and other contraband on our campuses, School Police will have a Detection K9 beginning the 23-24 school year:

In an effort to keep the schools free of drugs, the district may use specially trained non-aggressive dogs to sniff and alert staff to the presence of substances prohibited by law and Board policy. The dogs may sniff the air around lockers, desks, bags, items, or vehicles on district property or at district-sponsored events. Drug-detection dogs are not allowed to directly sniff any students.

## ACADEMICS

### STUDENT RECOGNITION

Students are recognized throughout the year for achievement in academics, attendance, and behavior. Awards Assemblies are held at the end of each semester to recognize students for their efforts. Attendance awards are based on daily attendance, tardies, and reverse tardies (early pick-up).

**It is important that we keep these recognition awards in perspective and realize that all children will not receive an award.  
Encourage your child to do his/her best regardless of an award.**

The awards and criteria that will be given at the end of each semester are:

- **Academic Award for Language Arts** – This award shall be given to students in grades K-5 that receive at least all 3's in each ELA strand.
- **Academic Award for Math** – This award shall be given to students in grades K-5 that receive at least all 3's in each Math Domain.
- **Principal's Honor Roll for Language Arts** - This award shall be given to students in grades K-5 that receive **ALL** 4's in each ELA strand.
- **Principal's Honor Roll for Math** - This award shall be given to students in grades K-5 that receive **ALL** 4's in each Math Domain.
- **Perfect Attendance** - This award shall be given to the students that have 0 absences & 0 tardies.
- **Character Counts/Outstanding STAR Award**- This award shall be given to students that demonstrate appropriate behaviors and are role models of citizenship. We have five "Outstanding Stars" from each class recognized for the first semester and then for the second.

### RETENTION (AB 1629 & AB 1639)

California has two laws that affect whether students will move to the next grade or will be retained. Assembly bills 1629 and 1639 require school districts to identify students who are performing below grade level and to provide extra instruction outside the regular school day. Those students who still do not meet grade level standards after receiving the extra instruction will be held back to repeat the grade. If your child is at risk of having to repeat a grade, you will receive notification from the school principal or the student's teacher.

### GRADUATION REQUIREMENT

The California Education Code (EC) establishes minimum requirements for graduation from California high schools. These requirements should be seen as minimums and support regulations established by local school boards.

The California State University (CSU) and the University of California (UC) have established a uniform minimum set of courses required for freshman admission.

High School Subject Area	State Mandated Requirements* (EC 51225.3) For High School Graduation	UC Requirements For Freshman Admissions	CSU Requirements For Freshman Admissions
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<b>English</b>	3 years	4 years of approved courses	4 years of approved courses
<b>Mathematics</b>	2 years, including Algebra I beginning in 2003-2004. (EC 51224.5)	3 years, including algebra, geometry, and intermediate algebra. 4 years recommended.	3 years including algebra, intermediate algebra, and geometry.
<b>Social Science</b>	3 years of history/social science, including one year of U.S. history & geography; one year of world history, culture, and geography; and one semester each of American government and economics.	2 years of history/social science, including one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government; and one year of world history, cultures, and geography.	2 years, including one year of U.S. history or U.S. history and government and one year of other approved social science.
<b>Science</b>	2 years, including biological and physical sciences.	2 years with lab required, chosen from biology, chemistry, and physics. 3 years recommended	2 years, including one year of biological and one year of physical science.
<b>Foreign Language</b>	1 year of either visual and performing arts or foreign language	2 years in same language required. 3 years recommended	2 years in same language required.
<b>Visual and Performing Arts</b>	See above	1 year of visual and performing arts chosen from the following: dance, drama/theatre, music, or visual art.	1 year of visual and performing arts chosen from the following: dance, drama/theatre, music, or visual art.
<b>Physical Education</b>	2 years		
<b>Electives</b>		1 year**	1 year**
<b>TOTAL</b>	<b>13</b>	<b>15 (7 in the last 2 years)</b>	<b>15</b>

\*\*Must be chosen from approved academic courses in history, English, advanced mathematics, lab science, foreign language, social science, or fine arts. See UC Doorways (Outside Source) for approved courses at your high school.

## **PARENT ORGANIZATIONS AND COMMITTEES**

### **ENGLISH LEARNER'S ADVISORY COUNCIL (ELAC)**

This committee is composed of parents and school staff. The committee advises and assists in planning an appropriate educational program to meet the needs of students of non - or limited - English proficiency. The committee also serves as a liaison between the school and the parent community.

### **SCHOOL SITE COUNCIL (SSC)**

The South Tamarind School Site Council includes representatives of the school community - parents, other community members, and school staff who are elected and meet several times a year to develop the local school plan to meet the needs of South Tamarind School students. An essential part of this School Site Council is the development of a working partnership between the school community and staff. The School Site Council meetings are held monthly. It is vital that we have parent involvement and participation. We encourage any interested parent to join us.

## **BEHAVIOR EXPECTATIONS**

Maintaining a safe and orderly campus is essential for learning to take place. AT South Tamarind students are encouraged to make choices that follow our 6 Character Pillars-Trustworthiness, Respect, Responsibility, Fairness, caring and Citizenship. Students will be held accountable for behavior that does not meet these expectations while on campus, as well as, to and from school. South Tamarind Character Counts Program prepares students to be good citizens and creates an

awareness of the individual's responsibility for his/her own actions. Rules of discipline exist to ensure orderly, healthy and productive environments in the school. The rules are designed to promote self-discipline, civility, and respect for self and others.

## GENERAL SCHOOL RULES

The following school rules are necessary for a safe and productive school environment.

1. **RESPECT:** Students shall show respect and consideration for others, including school property, etc.
2. **APPROPRIATE LANGUAGE/GESTURES:** No obscene language or gestures will be tolerated on campus.
3. **PLAYGROUND RULES:** Students are to stop playing and freeze when the bell rings. No wrestling, tag, tackling, karate, judo, chicken-fighting, bumper cars, horse-back riding, play-fighting, or football. No climbing on fences; if a ball goes over a fence, students are to notify a duty teacher or activity supervisor and follow their instructions. Do not bounce balls against the buildings or in the hallways. Do not throw sand, dirt, grass, rocks or wood chips. Do not kick the red balls, use a soccer ball instead. Do not chase or run on the asphalt. Do not play Keep-Away with hats, balls, jackets, etc. Students are not to bring any balls or toys from home.
4. **RESTROOM USE:** Students will not play in the restrooms or disturb others who are there at the same time. Used paper towels will be placed in the trash cans. Students will be responsible for keeping the restrooms clean and neat. Parents will be financially liable for damages as a result of their child's vandalism. Students are to respect the privacy of others.
5. **KEEP THESE THINGS AT HOME:** Weapons or simulated weapons may never be brought to school. These include, but are not limited to replica guns (toy guns), pellet guns, knives, razor blades, explosives (caps, firecrackers), lighters, laser pointers, etc. Students are not to bring gum, candy, sunflower seeds (or other seeds), glass items, toys, balls, cell phones (may be turned off in back packs), or other electronic devices to school. Roller blades, scooters, and skateboards are not allowed on campus at any time including before and after school.

Students may **NOT** bring personal items to school. The school/district is not responsible for lost or damaged personal property.

### Return of Confiscated Items:

- 1<sup>st</sup> Offense- Item returned to student at the end of the school day.
- 2<sup>nd</sup> Offense- Item returned to parent at the end of the school day.
- 3<sup>rd</sup> Offense- Item returned to parent at the end of the school year.

## CAFETERIA RULES

Proper conduct is expected and required of all students in the cafeteria. Students are expected to remain seated until dismissed, clean-up after themselves, and to use their "indoor" voice while speaking to their friends. Children who misbehave will risk losing their privilege of playing at school during lunch recess. State regulations require that students must select food items without assistance. The cafeteria will open for breakfast at 7:45 every day. If you want your child to eat breakfast, they need to be here by 7:50. ***Class begins at 8:15, and if your child arrives at 8:15 to eat breakfast, they will be considered tardy, and will not be eligible for an award for Perfect Attendance.***

When students enter the cafeteria they are expected to:

1. Walk into the cafeteria quietly.
2. Select one entree, one vegetable, fruit, bread, and pick up milk.
3. Take tray to Cafeteria Manager and key in their lunch number (if applicable).
4. Walk and sit down in assigned area.
5. Follow all directions from the adults on duty.

### Cafeteria Rules

1. Talk quietly (inside voices).
2. Eat your food.
3. Stay seated.
4. DO NOT throw food or any other objects at anyone.
5. Place trash in cans/recycle trays when dismissed.
6. Raise hand for help by noon aides.



## AREAS OF RESPONSIBILITY IN DISCIPLINE

Party	Responsibility
PRINCIPAL/ASSISTANT PRINCIPAL	The school principal shall be responsible to the Superintendent of Schools for the conduct of the school. The principal shall have the responsibility and the authority to form a school rules committee, review and approve rules and regulations submitted by the school rules committee, submit school rules to the School Board, and enforce school rules and district policies related to standards of student behavior.
TEACHERS	Teachers shall be directly responsible for adequate control of pupils under the supervision of the school. This responsibility shall extend to the active and effective enforcement of school rules and appropriate classroom and campus behavior.
PUPILS	Each pupil shall maintain a satisfactory standard of conduct and self-control, be diligent in study, and adhere to the rules and regulations of the school.
PARENTS AND GUARDIANS	Parents or guardians shall be held responsible for cooperating with school authorities and seeing that their children are diligent in study and attendance. Parents or guardians are expected to participate in conferences regarding the behavior of their children. In cases where a child continuously displays inappropriate behavior, parents may be requested by the teacher to attend school for all or part of a school day.

## OTHER MEANS OF CORRECTIVE ACTION (OMOC)

AB 1729 and Ed. Code 48900.5 state when suspending a student under E.C. 48900 (f) through (t) other means of correction must be documented that have occurred prior to the suspension of the student. Other means of correction must be age appropriate and designed to address and correct the pupil's specific misbehavior under the specific Ed. Code the student violated. Teachers need to document behavior and OMOC in Q under Visit Maintenance. This allows the office to verify OMOC were done prior to student receiving a referral.

## CONSEQUENCES OF STUDENT MISCONDUCT

Students who become involved in misconduct while under the jurisdiction of the school shall be subject to appropriate disciplinary actions. When appropriate, Other Means of Correction are used with the purpose of making a positive change in the student's behavior. Please review our **GENERAL SCHOOL RULES**. Depending upon the nature of the misconduct, one or more of the following options may be exercised:

Student Infraction	Possible Action	Positive Outcome	Responsible Staff	Parent Contact	Record
<ul style="list-style-type: none"> <li>Classroom and school misconduct.</li> </ul>	Verbal Warning & Conference w/Staff "Time Away" from class	Behavior Changed, and time to "cool down" Removed from situation.	All Staff	Telephone or Note sent	Teacher keeps record
<ul style="list-style-type: none"> <li>Aggressive Playing</li> <li>Profanity and vulgarity</li> <li>Defiance</li> <li>Teasing</li> </ul>	Recess Detention	Time away to consider better choices. Understand there are consequences for actions.	All Staff	Telephone	Referral
<ul style="list-style-type: none"> <li>Repeat of above infractions.</li> <li>Cheating</li> <li>Pushing &amp; Shoving</li> <li>Fighting (any degree)</li> <li>Bullying</li> </ul>	After-School Detention (parents make transportation arrangements) or <b>may be referred to admin. for consequence</b>	Consider choices to alter future behaviors.	Teacher and Administration	Telephone Contact and 24-hour notice prior to detention. Teacher may also initiate conference	Referral kept by administration.
<ul style="list-style-type: none"> <li>Repeat of above infractions.</li> </ul>	Suspension from Class (One Day) & Exclusion from Field Trips*	Day away with another teacher to discuss choices and away from negative stimuli.	Teacher	Telephone call Suspension Form Mailed	Referral kept by administration
<ul style="list-style-type: none"> <li>Repeat of above infractions.</li> <li>Fighting off school grounds</li> <li>Sexual Harassment</li> </ul>	Suspension from School or In-School Suspension (Administrator's Discretion)	Day away at home or in another classroom removed from situation, to change future behavior.	Administration	Telephone call; student sent home, and/or parent, student, teacher conference	Suspension in student record

<ul style="list-style-type: none"> <li>• Repeat of above infractions.</li> <li>• Excessive suspensions</li> <li>• Violation of EC 48900 A1-Q, 48900.2-4, 48900.7</li> </ul>	Suspension from school <b>AND</b> Pre-Expulsion Hearing (Expulsion to be determined by District Office)		Principal/ District Office	Letter Mailed Expulsion Hearing	Complete record of action taken by D.O.
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**Action Depending** on the severity of the incident, action taken, including suspension or expulsion could take place regardless of if no other prior incident took place.

**Suspensions** from school are limited to 5 school days for each offense and are limited to a total of 20 school days per year; students who exceed 20 school days shall be recommended for expulsion.

**Suspension** from class or school by the teacher (one day in house) or principal, are authorized only for specific offenses, as listed in the Education Code 48900, such as:

Habitual defiance of authority	Habitual disruption of school activities.
Causing harm or threatening to cause harm to other students or staff.	Possession and/or sale of controlled substances, such as tobacco, drugs, alcohol
Possession and /or use of weapons or imitation weapons as dangerous objects.	Robbery or extortion
Obscene acts	Sexual harassment/assaults

**Damage to School Property:** Purposely damaging school property (books, desks, computers, graffiti, etc.) can result in a suspension and parents will be held financially liable.

**Afterschool Work program (Detention):** Students may receive after-school detention to help correct negative behaviors. Parents will be given 24 hours' notice and will be responsible for picking up their child and providing transportation.

**Supervised Suspension Classroom:** As an alternative to at-home suspension, students may be suspended to another classroom. Parents will receive notification when their child has been suspended from the classroom.

### Ed Codes:

#### **California State Education Codes Dealing with Suspension and/or Expulsion.**

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 an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

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

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

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

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

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

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

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

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

(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.

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

- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings: (1) "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.
- (2) (A) "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 Web site including, but not limited to:
    - (I) Posting to or creating a burn page. "Burn page" means as Internet Web site 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 profile.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (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.
  - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

#### **CALIFORNIA STATE EDUCATION CODE SECTION 48900.2 through 48900.7:**

##### **48900.2. Sexual Harassment**

In addition to the reasons specified in Section 48900, 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 committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be 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. Act of Hate Violence**

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. General Harassment**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled 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 intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

##### **48900.5.**

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

##### **48900.6.**

As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

##### **48900.7. Terroristic Threats Against School Officials, School Property or both**

(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. (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

## **SEXUAL HARASSMENT**

It is the intent of the regarding benefits, services, honors, programs, or activities available through the educational institution. Board of Education (BP 5145.7) that no student shall be sexually discriminated against because of unwelcome sexual advances, requests for sexual favors, and/or verbal, visual, or physical conduct of a sexual nature by any person within the educational setting. Every year, students are trained in how to prevent sexual harassment, and the consequences for committing sexual harassments. Furthermore, students are encouraged to speak to an administrator, teacher or another adult to prevent a stop sexual harassment. The following pages detail Regulation 5145.71: Title IX Sexual Harassment Complaint Procedures.

### **Board Policy Manual**



#### **>> Policy 5145.7: Sexual Harassment**

Status: ADOPTED

Original Adopted Date: 05/19/1993 | Last Revised Date: 10/21/2020 | Last Reviewed Date: 10/21/2020

[see more](#)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable, and shall offer supportive measures to the complainant.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

### **Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual harassment under any circumstance.
3. Encouragement to report observed instances of sexual harassment even when the alleged victim of the harassment has not complained.
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students.
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made.
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of as sexual harassment complaint continues.
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation.

## Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

## Record-Keeping

In accordance with law, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

### Board Policy Manual



#### Regulation 5145.71: Title IX Sexual Harassment Complaint Procedures

Status: ADOPTED

Original Adopted Date: 08/16/2022 | Last Reviewed Date: 08/16/2022

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a student, while in an education program or activity in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

All other sexual harassment complaints or allegations brought by or on behalf of students shall be investigated and resolved in accordance with BP/AR 1312.3 – Uniform Complaint Procedures. The determination of whether the allegations meet the definition of sexual harassment under Title IX shall be made by the district's Title IX Coordinator.

Because the complainant has a right to pursue a complaint under BP/AR 1312.3 for any allegation that is dismissed or denied under the Title IX complaint procedure, the Title IX Coordinator shall ensure that all requirements and timelines for BP/AR 1312.3 are concurrently met while implementing the Title IX procedure.

## Reporting Allegations/Filing a Formal Complaint

A student who is the alleged victim of sexual harassment or the student's parent/guardian may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in AR 5145.7 – Sexual Harassment or to any other available school employee, who shall forward the report to the Title IX Coordinator within one day of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint, with the complainant's physical or digital signature, may be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator shall file a formal complaint in situations when a safety threat exists. In addition, the Title IX Coordinator may file a formal complaint in other situations as permitted under the Title IX regulations, including as part of the district's obligation to not be deliberately indifferent to known allegations of sexual harassment. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

The Title IX Coordinator, investigator, decision-maker, or facilitator of an informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Such persons shall receive training in

accordance with 34 CFR 106.45. (34 CFR 106.45)

## **Supportive Measures**

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, course-related adjustments, modifications of class schedules, mutual restrictions on contact, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

## **Emergency Removal from School**

A student shall not be disciplined for alleged sexual harassment under Title IX until the investigation has been completed. However, on an emergency basis, the district may remove a student from the district's education program or activity, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. This authority to remove a student does not modify a student's right under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

## **Dismissal of Complaint**

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30 even if proved. The Title IX Coordinator shall also dismiss any complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States, and may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal of a formal complaint or any allegation in the complaint in accordance with the appeal procedures described in the section "Appeals" below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to BP/AR 1312.3 – Uniform Complaint Procedures as applicable.

## **Informal Resolution Process**

When a formal complaint of sexual harassment is filed, the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint. (34 CFR 106.45)

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process, and any consequences resulting from participating in the informal resolution process, including that records will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process.

3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## **Written Notice**

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process.
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview.

If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process.
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence.
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process.

The above notice shall also include the name of the investigator, facilitator of an informal process, and decision-maker and shall inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the title IX Coordinator.

## **Investigation Procedures**

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for all parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties.
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.
6. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
7. Objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and determine credibility in a manner that is not based on a person's status as a complainant, respondent, or witness
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. (34 CFR 106.45)



Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do no conflict with the Title IX requirements.

### **Written Decision**

The Superintendent shall designate an employee as the decision-maker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation of the matter. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decision-maker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decision-maker shall issue, and simultaneously provide to both parties, a written decision as to whether the respondent is responsible for the alleged conduct. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The timeline may be temporarily extended for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decision-maker shall use the “preponderance of the evidence” standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process.
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district’s code of conduct or policies to the facts
5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district’s educational program or activity will be provided by the district to the complainant.
6. The district’s procedures and permissible bases for the complainant and respondent to appeal
- 7.

### **Appeals**

Either party may appeal the district’s decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome. If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decision-maker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal must be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

The district's decision may be appealed to the California Department of Education within 30 days of the written decision in accordance with BP/AR 1312.3.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

## **Remedies**

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

## **Corrective/Disciplinary Actions**

The district shall not impose any disciplinary sanctions or other actions against a respondent, other than supportive measures as described above in the Section "Supportive Measures," until the complaint procedure has been completed and a determination responsibility has been made. (34 CFR 106.44)

For students in grades 4-12, discipline for sexual harassment may include suspension and/or expulsion. After the completion of the complaint procedure, if it is determined that a student at any grade level has committed sexual assault or sexual battery at school or at a school activity off school grounds, the principal or Superintendent shall immediately suspend the student and shall recommend expulsion. (Education Code 48900.2, 48915)

Other actions that may be taken with a student who is determined to be responsible for sexual harassment include, but are not limited to:

1. Transfer from a class or school as permitted by law.
2. Parent/guardian conference
3. Education of the student regarding the impact of the conduct on others
4. Positive behavior support
5. Referral of the student to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law.

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

## **SCHOOL PROGRAMS**

**The superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)**

1. A record of all reported cases and Title IX investigations of sexual harassment, and any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom.
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances.
3. All materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process. The district shall make such training materials publicly available on its website, or if the district does not maintain a website, available upon request by members of the public.

## **ADAPTED PHYSICAL EDUCATION (APE)**

Available to all who are identified and qualify through the special education services department.

## **ASSOCIATED STUDENT BODY (ASB)**

South Tamarind Elementary School has an ASB/Student Leadership Team, which supports a variety of our school programs. ASB is made up of 4<sup>th</sup> and 5<sup>th</sup> grade students who apply to be part of the program. Students are responsible for assisting and supporting various school programs including, but not limited to Red Ribbon Week, Testing Week, Canned Food Drives, School Spirit Days and so forth. These students must be in positive academic standing and must model positive behavior. As part of our Leadership Team our Character Counts Committee is one teacher per grade level that is the representative for their grade level. That teacher will help to organize grade level functions such as field trips, fundraisers, field day, etc. Funds raised are used directly for the students.

## **CHARACTER COUNTS**

The Character Education doctrine that is followed at the school is Character Counts! Character education is the foundation for creating ethical and caring students. The Six Pillars should be incorporated into classroom management and expectations. The Six Pillars will be highlighted and rewarded monthly by various means. The Six Pillars need to be modeled, taught, and reinforced throughout the day both inside and outside of the classroom walls.

## **TRUSTWORTHINESS ~ RESPECT ~ RESPONSIBILITY FAIRNESS ~ CARING ~ CITIZENSHIP**

## **ENRICHMENT CLASSES**

Science Enrichment classes are offered to students in grades TK-5. Music and Science Enrichment classes are offered for the 4<sup>th</sup> and 5<sup>th</sup> grades. STEM room is available to all grade levels.

## **GIFTED AND TALENTED EDUCATION**

The district tests students based on applications received, to see if they qualify for the Gifted and Talented Education (GATE) program. Children in the program at South Tamarind receive differentiated instruction in their regular class to meet their educational needs.

## **SECTION 504 PLAN**

Your child may be eligible for a 504-plan based on an educational or medical need. Please see the following documentation that outline the procedural rights and safeguards given to parents of a student on a 504 plan.

## **NOTICE OF PROCEDURAL RIGHTS AND SAFEGUARDS FOR PARENT AND STUDENT RIGHTS UNDER SECTION 504, THE REHABILITATION ACT OF 1973**

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Dual Eligibility: Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Act (IDEA). Students who are eligible under the IDEA have many specific rights that are not available to students who are eligible solely under Section 504. It is the purpose of this Notice form to set out the rights assured by Section 504 to those disabled students who do not qualify under the IDEA.

The enabling regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/or students with the following rights:

1. You have a right to be informed by the school district of your rights under Section 504. (The purpose of this Notice form is to advise you of those rights) 34 CFR 104.32.
2. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of no disabled students are met. 34 CFR 104.33.
3. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from another wise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
4. Your child has a right to placement in the least restrictive environment. 34 CFR 104.34.
5. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
6. Your child has a right to an evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. 34 CFR 104.35.
7. Testing and other evaluation procedures must conform with the requirements of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc., The district shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, anecdotal reports, and MAPS/CAASPP scores. 34 CFR 104.35.

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8. Placement decisions must be made by a group of persons (i.e., the Section 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
9. If eligible under Section 504, your child has a right to periodic reevaluations, generally every three years. 34 CFR 104.35.
10. You have the right to notice prior to any action by the district regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
11. You have the right to examine relevant records. 34 CFR 104.36.
12. You have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
13. If you wish to challenge the actions of the district's Section 504 Committee regarding your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the district's Section 504 Coordinator (Coordinator of Alternative Education, 9680 Citrus Avenue, Building B, Fontana, CA (909) 357-5000 Ext. 29077) within ten (10) calendar days from the time you received written notice of the Section 504 Committee's action(s). A hearing will be scheduled before an impartial hearing officer, and you will be notified in writing of the date, time, and place for the hearing.
14. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction. 34 CFR 104.36.
15. On Section 504 matters other than your child's identification, evaluation, and placement, you have a right to file a complaint with the district's Section 504 Coordinator (or designee), who will investigate the allegations to the extent warranted by the nature of the complaint to reach a prompt and equitable resolution.
16. You also have a right to file a complaint with the Office of Civil Rights. The address of the Regional Office which covers California is:

**United States Department of Education: Office for Civil Rights**

Region IX Old Federal Building

50 United Nations Plaza, Room 239 San Francisco, California 94102

## **SPECIAL EDUCATION**

The Resource Specialist Program (RSP), Special Day Class (SDC) and Designated Instructional Services (DIS)—Speech and Language programs provide support to students who meet specific criteria as defined in the Individuals with Disabilities Education Act (IDEA).

## STUDENT SUCCESS TEAM

The SST meets regularly to review the progress of students who are referred by teachers or parents. When referred to SST, the team identifies the areas of need, develops an action plan, and monitors progress in order to continue, discontinue or revise the plan and identify if further recommendations are required. The Tea, including student and parent, makes recommendations for program modifications and/or interventions.

## TUTORING

A variety of tutoring programs are offered to students before or after school in Language Arts Math and/or ELD. The tutoring is provided by classroom teachers and is funded through various categorical programs. **\*\*Programs offered are dependent on funding and staff.**

## DISTRICT POLICIES

### Wellness Policy

In accordance with Fontana Unified School District's Board Policy #3354.1, the following rules apply in reference to serving students refreshments during the school day. **Parents and Guardians who wish to provide refreshments are encouraged to bring commercially prepared food items that meet the guidelines of Fontana's Unified School District's Wellness Policy., as students who have food allergies will have access to the listed ingredients.**

#### **All food must follow the Fontana Unified School District's Wellness Policy**

The Board of Education of the Fontana Unified School District recently adopted a Student Wellness Policy (Board Policy 5030) in order to comply with new state and federal laws. The new policy recognizes the link between student health and learning. Board Policy – Student Wellness outlines the components of a comprehensive health literacy program designed to build the skills and knowledge that all students need to maintain a healthy lifestyle and includes physical activity, health education, nutrition services, counseling services, safe and healthy school environments, and parent/guardian and community involvement.

A major component of the policy outlines the new nutrition standards for foods and beverages sold to students during and after the school day, including sales from vending machines, student stores and fundraisers; the new nutrition standards for food and beverages offered to students during celebrations, classroom parties and as rewards.

With these required changes, we believe that we are developing a better nutrition/wellness program for our students and sending them a consistent message that proper health and nutrition are an important part of their education. We appreciate your understanding and support of this policy. Parents who might like additional information about Board Policy 5030 may contact their school principal or access the policy and other information on the district web site at <http://www.fusd.net>

## ELEMENTARY NUTRITIONAL REQUIREMENTS

Items offered must be commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained.

### *Food/Snack Standards:*

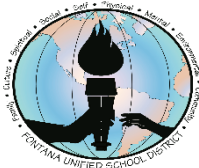
- Not more than 35% of its total calories shall be from fat.
- Not more than 10% of its total calories shall be from saturated fat.
- Not more than 35% of its total weight shall be composed of sugar, including naturally occurring and added sugar.
- Not more than 175 calories per item.
- *Exemptions* are nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes.

### *Beverage Standards:*

- Fruit-based and vegetable-based drinks that are at least 50% juice without added sweeteners.
- Drinking water without added sweeteners.
- Milk products including 2%, 1%, nonfat, soy, rice, and other similar non-dairy milk.
- An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20-oz. serving

## Food and Beverage Sold or Served in Elementary Schools, PreK to 6

Issue	Standards
<b>Food &amp; Beverage Sales During the School Day</b>	<p>The sale of food is not permitted except when all of the following conditions are met:</p> <ul style="list-style-type: none"> <li>▪ The student organization may sell one food item per sale.</li> <li>▪ The food sold meets the nutritional requirements listed below.</li> <li>▪ The specific nutritious food item is pre-approved.</li> <li>▪ There are not more than four such sales per year at a school.</li> <li>▪ The sale does not begin until after the close of the regularly schedule midday food service period.</li> <li>▪ The sale during the regular school day is not of food items prepared on the premises.</li> <li>▪ The food sold is not one sold in the food service program during the school day.</li> <li>▪ The food sold is a dessert-type food.</li> <li>▪ The food sold is commercially prepared and stable at room temperatures unless proper cold/hot temperatures can be maintained.</li> </ul>
<b>Fundraising</b>	<p>The sale of food and beverages that do not meet nutrition standards is allowed under two circumstances:</p> <ul style="list-style-type: none"> <li>▪ Sale by students at school at least 30 minutes after the end of the school-day.</li> <li>▪ Sale by students is off and away from school premises.</li> </ul>
<b>Celebrations &amp; Parties</b>	<p>Rewards and Incentives:</p> <ul style="list-style-type: none"> <li>▪ Food or beverages will not be used as rewards for students' academic performances, accomplishments or behavior.</li> </ul> <p>Parents and staff are strongly encouraged not to use food and beverages for celebrations and classroom parties.</p> <p>Food or beverages served at any school wide event (Grandparents Day, jog-a-thon, etc.):</p> <ul style="list-style-type: none"> <li>▪ The food offered will meet the nutritional requirements lists below.</li> <li>▪ The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained.</li> </ul> <p>Curriculum and/or Culturally based Activities (multicultural festival, Thanksgiving feast):</p> <ul style="list-style-type: none"> <li>▪ These activities require advanced approval by the principal.</li> <li>▪ Each class will be limited to no more than two curriculum and/or culturally based activities per year.</li> <li>▪ The food offered will meet the nutritional requirements listed on the FUSD website.</li> <li>▪ The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained.</li> </ul> <p>Classroom Parties:</p> <ul style="list-style-type: none"> <li>▪ There will be no more than two class parties during the school year.</li> <li>▪ The food offered will meet the nutritional requirements listed on the FUSD website.</li> <li>▪ The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained.</li> </ul> <p>Celebrations (student birthday, individual student accomplishments):</p> <ul style="list-style-type: none"> <li>▪ These activities require advanced approval by the principal and classroom teacher.</li> <li>▪ Celebrations may not interfere with the instructional program.</li> </ul> <p>These activities may NOT include food items</p>



# FONTANA UNIFIED SCHOOL DISTRICT

## DISTRICT COMPLAINT PROCEDURES AND TIMELINES

For use with BP 4119.11, 4219.11, 4319.11 (Sexual Harassment) and  
BP/AR 4144, 4244, and 4344 (Complaints)

It is our intent to resolve any complaint as quickly as possible; however, complaints consisting of serious allegations may require more extensive investigation and thus extend the timeline.

### **Step 1: Informal Complaint**

Within seven (7) working days of the offense and prior to instituting a formal written complaint, the complainant shall first discuss the complaint with his/her supervisor or the principal of the school where the alleged act took place. Formal complaint procedures shall not be initiated until the complainant has first attempted to resolve the complaint informally. If the complaint is against complainant's immediate supervisor, complainant may proceed to Step 3 in the complaint process.

### **Step 2: Site Level Formal Complaint Process**

If a complaint has not been satisfactorily resolved through the informal process in Step 1, the complainant may file a written complaint (using the "District Complaint Form") with his/her immediate supervisor or principal within twenty (20) working days of the offense. If the complaint is against complainant's immediate supervisor, complainant may proceed to Step 3 in the complaint process. If the complainant fails to file a written complaint within twenty (20) working days, the complaint shall be considered settled.

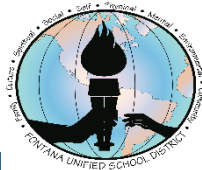
The written complaint shall include the nature of the problem, names, dates, locations, witnesses, the remedy sought by the complainant, and a description of informal efforts to resolve the issue. Within fifteen (15) working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. Within ten (10) working days after the meeting, he/she shall prepare and send a written response to the complainant.

### **Step 3: District Level Appeal**

If a complaint has not been satisfactorily resolved at Step 2, the complainant may submit the written complaint to the Superintendent or designee within five (5) working days of receipt of Step 2 response. Complainant shall include all information presented at Step 2.

Within thirty (30) working days of receiving the complaint, the Superintendent or designee shall begin any necessary investigation and meet with the complainant to resolve the complaint. Within ten (10) working days of completing the investigation, he/she shall prepare and send a written response to the complainant.

For questions or clarification, you may contact the Human Resources Department at 909-357-7600 x29046



# FONTANA UNIFIED SCHOOL DISTRICT

Every Student Successful | Engaging Schools | Empowered Communities

## UNIFORM COMPLAINT PROCEDURES (UCP) ANNUAL NOTICE 2023-2024

For stakeholders including students, employees, parents/guardians of its pupils, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Fontana Unified School District (FUSD) has the primary responsibility for compliance with federal and state laws and regulations. The District has established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-compliance of our Local Control and Accountability Plan (LCAP).

The UCP Annual Notice is also available on our website at [www.fusd.net](http://www.fusd.net).

The district requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying. The District will investigate all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code Sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Accommodations for Pregnant and Parent Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability (LCAP)
- Migrant Education
- Physical Education Instructional Materials
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing



Additionally, any other state or federal education program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

#### **Filing a UCP Complaint**

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the district.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

#### **Responsibilities of FUSD**

Fontana Unified School District will post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, and pupils formerly in Juvenile Court now enrolled in the school district.

We advise complainants of the opportunity to appeal an Investigation Report regarding programs within the scope of the UCP to the California Department of Education (CDE).

We advise complainants of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state and federal discrimination, harassment, intimidation, or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

#### **UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code (HSC)**

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code (HSC)* a notice shall be posted in each California state preschool program classroom operated in any school in FUSD.

The notice is in addition to this UCP annual notice and addresses parents, guardians, students, and teachers of (1) health and safety requirements under Title 5 of the California *Code of Regulations* (5 CCR) that apply to California state preschool programs pursuant to Section 1596.7925 of the *HSC*, and (2) the location at which to obtain a form to file a complaint.

#### **Contact Information**

Complaints within the scope of the Uniform Complaint Procedures are to be filed with the person responsible for processing complaints:

Equity Office  
Associate Superintendent, Student Services  
9680 Citrus Avenue  
Fontana, CA 92335  
(909) 357-5000, ext. 29194  
[TITLEIX@fUSD.net](mailto:TITLEIX@fUSD.net)

Title IX Officer  
Director, Certificated Human Resources  
9680 Citrus Avenue  
Fontana, CA 92335  
(909) 357-5000, ext. 29194  
[TITLEIX@fUSD.net](mailto:TITLEIX@fUSD.net)

The above contacts are knowledgeable about the laws and programs they are assigned to investigate in Fontana Unified School District.

A copy of the District's UCP policies and procedures is available free of charge at the District Office or on the District website: [www.fUSD.net](http://www.fUSD.net).

## **Williams Complaints Notice**

### **Fontana Unified School District NOTICE TO PARNTS/GUARDIANS/PUPILS/TEACHERS**

#### **IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS Williams Uniform Complaint Process, Education Code Section 35186(f)**

This notice is provided to inform you of the following:

1. Every school must provide sufficient textbooks and instructional materials. Every student, including English Learners, must have textbooks or instructional materials, or both to use in class and to take home or use after class.
2. School facilities must be clean, safe, and maintained in good repair. School restrooms must be cleaned and maintained regularly, fully functional and stocked at all times with toilet paper, soap and paper towels or functional hand dryers in accordance with Education Code 35292.5.
3. There should be no teacher vacancies or misassignment. Each class should be assigned a teacher and not a series of substitutes or temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English Learners, if present.

Teacher vacancy means a position which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, at the beginning of a semester for a one-semester course. Misassignment means the placement of a certificated employee in a position for which the employee is not legally authorized.

To file a complaint regarding the above matters, complaint forms can be obtained at the Principal's Office or downloaded from the district website at [www.fusd.net](http://www.fusd.net).

Notice must be in every classroom, the school administration office and school library. (BP1312.4)

**Fontana Unified School District**  
**STUDENT INTERNET AND ELECTRONIC MAIL**  
**Acceptable Use Policy**

The Fontana Unified School District (FUSD) supports instruction through the use of educational and administrative computers, school-licensed software and other media, as well as networks and servers. The FUSD provides Internet access through an electronic network.

The Internet is an electronic highway connecting thousands of computers and millions of people all over the world. Students, teachers, support staff, parents and school board members with accounts on the Internet server have limited access to:

1. FUSD provided electronic mail (e-mail) accounts for communication with people all over the world.
2. Information and news from a variety of sources and research institutions.

With access to computers and people all over the world comes the availability of some material that may not be of educational value within the context of the school setting. The FUSD has taken precautions to restrict access to controversial materials. However, on a global network, such as the Internet, it is impossible to control the content of all available materials. Following are guidelines provided to establish responsibilities of everyone using FUSD computers, media, computer networks and/or Internet access. The FUSD network accounts are a privilege. If a user violates any of these provisions, his or her access may be terminated (including but not limited to the student being removed from any technology related courses) and any future access could be denied.

## **TERMS AND CONDITIONS**

### **I. ACCEPTABLE USE**

The purpose of FUSD networks connections is to support instruction, research, and the business of conducting education by providing access to unique resources and opportunities for collaborative work. The use of an account must be in support of education consistent with the educational objectives of the FUSD. Additionally, use of other organizations' networks or computing resources must comply with rules appropriate for that network. Transmission of any material in violation of any United States or state law or state agency provisions is prohibited. This includes, but is not limited to: Copyrighted material, threatening or obscene material, material protected by trade secret, or commitment of plagiarism. Use for any non-educational purpose (as defined by the Fontana Unified School District) or commercial activity by any individual or organization, regardless of status, is not acceptable. Use for product advertisement or political lobbying is strictly prohibited. All software to be installed on district computers must be licensed. Installation will be performed by the School Site Technician or Information Systems staff.

### **II. PRIVILEGES:**

The use of FUSD network accounts is a PRIVILEGE, not a right; therefore, inappropriate use may result in a cancellation of those privileges.

The FUSD administration and the System Administrator will deem what is inappropriate use. The decision of the FUSD administration or the System Administrator is final. The System Administrator may close an account at any time. Based on the recommendation of teachers and staff, the administration of the FUSD may request that the System Administrator deny, revoke, or suspend specific user accounts.

### **III. NETIQUETTE (NETWORK ETIQUETTE) AND PROTOCOLS**

The use of an account on any FUSD network requires that you abide by accepted rules of network etiquette, which include, but are not limited to, the following:

1. **BE COURTEOUS AND RESPECTFUL.** System users are expected to be polite. System users may not send abusive, insulting, harassing, discriminatory, inflammatory, or threatening messages to others.
2. **USE APPROPRIATE LANGUAGE.** System users are expected to use appropriate language; vulgarities or obscenities, libelous or other inappropriate references will not be tolerated.
3. **APPROPRIATE ACTIVITIES.** Anything pertaining to illegal activities is strictly forbidden. Any activity not directly related to the educational mission of the District is strictly forbidden. Activities relating to, or in support of, illegal activities will be reported to the appropriate authorities.
4. **PRIVACY.** Do not reveal the personal address or phone number(s) of yourself or any person. All communications and information accessible via the network should be assumed public property. Electronic mail is not guaranteed to be private. The System Administrator has access to all mail. Messages relating to, or in support of, illegal activities will be reported to the appropriate authorities.
5. **CONNECTIVITY.** Do not use the network in such a way that would limit or disrupt the use of the network by others.
6. **SERVICES.** The FUSD will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the networks is at

the user's risk. The FUSD specifically denies any responsibility for the accuracy or quality of information obtained through its network services.

7. **SECURITY.** Security on any computer system is a high priority. If users can identify a security problem on any of the networks, they must notify the System Administrator, either in person or via the network, as soon as possible. Users must not demonstrate the problem to other users. Use of network service accounts provided by the FUSD is not transferable or assignable. Users who knowingly allow another to use the account assigned to them will immediately lose their access privileges and may be subject to further disciplinary and/or legal action. Attempts to fraudulently log in on any network as a

System Administrator or another user will result in immediate cancellation of user privileges and the user may be subject to further disciplinary and/or legal action. Any user identified as a security risk or having a history of problems with other computer systems, may be denied access to the networks and other computer services.

8. **VANDALISM AND ELECTRONIC MISCHIEF.**

Vandalism will result in cancellation of privileges and disciplinary action. This includes, but is not limited to, electronic mischief, electronic theft, the uploading or creation of computer viruses, attempts to tamper with any programs, applications, files, etc.

9. **UPDATES.** The FUSD may occasionally require new registration and account information from users to continue providing services. Users must notify the System Administrator of any changes in account information.

10. **E-MAIL ABUSE POLICY (SPAM).** Spam is harmful because of its negative impact on public attitudes about email and also because it can overload the network and resources. Students will be held liable for such infringement even if the spamming action was done by a third party for a student's benefit (i.e., if a student does the spamming, the teacher or supervising staff member may also be held responsible).

#### **IV. UNACCEPTABLE USES OF THE COMPUTER NETWORK OR INTERNET**

**May result in disciplinary actions including by not limited to suspension.**

Unacceptable uses include, but are not limited to, the following:

1. Uses that violate any state or federal law or municipal ordinance.
2. Selling or purchasing any illegal substance.
3. Threatening, harassing or making defamatory or false statements about others.
4. Searching for, accessing, transmitting or downloading offensive, harassing or disparaging materials.
5. Using any district computer to pursue hacking, internal or external, to the district or attempting to access information that is protected by privacy laws.
6. Searching for, accessing, transmitting or downloading computer malware (including viruses, worms, spyware, adware, Trojan horses) or other harmful files or programs or in any way degrading or disrupting any computer system performance.
7. Searching for, accessing, transmitting or downloading any materials that are in violation of the Child Internet Protection Act (CIPA).
8. Transmitting or downloading confidential information or copyrighted materials or committing plagiarism.
9. Obtaining and/or using an anonymous e-mail site.
10. Accessing another user's e-mail without their permission; deleting, copying, modifying or forging other users' e-mails, files or data.
11. Searching for, accessing, transmitting or downloading large files via P2P, Torrent, or any other applications. Creating or forwarding "chain letters" or any type of "pyramid schemes"
12. Selling, advertising or buying anything over the Internet for personal financial gain.
13. Conducting for-profit business activities and/or engaging in non- governmental-related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes or soliciting votes.
14. Using any district computer to access online communities including, but not limited to, Facebook, Twitter, Instagram, TikTok. Searching for and/or using proxy applications to bypass the FUSD's firewall and Internet filtering systems. Abuse and misuse of e-mail and the Internet are serious problems and will not be tolerated.

# SOUTH TAMARIND ELEMENTARY SCHOOL

## STUDENT BICYCLE USE PERMISSION SLIP

- ☐ I have read the above information, and I am aware that I am responsible for reviewing the bicycle safety rules and procedures with my child.
- ☐ I am aware that I am responsible for making sure that my child wears all the appropriate safety gear while riding their bicycle to and from school, and at all times.
- ☐ I am aware that I MUST provide a means of securing their bicycle to the bike rack such as a padlock.
- ☐ I am aware that **South Tamarind/The Fontana Unified school District will not be responsible for bicycles left unattended** and that the use of the school's bike rack is done **AT MY OWN RISK.**
- ☐ I am aware that if my child does not adhere to all safety regulations their privileges to ride their bicycle to school may be taken away by the principal or administrative designee.
- ☐ Therefore, I give my permission for my student:  
to ride their bicycle to and from school for the 2024-2025 school year.

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Student Signature

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Parent/Guardian Signature

Date: \_\_\_\_\_

