

Poplar Elementary School

PARENT/STUDENT HANDBOOK

2024-2025



**Poplar Elementary School
9937 Poplar Avenue
Fontana, California 92335
(909) 357-5720
Fax: (909) 357-5729**

Dear Poplar Families,

Welcome to the 2024-25 school year at Poplar Elementary School! We are pleased to have you as part of our team. It is an honor and privilege to serve the students and community of Poplar.

The purpose of this handbook is to provide you with information on school policies, procedures and information to aid you in preparing your child having a positive experience at Poplar. Please take a moment to review this handbook with your child. To make this a great year for you and your child, here are some important facts to remember.

- Learning cannot occur if your child is not in school. **Attendance** will continue to be a high priority. Please have your child in school every day so their academic progress isn't impacted. Additionally, please try to schedule any doctor appointments late in the afternoon, as picking them up early can impact their education as well.
- If you have concerns regarding your child's **academic performance**, please contact their teacher or me to schedule an appointment to meet with you.
- **Safety** will continue to be a high priority at Poplar Elementary. All gates to the campus will be closed after the morning bell rings at 7:45 a.m. Help us keep our campus safe by not dropping off students until 7:20 a.m. as there is no supervision. If your child is late, they will need to enter through the office.
- All gates and entries to our campus will be closed during school hours. All **visitors must sign** in with the office and have a pass to be on campus.
- **Become involved at Poplar** by joining the Parent Teacher Association (PTA), School Site Council (SSC) or the English Language Advisory Council (ELAC) or by volunteering in your child's classroom.
- Please take note of the adopted **Wellness Policy** for the Fontana Unified School District, which has nutritional guidelines and standards.

We are preparing to have a great year. If you have any questions, please stop by the office to discuss any concerns or comments that you may have or call me at 909.357.5720.

Yours in education,

Mrs. Meyers, Principal

OUR SHARED VISION:

The Fontana Unified School District stands as a dedicated community committed to ensuring that each scholar is equipped for success in college, career, and life.

OUR AREAS OF FOCUS:

1. FUSD has a laser-like focus on **powerful academic outcomes for all students.**
2. Without fail, FUSD will implement a **persistent focus on safety and well-being for students and staff.**
3. FUSD will build relationships with **proactive communication and community engagement.**
4. FUSD will be good stewards of public tax dollars through the **purposeful use of public resources.**



EVERY STUDENT SUCCESSFUL | ENGAGING SCHOOLS | EMPOWERED COMMUNITIES



GENERAL SITE INFORMATION

SCHOOL HOURS

The school campus is open to students at 7:20 a.m., and supervision is provided, beginning at that time, on the playground for students. Please do not bring your child too early to school because there is no supervision until 7:20 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 10 minutes before the end of the instructional day (2:20) and Wednesday (11:50), unless there is an emergency or prior arrangements being made.*** Please schedule doctor/dentist appointments after school or during off track times. ***Checking students out early will result in a reverse tardy, which will affect your child's attendance and possible awards.*** 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 3:30 p.m. if your child has not been picked up by then, the school and/or city police will be contacted to pick up your child. (Please keep all contact information current)

SCHOOL VISITORS

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. All visitors must check-in at the front office.

CAMPUS SECURITY

Our campus is monitored by security cameras. All gates will be locked during school hours. This is to ensure the safety of all students here at Poplar Elementary School.

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 in the office. Attendance is completed, using 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 (7:45 a.m.) every day. SART attendance forms and meetings with the 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:** **Whenever your child is absent please call the school (909-357-5720) 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 (7:45 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, such tardiness is not excused, it shall be classified as a 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 2:20 p.m. and 11:50 p.m. (Wednesday) must be checked out through the office. 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. Because 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 (see above).

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 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 excused 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 six (6) absences and/or tardies. The parent is requested to set up a meeting with the principal to discuss the attendance problem.

SART 3: letter to the parent for nine (9) absences and/or tardies. A meeting time and date will be scheduled for the parents to meet with the 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.

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 park along the street or in the parking lot. Parents who consistently abuse the parking regulations will be given a citation.

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-3 are not allowed to ride bicycles to and from school under any circumstances. NO SKATEBOARDS, SCOOTERS, OR ROLLER SKATES ARE PERMITTED AT ANY TIME.***

Beginning at grade four, students may, with their parents/guardian's 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 their 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.

LOST AND FOUND

Items found on the playground and around the school are taken to the cafeteria. Items that remain there, unclaimed, will be donated to charity at the end of the school year. If your child is missing an item, please check the lost and found first.

ANIMALS

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

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

ADDRESS CHANGE

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.

DRESS CODE

Students are expected to wear the school adopted dress code (Board Policy #5132) clothing everyday to school. Weather and safety should be considered in the selection of clothing and shoes. Shorts must not be too tight or baggy and must be hemmed (no cut-offs). Jogging shorts with splits up the sides are not appropriate for school. No clothing depicting violence, rudeness, alcohol, drugs, offensive words or pictures, gang affiliation or sports logos may be worn to school. Hats may be worn outside on the playground as long as the hats are not identified with a gang. Tank tops /Spaghetti Straps for boys and girls will not be allowed. Shirts must cover their stomachs. If your child wears overalls, leaving one strap hanging is not allowed. Flip-flops, sandals, shoes with wheels, and open toe shoes are **NOT** allowed due to safety precautions. Students may not wear or bring make-up to school. Jewelry that creates a health or safety hazard is not permitted. Students wearing inappropriate clothing to school will have their parents contacted.

Poplar Elementary prohibits the wearing of any hat, cap, shirt or jacket displaying any sport logos that are associated with gangs.

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, landlord, 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.

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 of 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. 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 interests 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. In order 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 age of 4; 3 doses meet the requirement for ages 7-17 years if at least one was given on or after the age of 2.

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 age of 4. 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 age of 2. If the last dose was given before the age of 2, one more (Td) dose is required. 7th 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 1st birthday. 7th Grade~2 doses both on or after 1st birthday. Grades 1-6 and 8-12~ 1 dose must be on or after 1st birthday.

Hepatitis B: Kindergarten~3 doses at any age. 7th 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 the age of 13.

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 A
Fontana CA, 92335
(909)357-7600 Ext. 29300

Smog Alerts

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.

High Heat Procedures: In the event the temperature reaches 95°, the principal may call inclement weather and we will follow the inclement weather schedule. During this time period, students are not to leave the classroom unless it is an emergency or to use restrooms. They are to stay inside with the doors closed.

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.

USE OF TELEPHONES

Students must ask permission in advance to use the school phone. Students, who have not been picked up by parents 15 minutes after dismissal, will be assisted in calling home by the office staff.

PARENT/VOLUNTEER INFORMATION

VOLUNTEERS are very much wanted and appreciated. ***If you choose to volunteer you must be TB tested, have a Megan's Law Volunteer Background Check and be approved by the FUSD School Board.*** Please stop by the school office to pick up the application. 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 to 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. Volunteers who have been fingerprinted can supervise the children to and from the classroom.

SCHOOL VISITORS Ed. C 448011

- No one, other than those designated on the emergency card, will be permitted to take your child from school
- All school visitors are required to check in at the school office as soon as they arrive. Parents must report to the office before going to a classroom.
- Parents who have a complaint are to request an appointment with the staff member and/or the principal. No disruption of school activities or verbal/physical assaults will be tolerated by visitors on campus.
- The site administrator or designee has the authority to direct non-students to leave *campus* (*Penal Code, section 62.6*).
- The site administrator or designee may also direct persons to leave campus whose presence interferes with school activities; unless such person is a parent of a child attending that school, is a student of the school, or has prior written permission of the school administrator (*Penal Code Section 626.8*)

- Penal Code Section 290.4 requires Department of Justice to operate or provide service where members of public may provide list of six persons on approved form and inquire whether any of the persons is required to register as sex offender and is subject to public notification. Under Section 290.46, the Department shall also make information about certain sex offenders available to public via internet.

RELEASE OF STUDENTS BP 5142

Parents and guardians have permission to sign students out of school during the day. If someone on the emergency Contact list comes to sign a student out, the site will contact the parent/guardian for permission.

The emergency card does not give permission for the contacts on the card to show up unannounced and pull students out of school for any reason. If you are sending someone in your place to pick up your child during school hours, please take the following steps to avoid delays:

- Contact the front or attendance office at the site ahead of time informing them of the appointment and the person picking you child up. Be sure to speak to someone personally, do not leave a message, it may not be received in time.
- If communication is not done in person but rather by phone, the site will call you back using the provided contact information on the emergency card to verify it was you who called.
- Please make sure the person you send has an identification card.
- You as the parent or legal guardian may also be asked to present identification by school staff.

CUSTODY ISSUES

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

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

CELEBRATIONS

In an effort to keep our focus on the academic achievement of our students, **a maximum of three classroom celebrations** will be allowed for the school year. These celebrations need to be held during lunchtime or for the last 30 minutes of the school day. Individual student birthday parties are not

allowed. **Balloons are not allowed at school at any time.** Treats such as **cupcakes, cakes, or ice-cream** are no longer allowed through the District Wellness Policy (please see pgs. 24-25)

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.

FIELD TRIPS

Contact your child's teacher regarding field trips for the year. Parent who regularly volunteer will be asked to chaperone first. Should additional chaperones be needed, other parents will be invited. Please contact the teacher if you are interested in participating in the classroom or on a fieldtrip. **Students** may be excluded from a field trip for safety reasons.

LIBRARY

Textbooks & Library Book Regulations~ students are financially responsible for all books 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.

ACADEMICS

TEACHER'S PROFESSIONAL QUALIFICATIONS

As a school that receives Title I Federal funds, Poplar is required by this Federal law to notify parents of their right to know the professional qualifications of their child's teacher(s) in core academic subject areas, including the following:

1. **The type of state credential or license that the teacher holds.** Some teachers will have a credential in a particular subject area, such as English or mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects, such as in elementary schools.
2. **The education level and subject area of the teacher's college degree(s).** All teachers have a bachelor's degree, and many teachers have graduate degrees beyond the bachelor's, such as a masters or doctoral degree.

In addition to the qualifications of the teacher, if a paraprofessional (teacher's aide) provides your child services, you may also request information about his or her qualifications. All of our paraprofessionals have completed at least two years of college or have passed a test that verifies their qualifications. If you would like this information, please contact the school office at (909) 357-5720.

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). Picking your child up before the school day is over will make him/her ineligible for the attendance awards.

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:

- **Perfect Attendance Award**- This award shall be given to the students that have 0 absences, 0 tardies, and 0 reverse tardies.
- **Excellent Attendance Award**- This award is given to students that have three or less tardies.
- **Principal's Award**- This award shall be given to students that receive **ALL** 4's (above grade level) in grades K-5 and A's in 6th grade on their report cards in the areas of Language Arts, Mathematics, Social Studies, and Science.
- **Honor Roll Award**- This award will be given to students who receive 3s and 4s in the areas of Language Arts, Math, Social Studies and Science.
- **Most Improved in Language Arts and Math Award**- This award will be given to students who show improvement in Language Arts and Math.
- **Students will be recognized for meeting grade level standards.**

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

Courses required for graduation and university admission.

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. The UC has created a Doorways (Outside Source) site that provides complete information about the high school courses approved for university admission. In addition to the required courses, California public universities have other freshman admission requirements (Outside Source).

High School Subject Area	State Mandated Requirements* (EC 51225.3) For High School Graduation	UC Requirements For Freshman Admissions	CSU Requirements For Freshman Admissions
English	3 years	4 years of approved courses	4 years of approved courses
Mathematics	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.

Social Science	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.
Science	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.
Foreign Language	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.
Visual and Performing Arts	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.
Physical Education	2 years		
Electives		1 year**	1 year**
TOTAL	13	15 (7 in the last 2 years)	15

***Beginning in 2005-06, all students must pass the California High School Exit Examination prior to graduation, in addition to meeting course requirements.**

****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

PTA

Poplar Elementary School has a Parent-Teacher Association which supports a variety of school programs. Funds raised by the PTA help provide funds for field trips and other educational programs.

It's with your support that we can make these things happen. Get involved with PTA. We are looking forward to an exciting, fun-filled year. We would like to invite parents to attend our monthly PTA meetings whenever possible. Please check in the office for a schedule of meetings. All parents and teachers are welcome to participate in this organization.

SCHOOL SITE COUNCIL (SSC)

The Poplar 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 in order to meet the needs of Poplar Elementary 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 on the school campus. It is vital that we have parent involvement and participation. We encourage any interested parent to join us.

ENGLISH LEARNERS 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 as well as students learning Spanish as a second language. The committee also serves as a liaison between the school and the parent community.

BEHAVIOR MANAGEMENT

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. **OBEDIENCE:** Students will obey school and classroom rules, participate in classroom activities and follow the directions of all school officials.
3. **PLAYGROUND RULES:** Students are to stop playing and freeze when the bell rings. No wrestling, tackling, karate, judo, chicken-fighting, bumper cars, horse-back riding, play-fighting, chasing games, or football. No climbing on fences; if a ball goes over a fence, tell a duty teacher or noon aide 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 unless a game is being played. 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. Please wait for an empty stall.
5. **BRINGING PERSONAL ITEMS TO SCHOOL:** Students may **NOT** bring personal items to school. The school/district is not responsible for lost or damaged personal property. Students are not to bring gum, candy, sunflower seeds (or other seeds), glass items, toys, balls, walkmans, cell phones (may be turned off in backpacks), or other electronic devices to school.

Return of Confiscated Items:

1st Offense- Item returned to student in normal school day

2nd Offense- Item returned to parent in normal school day

3rd Offense- Item returned to parent at the end of the school year

6. Roller blades, scooters, and skateboards are not allowed on campus at any time including before and after school. ***Bringing items such as imitation firearms, pocket knives, etc. or drugs/ alcohol of any kind will result in suspension and may result in expulsion and school police being notified.***
7. **APPROPRIATE LANGUAGE/GESTURES:** No obscene language or gestures will be tolerated on campus.

TO AND FROM SCHOOL

1. Students 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.

2. Bus riders:

- Make sure you have your bus pass.
- Wait at the bus stop in an orderly manner.
- Remain seated while the bus is in motion.
- Refrain from eating or chewing gum on the bus.
- Keep your hands to yourself.
- Avoid loud talking or shouting.

CELL PHONES

Bringing cell phones to school is strongly discouraged. Cell phones must be kept off and in your child's backpack. If the cell phone is seen or is on, and interrupts instructional time, it will be confiscated and returned to your child and/or you (the parent) at the end of the day (please see Electronic Devices for policy on confiscated items). The school will not be responsible for any lost, stolen or damaged cell phones.

CLASSROOM RULES

The rules set up by the teacher's 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. Discuss the rules and consequences with your child.

CAFETERIA RULES

Lunch menus are sent home with each child each month. 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 the noon hour. State regulations require that students must select items without assistance. The cafeteria will open for breakfast at 7:15 a.m. everyday. If you want your child to eat breakfast, they need to be here by 7:20 a.m.

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.
4. Walk and sit down in the 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. Toss trash in cans/recycle trays when dismissed.
6. Raise hand for help by noon aides.
7. WALK to line up when excused.

If rules are not followed, future lunch detention may be given by the administration.

ELECTRONIC DEVICES

I-pods, mp3's, PSP's, Gameboys, Nintendo DS or other electronic devices are not allowed at school. If these items are brought to school they will be confiscated and the following will be implemented:

Offense #	Action	Person Responsible/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.

PHILOSOPHY OF DISCIPLINE

We view a safe and orderly campus as an essential component for a successful education. Student discipline at Poplar helps each child to act responsibly. All students will comply with school rules, maintain proper standards of dress and appearance, and be accountable for their conduct to and from school.

The school offers a program prescribed by the Board of Education to prepare students for citizenship and to create an awareness of the individual's responsibility for his/her own actions in accordance with the rules of socially accepted behavior. Rules of discipline exist to ensure orderly, healthy, and productive environments in the school and classroom. The rules are designed and administered so they promote self discipline, civility, and respect for self and others.

AREAS OF RESPONSIBILITY IN DISCIPLINE

Party	Responsibility
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.

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, alternative methods of discipline 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:

Code of Conduct:

I will be respectful. I will be responsible. I will be safe.

Action Depending on the severity of the incident; action taken, including suspension or expulsion can take place even if no other incident has taken place.

Students may be excluded from a field trip for safety reasons.

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

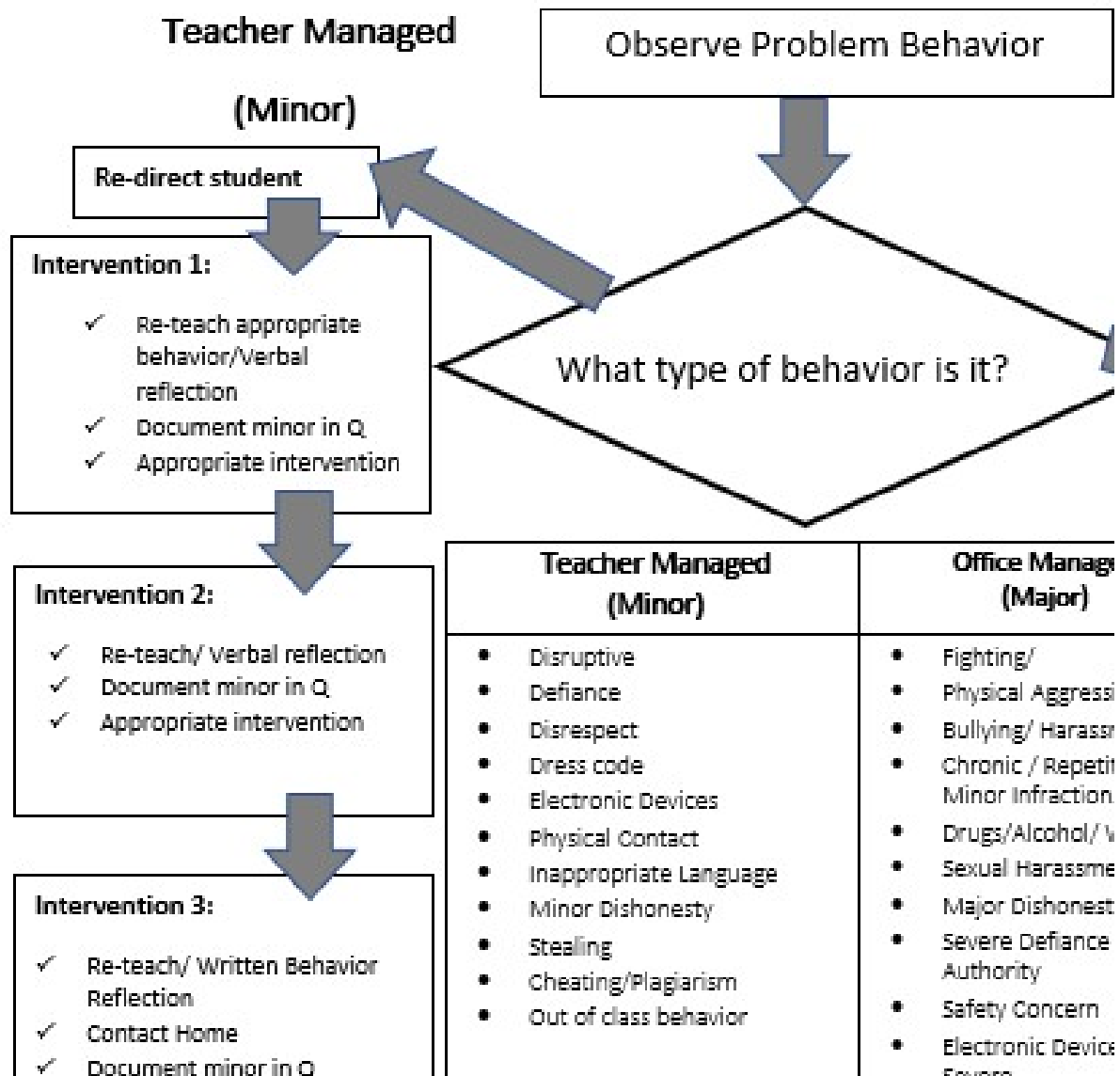
Suspension from class by the teacher/principal or school by principal are authorized only for specific offenses, as listed in the Education Code 48900, such as:

- 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/assault



Poplar Element

DBIS Behavior Flow





POPLAR PBIS Expectations for All Settings



G rateful	<ul style="list-style-type: none">• Use your manners – say “please” and “thank you.”• Show appreciation.• Have a positive attitude.
R espectful	<ul style="list-style-type: none">• Cell phones are turned off during school hours.• Speak to others in a polite tone.• Use appropriate language.
E mpathetic	<ul style="list-style-type: none">• Be aware that your words and actions affect others.• Help others when needed.
A ccountable	<ul style="list-style-type: none">• Be the best person you can be today.• Report any inappropriate behaviors.• Be prepared with all materials.• Clean up after yourself.
T rustworthy	<ul style="list-style-type: none">• Report any inappropriate behavior.• Be prepared with all materials needed.• Tell the truth.

PBIS Social Skills Calendar 2024/2025 School Year



Weeks of:	Social Skill	Social Skills Poster	Social Skills	Video Links
8/12-8/23/2024	Greeting Others	Greeting Others.pdf	Greeting Others	Greetings Video
8/26-9/6/2024	Getting the Teacher's Attention	Getting the Teacher's Attention.pdf	Getting the Teacher's Attention	Getting Teacher's Attention Video
9/9-9/20/2024	Following Instructions	Following Instructions.pdf	Following Instructions	Instructions Video
9/23-10/4/2024	Give me FIVE	Give Me Five.pdf	No lesson Attached	No video attached
10/8-10/18/2024	Asking for Help	Asking for Help.pdf	Asking for Help	Asking for Help Video
10/21-11/1/2024	Staying on Task	Staying on Task.pdf	Staying on Task	Staying on Task Video
11/4-11/15/2024	Working with Others	WorkingwithOthers	Working with Others	Working with Others Video
11/18-12/6/2024	Using an Appropriate Voice Tone	Using an Appropriate Voice Tone.pdf	Using an Appropriate Voice Tone	Tone of Voice Video
12/9-12/20/2024	Making an Apology	MakinganApology.pdf	Making as Apology	Apology Video
1/14-1/24/2025	Giving Compliments	GivingCompliments.pdf	Giving Compliments	Giving and Accepting Compliments Video
1/27-2/7/2025	Listening to Others	ListeningtoOthers.pdf	Listening to Others	Listening Video
2/11-2/21/2025	Disagreeing Appropriately	DisagreeingAppropriately.pdf	DisagreeingAppropriately.pdf	Disagreeing Video
2/24-3/7/2025	Sharing with Others	Sharing with Others.pdf	SharingwithOthers.pdf	Sharing Video
3/10-3/28/2025	Accepting a Consequence	AcceptingaConsequence.pdf	Acceptingconsequence	Consequence Video
3/31-4/11/2025	Having a Conversation	Having a Conversation.pdf	HavingaConversation.pdf	Conversation Video
4/14-4/25/2025	Asking Permission	AskingPermission.pdf	AskingPermission	Asking Permission Video
4/28-5/9/2025	Waiting your Turn	Waiting Your Turn	Waiting your Turn	I can wait video
5/12-5/23/2025	Accepting No for an Answer	AcceptingNoforanAnswer.pdf	Acceptingnoforananswer	Accepting No

DAMAGE TO SCHOOL PROPERTY

Purposely damaging school property (books, desks, computers, etc) can result in a suspension and parents will be held financially liable.

SUPERVISED SUSPENSION CLASSROOM

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

EDUCATION CODES (EC):

California State Education Codes Dealing with Suspension and/or Expulsion:

A pupil may 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 (q), inclusive:

EC 48900:

- (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 any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any 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, any 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 any 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 any 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 any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of 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 any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code
- (k)** Disrupted school activities or otherwise 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 replicas is a firearm.

- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, 289 or 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 as defined in sub division (b) of Section 245.6 of Penal Code.
- (r) A pupil may 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 or principal or occurring within any other school district. A pupil may be 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.
- (s) A pupil who aids or abets, as defined in Section 3413 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer 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).
- (t) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (u) A superintendent 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.
- (v) It is in the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

EC 48900.2 Sexual Harassment (Definition Education Code 212.5)

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; 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 environments. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

EC 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 223.

EC 48900.4 Harassment, Intimidation, etc.

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.

EC 48900.7 Terroristic Threats Against School Officials, School Property or both

(a) In addition to the reasons specified in Sections 48900, 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 actually carrying it out, which, on 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.

SCHOOL PROGRAM

STUDENT INTERVENTIONS TEAM

The SIT meets regularly to review the progress of students who are referred by administration, teachers or parents. The SIT makes recommendations for program modifications and/or interventions. Whenever a student is referred to the SIT, the teacher completes an extensive report on the student’s progress. Parents and students are invited to the SIT meetings.

SPECIAL EDUCATION

The Resource Specialist Program (RSP) 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).

ENRICHMENT CLASSES

- Kindergarten, 1st, 2nd, and 3rd-grade students are offered science enrichment classes.
- Science and music enrichment classes are provided to 4th, 5th, and 6th-grade students.

ADAPTED PHYSICAL EDUCATION (APE)

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

GIFTED AND TALENTED EDUCATION

The district tests all second graders to see if they qualify for the Gifted and Talented Education (GATE) program. Children in the program at Poplar are clustered and receive differentiated instruction in their regular class to meet their educational needs.

DISTRICT POLICIES

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/emergency card.

Each year, the school sends home a registration/emergency form asking parents to update and list the persons allowed to pick up their children. Be sure you return this information to school. 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 contacts.

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 Beverages Sold or Served in Elementary Schools, PreK to 6

Issue	Standards
Food & Beverage Sales During the School Day	<p>The sale of food is not permitted except when <u>all</u> of the following conditions are met::</p> <ul style="list-style-type: none"> ▪ The student organization may sell one food item per sale. ▪ The food sold meets the nutritional requirements listed below. ▪ The specific nutritious food item is pre-approved. ▪ There are no more than four such sales per year at a school. ▪ The sale does not begin until after the close of the regularly scheduled midday food service period. ▪ The sale during the regular school day is not of food items prepared on the premises. ▪ The food sold is not one sold in the food service program during the school day. ▪ The food sold is a dessert-type food. ▪ The food sold is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained.
Fundraising	<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"> ▪ Sale by students at school at least 30 minutes after the end of the school-day. ▪ Sale by students is off and away from school premises

Celebrations & Parties

Rewards and Incentives:

- Food or beverages will not be used as rewards for students' academic performances, accomplishments or behavior.

Parents and staff are strongly encouraged not to use food and beverages for celebrations and classroom parties.

Food or beverages served at any schoolwide event (Grandparents Day, jog-a-thon, etc.):

- The food offered will meet the nutritional requirements listed below.
- The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained.

Curriculum and/or Culturally-based Activities (multicultural festival, Thanksgiving feast):

- These activities require advanced approval by the principal.
- Each class will be limited to no more than two curriculum and/or culturally based activities per year.
- The food offered will meet the nutritional requirements listed below.
- The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained.

Classroom Parties:

- There will be no more than three class parties during the school year.
- The food offered will meet the nutritional requirements listed below.
- The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained.

Celebrations (student birthday, individual student accomplishments):

- These activities require advanced approval by the principal and classroom teacher.
- Celebrations may not interfere with the instructional program.

BALLOONS:

- Balloons are not allowed at any time.



FONTANA UNIFIED SCHOOL DISTRICT

Every Student Successful | Engaging Schools | Empowered Communities

UNIFORM COMPLAINT PROCEDURES (UCP) ANNUAL NOTICE 2024-2025

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.

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

Title IX Officer
Executive Director, Certificated Human Resources
9680 Citrus Avenue
Fontana, CA 92335
(909) 357-5000, ext. 29045
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.

California Department of Education
Contacts for Programs and Services Covered Under
The Uniform Complaint Procedures

Program	Contact	Telephone
Adult Education	Adult Education Office	(916) 322-2175
Career/Technical Education	Regional Occupational Centers and Programs and Workforce Development Centers	(916) 322-5050
Child Development , including: Alternative Payment Protective Services CalWORKS Stages 2 Resource and & 3 Referral Exceptional Needs School-Age General (Latchkey) Family Child Care Severely Homes Handicapped Migrant State Preschool	Child Development Office	(916) 322-6233
Consolidated Categorical Aid , including: Economic Impact Aid—State Compensatory Education (EIA/SCE) Economic Impact Aid—State Program for Students of Limited Proficiency (EIA/LEP) No Child Left Behind (Titles I–VI) (NCLB) School Improvement Tenth-Grade Counseling Tobacco-Use Prevention Education (TUPE) Peer Assistance and Review (PAR) School Safety and Violence Prevention Act	Categorical Programs Complaints Management Unit	(916) 319-0929
Migrant and Native American Education	Migrant, Native American, and International Office	(916) 319-0851
Nutrition Services	Nutrition Services Division	(916) 445-0850
Special Education	Procedural Safeguards Referral Services Unit	(800) 926-0648
Service	Contact	Telephone
Facilities	School Facility Planning Division	(916) 322-2470
Office of Equal Opportunity , including: Discrimination Harassment Civil Rights Guarantees	Office of Equal Opportunity	(916) 445-9174

For additional general information on uniform complaint procedures, contact the Categorical Programs Complaints Management Unit, California Department of Education, School and District Accountability Division, 1430 N Street, Sacramento, CA 95814-5901; telephone (916) 319-0929, or visit our Web site at <http://www.cde.ca.gov/re/cp/uc>.

WILLIAMS COMPLAINTS NOTICE

(Notice to Parents, Guardians, Pupils, and Teachers—Complaint Rights)

Parents, Guardians, Pupils, and Teachers:

Pursuant to *California Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means, each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at www.fusd.net. You may contact the Superintendent, Robert Basset, at (909) 357-5000. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

INTERNET ACCEPTABLE USE POLICY

In order to use the computers at school your child must sign and return the District's Acceptable use policy. Please be sure to include your child's student ID number. The following is a sample of what the document will contain:

Your signature is required as confirmation that you and your child fully understand the guidelines and rules of this policy.

Child safety on the internet

As part of the Fontana Unified School District, both students and parents need to understand the nature of the Internet and its available services. This brochure is an overview of the Student Acceptable Use Policy in place at our district. The rules and guidelines set forth are to insure the safety of all students wishing to use the Internet. You may request a complete copy of this policy by calling (909) 357-5075 or visit FUSD's website at www.fontana.k12.ca.us.

Student rules for online safety

To help protect students, the District has established the following rules for online safety:

- I will not give out personal information about other people or myself. Personal information includes my address, telephone number, school address, work address, etc.
- I will use the system only for educational activities.
- I will not attempt to gain unauthorized access to the District or any other computer system.
- I will never agree to get together with someone I meet online without parental permission and guidance.
- I will never send a person my picture or anything else without first checking with my parents.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. If I receive a message like this, I will tell my parents right away so they can contact my teacher.
- I will talk with my parents so that we can set up rules for going online such as the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit.
- I will respect my privilege of using the Internet and not engage in any use that is malicious or harmful.



Fontana Unified School District

Every Student Successful | Engaging Schools | Empowered Communities

9680 Citrus Avenue • P. O. Box 5090 • Fontana • California 92334-5090 • (909) 357-5000 • www.fusd.net

Nondiscrimination Statement

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: Lauri Martin, Director, Online Learning and Alternative Programs, at 9680 Citrus Avenue, Fontana, CA 92335 (909) 357-5000, extension 29077 504Coordinator@fusd.net.

El Distrito Escolar Unificado de Fontana prohíbe la discriminación, la intimidación, el acoso (incluyendo el acoso sexual) o acoso escolar basado en lo actual o percibido de una persona como; la ascendencia, el color, la discapacidad, la raza, la etnia, la religión, el género, la expresión de género, la identidad de género, el estado migratorio, el origen nacional, el sexo, la orientación sexual o la asociación con una persona o grupo con una o más de estas características reales o percibidas. Para preguntas o quejas, comuníquese con el Oficial de Cumplimiento de Equidad: Craig Baker, Superintendente Asociado de Servicios Estudiantiles en 9680 Citrus Avenue, Fontana CA 92335, (909) 357-5000, EXT 29194, TitleIX@fusd.net y la Coordinadora del Título IX: Caroline Labonté, Directora de Recursos Humanos Certificados, en 9680 Citrus Avenue, Fontana CA 92335, (909) 357-5000, EXT 29045, TitleIX@fusd.net; y Coordinador de la Sección 504: Lauri Martin, Directora, Programas en Línea y Alternativos, en 9680 Citrus Avenue, Fontana, CA 92335 (909) 357-5000, extensión 504Coordinator@fusd.net.

BOARD OF EDUCATION

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Telecommunications Device for the Deaf (909) 357-5018

Regulation 5145.71: Title IX Sexual Harassment Complaint Procedures

Status: ADOPTED

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

Administrative Regulation
Title IX Sexual Harassment Complaint Procedures

AR 5145.71
Students

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 not 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

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.

Record-Keeping

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, 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 web site, or if the district does not maintain a web site, available upon request by members of the public.

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

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 a 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.

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 non-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 an otherwise 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.

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.
You also have a right to file a complaint with the Office of Civil Rights. The address of the
16. 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



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

POPLAR ELEMENTARY SCHOOL

Dear Parents,

Poplar has updated this school handbook in compliance with the education code for discipline as required by law.

Please read and discuss the rules with your child. Sign and return this form indicating that you have received this handbook and discipline plan. Signing this form does not mean you agree with our policy; your signature will only verify that you received the 2024-2025 Parent-Student Handbook.

Yours in education,

Ms. Meyers, Principal

Date

Parent Signature

Name of Student

Teacher Name

PLEASE REMOVE THIS PAGE FROM HANDBOOK, SIGN, AND RETURN TO YOUR CHILD'S TEACHER.