STAFF HANDBOOK

2025-2026



Henry J. Kaiser High School Administration Staff
Monica Young, Principal
Felix Alvarado, Assistant Principal
Dr. Kathryn Campbell, Assistant Principal
Colin Hackett, Assistant Principal
Melissa Snee, Athletic Director
Megan Eacret, ASB Director

Board of Education
Adam Perez, *Board President*
Danielle Holley, *Board Vice President*
Angel Ramirez, *Board Member*
Mary Sandoval, *Board Member*
Marcelino “Mars” Serna, *Board Member*
Ashely Suarez, *Student Board Member*

Superintendent of Schools
Miki R. Inbody

FONTANA UNIFIED SCHOOL DISTRICT
2025-2026 SCHOOL CALENDAR

JULY 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	N	PD		
Student Days = 0						

AUGUST 2025						
Su	M	Tu	W	Th	F	Sa
					PD	2
3	MD	MD	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Student Days = 18					

SEPTEMBER 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Student Days =21						

OCTOBER 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Student Days = 23						

NOVEMBER 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Student Days = 14					

DECEMBER 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Student Days = 15						

JANUARY 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	PD	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Student Days = 13						

FEBRUARY 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
Student Days = 18						

MARCH 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Student Days = 17						

APRIL 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Student Days = 22						

MAY 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	MD	30
31	Student Days = 19					

JUNE 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Student Days = 0						

SCHOOL DAYS

WEEKENDS/VACATIONS

HOLIDAYS (NO SCHOOL)

N — NEW TEACHER ORIENTATION

PD — PROFESSIONAL DEVELOPMENT (Non-Student Attendance Day)

MD — MEMBER DIRECTED DAY (Non-Student Attendance Day)

AUGUST

6 First Day of School – All Grades

SEPTEMBER

1 Holiday – Labor Day (No School)

NOVEMBER

11 Holiday – Veterans Day (No School)

24-28 Fall Break (No School)

DECEMBER

22-31 Winter Break (No School)

JANUARY

1-9 Winter Break (No School)

12 Professional Development Day (No School)

19 Holiday – Martin Luther King, Jr. Day (No School)

FEBRUARY

9 Holiday – Lincoln's Birthday (No School)

16 Holiday – President's Day (No School)

MARCH

23-27 Spring Break (No School)

MAY

25 Holiday – Memorial Day (No School)

28 Last Day of School – All Grades

JUNE

19 Holiday – Juneteenth (No School)

ALL SCHOOLS MINIMUM DAYS

Wednesday each week

ELEMENTARY AND MIDDLE SCHOOL CONFERENCES/MINIMUM DAYS

October 20 – 24, 2025

ALL SCHOOLS END OF SEMESTER MINIMUM DAYS

Friday, December 19, 2025 – End Semester 1

Thursday, May 28, 2026 – End Semester 2 – Last Day of School

END OF QUARTER/SEMESTER FOR MIDDLE/HIGH SCHOOLS

Friday, October 10, 2025 – End Quarter 1

Friday, December 19, 2025 – End Semester 1

Friday, March 20, 2026 – End Quarter 3

Thursday, May 28, 2026 – End Semester 2 – Last Day of School

HIGH SCHOOL FINAL EXAMS/MINIMUM DAYS

December 16 – 19, 2025

May 26 – 28, 2026

Board Approved: 9/25/24

KAISER HIGH SCHOOL
TOGETHER WE BUILD

VISION STATEMENT

Henry J. Kaiser High School will be a nurturing, safe, and professional environment that supports educational success as well as the social, emotional and academic development of all students.

MISSION STATEMENT

Powering Our Students' Future

- Graduation
- A - G and Post Secondary Requirements
- Dual Enrollment Opportunities
- Internships and Externships
- Supporting the emotional and social needs of all students
- Industry Certifications



Henry J Kaiser High School

2025-2026 Bell Schedule

Regular Bell Schedule	
Period 0	***7:26 - 8:24***
Period 1	**8:30 - 9:28**
Period 2	**9:34 - 10:39**
Period 3	**10:45 - 11:43**
Lunch A	**11:43 - 12:18**
Period 4B	**12:24 - 1:22**
Period 4A	**11:49 - 12:47**
Lunch B	**12:47 - 1:22**
Period 5	**1:28 - 2:26**
Period 6	***2:32 - 3:30***
Period 7	***3:36 - 4:34***

Minimum Day Schedule (Wednesdays)	
Period 0	***7:39 - 8:24***
Period 1	**8:30 - 9:15**
Period 2	**9:21 - 10:06**
Period 3	**10:12 - 10:57**
Period 4	**11:03 - 11:48**
Lunch A	**11:48 - 12:18**
Period 5B	**12:24- 1:09**
Period 5A	**11:54- 12:39**
Lunch B	**12:39 - 1:09**
Period 6	**1:15 - 2:00**
Period 7	***2:06 - 2:51***

Holidays (No School)	
Labor Day	9/1/2025
Veterans Day	11/11/2025
Fall Break	11/24-11/28/2025
Winter Break	12/22/2025 - 01/09/2026
Non-Student Day	1/12/2026
Martin Luther King Jr., Day	1/19/2026
Lincoln's Birthday	2/9/2026
President's Day	2/16/2026
Spring Break	03/23-03/27/2026
Memorial Day	5/25/2026

Semester Finals / Minimum Days	
Semester 1	12/17-12/19/2025
Semester 2	5/26 - 5/28/2026
1st Day	Periods 1 and 4
2nd Day	Periods 2 and 5
3rd Day	Periods 3 and 6
Session 1	8:30 - 10:45
Passing/Break	10:45 - 11:00
Session 2	11:00 - 1:15
LUNCH	1:15 - 1:45
Period 7	1:51 - 2:49
AP Testing	
SPRING	05/04 - 05/28/2026
CAASPP/CAA/PFT	
CAASPP	04/06 - 05/28/2026
CAA (ELA/Math)	04/06 - 05/28/2026
CAA (Science)	09/15 - 05/28/2026
Physical Fitness	02/10 - 05/28/2026
SAT/PSAT	
FALL	10/06 - 10/31/2025
SPRING	03/02 - 05/01/2026
i Ready	
FALL	8/11 - 8/29/2025
SPRING	4/13 - 5/28/2026
ELPAC	
FALL	02/02 - 05/28/2026
End of Quarter Grading Periods	
10/10/2025	Quarter 1
12/19/2025	Semester 1
3/20/2026	Quarter 3
5/28/2026	Semester 2

2025-2026 Lunch Schedule

Regular Day based on 4th Period

Minimum Day based on 5th Period

Lunch A = Buildings B, C, F, G

Lunch B = Buildings A, D, E, H, I, K

2025/ 2026 KHS Certificated Extension List

NAME	ROOM	EXT.
ABDOU, Abeer	F108	14308
AHMU, Elizabeth	F125	14325
ALBERTSON, Mike	K114	14514
ALEXANDER, Karen	D116	14256
AVILA, Arian	F124	14324
AVILA, Carina	F202	14332
AVILA, Julio	C215	14245
BARAJAS-MART., Angelina	F114	14314
BEATTIE, Corey	F205	14335
BRUST, Regina	A202	14160
BURK, Michael	K113	14513
CALDERON, Don Justin	PE	14180
CARDOSI, William	K104	14504
CASTILLO, Irma	K109	14509
CENTENO, Edwin	A202	14157
CHOCOZA, Alexma	K99	14599
CONTARINO, Alfred	E111	14271
CORNISH, Reggie	PE	14179
CORRAL, Emilia	G201/ G209	14370/ 14379
COTTIER, Wesley	F207	14337
COX, Dewitt	C202	14232
CRISWELL-FISHER, Keya	A202	14158
CUFUIOTI, Daniela	C112	14212
DAVIDIAN, Dory	D121	14261
DHILLON, Salvadora	F208	14338
EACRET, Megan	I113	14413
ESPINO, Erik	K100	14500
EWERS, Travis	K103	14503
FOX, Kathleen	H122	14392
GARCES, Ana	A202B	14382
GARCIA, Amanda	D118	14258
GIARDINA, Michael	E122	14282
GOETTING, Jane	F124	14324
GONZALES, Hannah	C108	14208
GONZALES, Nivea	H115	14385
GONZALEZ, Pedro	C207	14237
GREINER, Sean	C208	14238
GRIFFIN, Janey	E120	14280
GRIGGS, Bryan	K102	14502
HILL, Jarrod	C205	14235
HOWRY, Teva	H119	14389
HUST, Robert	K110	14510
JARAMILLO, Jerry	K108	14508
JOHNSON, Becky	C111	14211
JOHNSON, Matt	D117	14257
JOHNSON, Wendi	B107	14197
JUBACK, Alex	F215	14345
KEA, Katie	F206	14336
KING, Ruth (p. 1)	C126	14226
KING, Ruth	C214	14244
KIRKPATRICK, Scotty	F203	14333
KNUDSEN, AnnMarie	F117	14317
KOCHSIEK, Carolina	E113	14273
LACKEY, Matthew	I114	14414
LACUESTA, Alvin (p. 2&6)	C108	14208
LACUESTA, Cyril-Jan		
LARA-ROMERO, Diana	E115	14275
LEON, Eriberto	D110	14250
LOGIUDICE, Shenee	C116	14216
LUU, Louis	I201	14421
MAIORCA, James	C109	14209
MARROQUIN, Erick	C206	14236
MARTINEZ, Arturo	A202	14161
MARTINEZ-ARAGON, M.	E121	14281
MENDOZA, George	G135	14366
MENDOZA, Jacqueline	C126	14226
MIER, Laura	D111	14251
MORALES, Ambar	I103	14403
MORANO, Amelia	K105	14505
MORRISSEY, Shawn	D120	14260
MOZQUEDA, Louis (p. 1-3&5)	E116	14276
NAVAS, Raymond	F201	14331
NESITY, Agnes	C115	14215
NEWELL, Jatara	PE	14184
OKONKWO, Bea	A140	14146
OZIER, Lance	PE	14181
PATTERSON, Michele	G130	14364
PEARSON, Summer	F109	14309
POIRIER, Glennon	G207	14377
REILLEY, John (p. 1-3)	F125	14303
REILLEY, John (p. 4)	K98	13425
REILLEY, John (Prep 5&6)	F103	14598
RODRIGUEZ, Jacklyn	F124	14324
RONQUILLO, Roberto	G121	14363
ROWE, John	C203	14233
RUNDLETT, Valeriana	PE	14186
SCHMIDT-SANCHEZ, K.	F113	14313
SCHWEIGER, Diana	I115	14415
SOYA, Liliana	H116	14386
SPINUZZI, Mike	K98	14598
STALLWORTH, Chris	H117	14387
TULAC, Donald	C125	14225
ULATE, Christopher	E114	14274
VARGA. Vivian	K101	14501
VARGAS, Rudy	I118	14418
VERA, Francis	A202	14159
WAHBA, Renee	I203	14423
WELDON, Karen	C207	14237
WELLER, Andrew	E110	14270
WOUTERS, Carly	H120	14390
YOUNG, Jeffrey	D119	14259
Administration		
YOUNG, Monica	Admin	14107
ALVARADO, Felix	C124	14116
CAMPBELL, Kathryn	F112	14112
HACKETT, Colin	H104	14312

NAME	ROOM	EXT.
Athletic Director		
SNEE, Melissa	A171	14104
ERMHS Therapist		
RANGEL, Mayra	E112	14272
Librarian		
JONES, Ajaa	A142	14178
MTSS/MFT		
SALCEDO, Antonio	A144	14123
Psychologists		
BURCIAGA, Norma	C107	14207
QUANSTROM, Dina	C106	14206
School Police		
	H104	14255
Speech		
SYLVESTRO, Lindsay	E120	14280
IMPORTANT NUMBERS		
ALC Room	D112	14252
ASB Office	I113	14413
Attendance Office	A126	14130
Cafeteria	B115	14190
CCS MTU	G112	14350
IEP Conference Room	H110	14383
Health Office	A140	14140
Kaiser Testing Room	A143	14175
Library	A142	14170
OI Itinerant /Day, Sherry	F102	14380
Principal Conference Room	PCR	14110
SAI Offices	H118	14388
Student Store	D101	14125
Samantha Simpson **VLP**	K107	14507
FAX NUMBERS		
Administration (A110)	357-7657	
ASB Office (ASB/A204)	357-7658	
Athletic Director PE (A172)	357-7659	
Building H (H104)	357-7656	
Department Office (C123)	357-7655	
Department Office (F111)	357-7654	
Guidance Office (A202)	357-7653	
Health Office (A140)	357-5977	

2025/ 2026 Classified List

NAME	EXT.
ALEMAN, Claudia (Attendance Clerk)A126	14121
ALLEN, Matthew (Budget Tech.) A128	14323
AMADOR, Cynthia (Sp Ed Aide)	
ANDRADE, Marissa (Aide)	
ARTINIAN, Armine **(GT)** A205	14152
ATILANO, Christy (Workability) H118	14388
AZARIAH, Roma	14250
BRANCATO, Shirle'(ASB Bookkeeper) A129	14127
BUENO, Victoria (Sr. Sec)	14111
Cafeteria B115	14190
CAMACHO, Sarah (Sp Ed Aide) E122	14282
CARRASCO, Freddy(Campus Security) H104	K-10
CHAVEZ, Erin (Aide)	
COBIAN, STEPHANIE (Health Assistant) A140	14140
CONNOLLY, JoAnn (Comp. Library Specialist) A142	14170
DAVIS, Diane (Aide)	
DIAZ, Selena (Sr. Attendance Clerk) A126	14122/14130
ESPINOZA, Amber (Sp Ed Aide) E122	14282
ETHERLY, Laurie (Campus Security) H104	K-11
EVELYNVEERE, Sara (E110)	14270
GARCIA, Christal (Int. Clerk) Front Desk/Adm.	14100
GLOCK, Mary (Sp Ed Aide) E120	14280
GRAHAM, Keywatti (K8)	K-8
GUZMAN, Lisa (School Secretary) A104	14107
HERRERA, Alejandrina (Sp Ed Aide)	
IMPASTATO, JENA (Registrar) A127	14177
LOPEZ, Claudia	14152
MACIAS, Terry (School Outreach Liaison)Adm	14154
MARGETICH, Cira (Sped. Aide)	
MARTINEZ, Louie (Campus Security) H104	K- 09
MEDINA, Tina **(GT)** A205	14151
MENDOZA, Crysol (Sp Ed Aide)	
ORTIZ, Norma (Sr.Sec/Delaguila) H104	14115
PADILLA, Lorraine (LVN) A140	14144
PALOMINO, Otilia **(GT)** A205	14153
PERALTA, Yareth (Bilingual Aide)	
PEREZ, Cynthia (Sp Ed Aide) E110	
PRADO, Maryela (Sr. Sect.) F111	14105
REYNOSO, Ana (Community Liaison Aide)	14155
SALMAN, Ariel (Int. Clerk)	14134
SKINNER, Hilda (Girls Locker Rm Attend)	14187
TARELO, Elizabeth (Aide)	
TIBBELS, Rosemarie (Campus Security) H104	K-12
TOPETE, Phoenix (Athletic Trainer)	14189
URQUIZU, Jonathan (Boys Locker Rm Attend)	14182
VELAZQUEZ, Alyssa (Clerk)	14126
WILLIS, Monique (H118)	14388

NAME	EXT.
COMPUTER TECHNICIAN	
DUGBARTEY, Jerry (E109)	14279
GARCIA, Erik	14279
CUSTODIAL STAFF	
MEJIA, Daniel (Custodian)	K-24
CAPLENER, Breona (Custodian)	K-23
CCS MEDICAL THERAPY UNIT (G112)	
AVILES, Emilia (Front Desk)	14350
GHATTAS, Nivin (Unit Supervisor)	14361
HOEKSTRA, Matthew (PT)	14354
MERRILL, Peggy (PT)	14352
QUINN, Julia (OTR)	14357
SCHOOL POLICE (H104)	
Officer Galgani (H104)	14255
FAX NUMBERS	
Administration (A110)	357-7657
ASB Office (ASB/A204)	357-7658
Athletic Directors Office PE (A172)	357-7659
Building H (H104)	357-7656
Department Office (C123)	357-7655
Department Office (F111)	357-7656
Guidance Office (A202)	357-7653
Health Office (A140)	357-5977
Workability Office (I114)	357-5973
DISCIPLINE ISSUES	
YOUNG, Monica (Principal) Admin	14117
CAMPBELL, Kathryn (F111)	14112
HACKETT, Collin (H104)	14312
ALVARADO, Felix (C123)	14116
COUNSELING Office	
(BY ALPHA)	
Vera, Francis	14159
Martinez, Arturo	14161
Centeno, Edwin	14157
Fisher, Keya	14158
Garces, Ana	14382
(SPED/IEP or Tracking Teacher)	
Brust, Regina	14160

HENRY J. KAISER CATS SCHOOL EXPECTATIONS

Kaiser C.A.T.S. are Compassionate, Academic, Trustworthy, and Spirited!

Henry J. Kaiser High School staff work collectively to implement school-wide expectations that encourage all students to be Compassionate, Academic, Trustworthy, Spirited C.A.T.S. Our goal is for every student to feel supported and successful here at Henry J. Kaiser High School.

Compassionate Kaiser CATS:

- Treat others with respect and care.
- Listen and support classmates and staff.
- Practice self-care and help keep the campus clean.
- Avoid gossip, rumors, and unkind behavior.

Academic Kaiser CATS:

- Arrive on time and prepared to learn.
- Stay on task and complete assignments.
- Use respectful language and follow classroom rules.
- Avoid distractions like unauthorized phone use or leaving class without permission.

Trustworthy Kaiser CATS:

- Follow school rules and respect all staff.
- Use school property responsibly.
- Stay in designated areas and follow dress code.
- Avoid inappropriate behavior, vandalism, and rule violations.

Spirited Kaiser CATS:

- Participate in spirit weeks, rallies, and performances.
- Support school events, clubs, and teams.
- Represent Kaiser with enthusiasm and pride.

KAISER H.S. ADMINISTRATION AND SUPPORT STAFF

ADMINISTRATION

Principal: Ms. Monica Young, Principal

Asst. Principal: M r . Felix Alvarado
Asst. Principal: D r . Campbell
Asst. Principal: Mr. Hackett
ASB Director: Megan Eacret
Athletic Director: M e l i s s a Snee

School Secretary: Lisa Guzman …ext. 14107

Secretary: Victoria Bueno..... ext. 14111
Secretary: Maryela Prado.....ext. 14105
Secretary: Norma Ortiz.....ext. 14111

COUNSELORS:

Mrs. Vera..... Ext. 14159

Dr. Martinez .....Ext. 14161

Mr. Centeno..... Ext 14157

Ms. Fisher ..... Ext. 14158

Ms. Garces..... Ext. 14382

Ms. Brust .....Ext. 14160

GUIDANCE TECHS:

Claudia Lopez.…….…….…… Ext. 14150

Otilia Palomino …… Ext. 14153

Armine Artinian.……...…….…..... Ext. 14152

Tina Medina. ..... Ext. 14151

SUPPORT STAFF

Sub Coverage - Sub Desk ..... …..… A. Salman (Ext. 14134)
Attendance Office ..... …… S. Diaz/C. Alleman (Ext. 14122/14121)
ASB Bookkeeper ..... …….. S. Brancato (Ext. 14127)
Athletic Director .....…….. M. Snee (Ext. 14104)
Budget Technician (Field Trips) ..... M. Allen (Ext. 14323)
Community Aide (Translations)……..... A. Reynoso (Ext. 14155)
Health Office .....……S. Cobian (Ext. 14140)
Lost and found ..... ……C. Garcia (Ext. 14100)
School Community Liaison ..... ……T. Macias (Ext. 14154)
Textbooks .....……J. Connolly (Ext. 14170)
Transcripts…… J. Impastato (Ext. 14177)
Work Orders (Facilities, Technology) ……. M. Prado (Ext. 14105)
Work Permits - Online District Website ..... …… Y. Yuro (Ext. 56353)

Absences and Payroll

To ensure accurate payroll bookkeeping, follow the absence reporting procedure outlined below and please remember to always turn in a Leave Document:

Certificated Staff:

- Everyone is to report their absence on Frontline Absence Management. If no sub is needed, please indicate "No Sub Needed."
- If a sub is needed, please request a sub if you will be absent all day or partial day, the sooner the sub is requested the better. *(It is always easier to cancel a sub than to try and get one last minute).*
- If you have jury duty, please make sure to turn in your jury duty verification slip to the school secretary. If no verification slip is turned in Jury Duty cannot be reported.
- If you are scheduled for a training, conference, or field trip, you still must request a sub on Frontline, use District Approved as the reason for absence. A D121 (conference request must be filled out at least 6-8 weeks in advance. The request must be approved by the district office to be able to attend a conference or training. If attending a field trip, a field trip request form must be submitted and approved. All chaperones must be approved by the principal (please submit a leave document and mark "other" and notate field trip in advance to the school secretary.
- If you need period coverage for meetings, please call ext.14134/14107 in a timely manner.
- If arriving late, please enter your time in Frontline Absence Management and turn in your leave doc upon arrival to the school secretary.
- If you are leaving early, please make sure to let your supervisor know and turn in your leave doc to the school secretary office before leaving for the day.
- Everyone has a login ID and PIN, if you need login help or are unable to access Frontline, please email Kim LeFay **LefaKM@fusd.net**
- In Frontline Absence Management, please ensure specific TIMES you will be out and the REASON.
- If there is a preferred substitute, please communicate with the sub.

Classified Office Staff:

- Report your absence on Frontline Absence Management . Please indicate specific times you will be out and the reason.
- Submit a leave doc to the school secretary if you plan to be absent or are absent.
- If you have jury duty, please make sure to turn in your jury verification slip to the school secretary.
- If you have training, conference, field trip submit your leave document in advance to the school secretary. A D121 (conference request must be filled out at least 6-8 weeks in advance. The request must be approved by the district office to be able to attend a conference or training. If attending a field trip all chaperones must be approved by the principal (please submit a leave document and mark "other" and notate field trip in advance to the school secretary.
- If arriving late, please enter your time in Frontline Absence Management and turn in your leave doc upon arrival to the school secretary.
- If you are leaving early, please make sure to let your supervisor know and turn in your leave doc to the school secretary office before leaving for the day.
- Please note the times on the leave document.

Certificated / Classified – Affidavits

At the end of every month absence affidavits will be printed and put in your mailboxes. It is essential that all absence affidavits be signed and returned in a timely manner.

Certificated Employee

UNAUTHORIZED **ABSENCE** (UA)

Defined as:

Any non-medical absence in which the employee does not have available paid leave to cover and is not approved ahead if time.

Contact the Leave Specialist for ***guidance.***

SICK LEAVE (SL)

Employees are granted an annual allotment of Sick Leave each school year.

Any unused Sick Leave from a previous school year will roll over and be added to the employee's new allotment.

Employee does not have to accrue Sick Leave prior to its use.

Supervisor has the right to request verification of illness for any absence for which Sick Leave is claimed.

FAMILY ILLNESS (FI)

Maximum of six (6) days leave per school year to care for qualifying family member.

Leave is deducted from the employee's available Sick Leave.

JURY DUTY (JD)

Paid leave for employees called to serve on Jury duty.

Compensated at the employees daily rate of pay.

Must submit verification of service from the court indicating the date(s) actually served before payment can be rendered,

PERSONAL NECESSITY (PN)

Maximum of eight (8) days leave per school year for personal necessity.

Leave is deducted from the employee's available Sick Leave.

PERSONAL LEAVE - **UNPAID**

ALL unpaid leave must be approved by , Human Resources.

Site Administrators do not have the authority to approve unpaid leave.

The employee must submit a request for UNPAID leave to Human Resources.

BEREAVEMENT LEAVE (83) **(85)**

Five (5) days leave due to the death of the employee's immediate family member or any relative living in the employee's household.

**Record the date of death and family member in ELTS (i.e. Grandmother, Stepfather, etc.)

IMMINENT DEATH LEAVE (IM)

Maximum three (3) **days** leave in any fiscal year due to serious illness or accident, *with death imminent,* of the employee's immediate family member. Medical verification is required.

EXTENDED **SICK** LEAVE (SL)

(aka. 100-day Differential Sick Leave Bank)

Leave is only used for the employee's own medical illness.

Employee must first exhaust their own available sick leave.

Compensated at the differential rate of pay, which is the employee's regular salary minus the daily substitute rate of pay.

A physican's note, which verifies the employee's medical inability to work, is required for any illness requiring more than 2 consecutive days for recuperation.

Classified Employees

UNAUTHORIZED ABSENCE

(Code UA)

Defined as any absence in which the employee has not justified, explained or submitted required evidence for.

Any absence which does not have available paid leave to cover.

Once Sick Leave (SL) is exhausted, medical absences taken where no Medical Note (OWO) is provided within 1 week of return to work is changed from SL to UA (un-authorized absence).

Contact Leave Specialist for guidance.

SICK LEAVE

(EMPLOYEE ILLNESS-CODE SL)

Sick Leave pay is granted to employees each school year. The employee does not have to accrue sick leave prior to its use.

Employee should provide a physician's note after the 3rd day of consecutive absence OR at the supervisor's request.

(The District has the right to request verification of illness for any absence for which sick leave is claimed.

FAMILY ILLNESS

(CODE FI)

Deducted from the Employee's Available Sick Leave

Maximum of six (6) days/ per school year to care for a qualifying family member.

PERSONAL LEAVE - UNPAID (PL)

ALL unpaid leave must be approved by Human Resources.

Site administrators **do not** have the authority to approve unpaid leave.

Employee must submit a request for un-paid leave to Human Resources.

PERSONAL NECESSITY (PN)

Deducted from the Employee's Available Sick Leave.

Maximum eight (8) days/ per school year.

PN can be used for death in the family, court appearances, accidents involving employee or their property. Also for emergencies out of the employees control.

VACATION (CODE VA)

Must be scheduled in advance.

Approval is at the discretion of the Supervisor/District.

Supervisor is not obligated to approve last minute vacation requests.

JURY DUTY (JD)

Paid leave for employees called to serve on Jury Duty.

Compensated at the employees daily rate of pay. Emp must submit verification of service from the court 'ndicating date(s) served.

EXTENDED SICK LEAVE

(EMPLOYEE ILLNESS-CODE SL)

Upon exhaustion of available sick leave, classified employees are entitled to Extended Sick Leave pay which is compensated at 50% of the employee's regular Salary.

A Medical Note which verifies the employee's medical inability to work is required.

BEREAVEMENT LEAVE (B3) (B5)

Five (5) days leave due to the death of the employee's immediate family member or any relative living in the employee's household.

**Record the date of death and family member in ELTS (i.e. Grandmother, Stepfather, etc.)

IMMINENT DEATH LEAVE (IM)

Maximum three (3) days leave in any fiscal year due to serious illness or accident, *with death imminent,* of the employee's immediate family member. Medical verification is required.

SCHOOL INFORMATION

Accidents and Injury Reports

Accidents should always be reported immediately to an administrator/school secretary. Staff members who are exposed to bloodborne pathogens or are hurt while executing their professional responsibilities (on OR off campus) should immediately contact their administrator and the Principal's Office. You will need to complete the proper paperwork and return it to the principal's office as soon as possible, but within 24 hours.

ASSEMBLIES

It is the expectation that all teachers accompany their class to assemblies and remain at the event for the duration of the program. Teachers who do not have a class at the time of the assembly are also expected to attend the assembly to assist in the supervision of students and demonstrate the school's commitment to these opportunities.

COPY CODES

- For Assistance, please contact M. Prado ext. 14105. Please specify which copier(s) you plan on using.

Copiers can be located-

1. Admin bldg., across from attendance office.
2. F123
3. H104
4. C123

CLASSROOM SUPPLIES

All order requests: If you need classroom supplies go to the Kaiser website in the staff tab and request office supplies. If you need large classroom set items, please submit an Order Request Form to Matt Allen and he will process your order. Please plan accordingly as the district does take time for approval and processing. If you should have any questions, please contact Matthew Allen ext. 14323.

CUSTODIAL SERVICES

The custodial staff serves the KHS campus in two shifts, beginning at 5:30 a.m., daily and working until 11:00 p.m. each evening. Please have students do their part by taking pride in their campus and classrooms by picking up after themselves. NO FOOD OR DRINK IS ALLOWED IN CLASSROOMS except for water bottles. Students are expected to put desks and chairs back in order before leaving the classroom. Sixth period students should (if possible) put chairs carefully on top of their desks. This allows for efficient night cleaning of floors. If your classroom needs carpet shampooing, vacuuming, or equipment/chairs/furniture need to removed please call ext. 14105 in room F108.

FACILITIES—MAINTENANCE & REPAIR

A staff member requesting work to be done in his/her area or classroom by District Maintenance personnel must complete and submit a Work Order Request Form. Once you submit the form an email will be sent to Dr. Campbell's office. You will also receive an email with the information that you submitted. For your convenience, you can find the link on our Kaiser High School Website. If you have questions, need further assistance or work is not completed in a reasonable amount of time, please don't hesitate to contact ext. 14105

TECHNOLOGY — MAINTENANCE & REPAIR

A staff member requesting work to be done in his/her area or classroom by Technology personnel MUST complete and submit a Work Order Request Form. Once you submit the form an email will be sent to the appropriate office. You will also receive an email with the information that you submitted. For your convenience, you can find the link on our Kaiser High School Website. If you have questions, need further assistance or the work is not completed in a reasonable amount of time, please don't hesitate to contact ext. 14105 for assistance.

FIELD TRIP PROCEDURES

Field Trip Requests

All Field Trip Request Forms must be submitted eight weeks in advance to be considered. No exceptions! Over-night Fieldtrip requests must be submitted eight (8) weeks in advance – No Exceptions. Before any arrangements can be made, i.e., conference registration, hotel rooms, etc., the field trip must first be secured in funding and approved by the Principal. Make sure you have all chaperones in place and approved (volunteer approval) prior to listing them as your chaperones. Once you have completed the form, do not forward electronically, print a copy and attach printed copies of all pertinent backup documentation showing all information regarding your field trip i.e., pricing, lodging, locations, agendas etc. You will then print the form, attach documentation paperwork and submit it to Matt Allen. If you should need clarification of this process…. Please contact Matt Allen. He is happy to assist you, but you must follow the strict guideline of the eight weeks advance notice.

Permission Slips

Any student who participates in a school-sponsored field trip that requires transportation away from the school site are re-quired to have completed permission slips, signed by the parent/guardian. These forms are called "Field Trip Waiver and Medical Authorization." They can be found in the FUSD website > Staff Portal > Downloadable documents >Risk Management Folder > Field Trip Waivers Folder . Students must turn in their signed form into the supervising teacher in charge of the field trip PRIOR to departure. A list of students (first & last name + ID#) attending the trip should also be turned into the Attendance Office prior to departure from school. The head chaperone should keep the field trip permission slip originals with them on the trip in

HEALTH OFFICE

Located in the Administration Building. Open from 8:15 am to 3:45 pm. Health Clerk is available each day of the week. School Nurse visits every other day and during emergencies

Special Note: Students who are ill or injured must have a pass from their teacher before going to the Health Office. No visits allowed during passing periods.

KEYS

All employees who are issued key(s) shall be responsible for said key(s). Restitution may be required in the event of loss.

See the school secretary for the issuance and collection of school keys.

- Keys will be issued at the beginning of each school year and collected at the end of each school year at the discretion of the school principal.
- A Key Receipt form shall be signed by the person receiving key(s) and kept on file until said key(s) are returned.
- Loss, theft, or unauthorized use of key(s) shall be reported immediately to the Principal/Designee.
- Unauthorized duplication of keys will be viewed as a willful violation of this policy, and discipline action will be taken.
- Persons other than employees of the FUSD may be issued keys when deemed necessary by the Principal/Designee.

MAIL

Mailboxes are in the Staff Lounge on the 1st floor of the Administration Building. The mailboxes are arranged alphabetically with mailboxes located ABOVE the staff member's name. Please empty out your mailboxes each morning and check it again prior to leaving for the day.
Under no circumstances are students allowed in the Staff Lounge. Do not send your student assistant to pick up your mail.

STAFF PARKING

The NORTH parking lot is designated as Staff parking only. Please display Staff Parking Permit. You may obtain the form & parking permit from Ms. Victoria Bueno, Secretary in room C123.

VISITORS

All visitors to Kaiser High School MUST obtain a proper Visitor's Pass with the receptionist. Valid identification is required for all visitors. Kaiser High School is a CLOSED CAMPUS. The KHS campus is closed to all unauthorized persons from 4:00 p.m.– 7:00 a.m., Monday - Friday and all-day Saturday & Sunday. [Section 627 & Section 32211 of the California Penal Code]

EMERGENCY

In the event of an emergency, call or send a student to the nearest teacher or administrator's office for assistance. If you must leave your classroom with students present, please call your site administrator or front desk to call for security to relieve you. If you might be out for more than 10 minutes, due to some unforeseen circumstance, please call the Sub desk at ext. 14134 or ext. 14107.

CLASSROOM MANAGEMENT

Behaviors to Take Notice Of

Students in your class may be experiencing or have experienced adverse childhood experiences. These experiences can affect students in a variety of ways, and may manifest in a variety of behaviors including (but certainly not limited to):

- Disengagement, Sleeping, Inattention Sudden mood swings, Self injury
- Anxiety Refusal to comply with reasonable requests
- Substance use - slurred speech, red/glassy eyes, incoherent thought/speech, sweating, etc.

Classes Held In Other Rooms Other Than The Assigned Classroom

Teachers shall obtain permission from their department administrator prior to taking classes to rooms other than the assigned classroom. The Attendance Office and Front Desk Receptionist must be notified of room change in case of an emergency. Teachers should also leave a note posted on their classroom door of their location for students who arrive late. If students are going on an off-campus field trip, a list of students not physically here that will be leaving school for the field trip must be turned into the Attendance Office prior to departure.

Classroom Procedures/Expectancies

All teachers are expected to meet each of their classes promptly and to keep the class in session for the entire scheduled period. If a teacher must be late to class, or has an emergency situation, arrangements must be made with the Principal's Office. Do not allow students to congregate outside the classroom or in doorways to classrooms.

1. Never leave your classroom/students unattended for any length of time.
2. Do not allow students to be dismissed before the bell rings.

Classroom Telephones

For safety and security reasons, students should not be permitted to answer classroom phones. Students should only call out using classroom phones with explicit teacher permission and supervision. They should not have extended conversations and should be prompted to end the conversation immediately if it becomes distracting or hostile. Students may be referred to the office to make phone calls at the teacher's discretion.

Classroom Upkeep

Students are expected to keep the area around their desks clean and free from paper, pencils, trash etc. Classrooms should be locked whenever the teacher is out of his/her classroom, this refers to such times as lunch, conference period, rallies, or assemblies. When leaving for the day, please turn off the lights, TV, fans, or other applicable items.

SUSPECTED CHILD ABUSE—MANDATED REPORTER

Who is a Mandated Reporter?
A mandated reporter is a person who, because of his or her profession, is legally required to report any suspicion of child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage. All school employees are mandated reporters.

Who should report allegations of abuse or neglect?
The Department of Children and Family Services encourages everyone to report suspected child abuse and neglect; however, certain professions are mandated to report suspected child abuse and neglect.
The reporter's identity is confidential, but a name should be given so the Department could follow up contact with the reporter if necessary. The reporter is free from civil or criminal liability for reports of suspected child abuse or neglect made in good faith.

What information should be reported?

The nature of specific incident(s) you are reporting and

- Date(s) and descriptions(s) of the injuries or dangers
- Identities of perpetrator(s) and their relationship/s to the child
- Witnesses to the incident(s) and how they may be reached
- Details of any physical evidence available
- The perpetrator's current access to the child
- Present condition/status of the child (for example: in need of medical attention)
- The location of the child & statements from the child(ren) when possible

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Complete the attached form or find at
https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf?
Call (800) 827-8724 or (909) 384-9233 to make the report
or
Fax form to (909) 891-3545 or (909) 891-3560

Complete the attached form or find at hps://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf? Call (800) 827-8724 or (909) 384-9233 to make the report or Fax form to (909) 891-3545 or (909) 891-3560

Print

SUSPECTED CHILD ABUSE REPORT

Reset Form

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

PLEASE PRINT OR TYPE

CASE NAME: _____

CASE NUMBER: _____

A. REPORTING PARTY

NAME OF MANDATED REPORTER	TITLE	MANDATED REPORTER CATEGORY
REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS — Street / City / Zip		DID MANDATED REPORTER WITNESS THE INCIDENT? ☐YES ☐NO
REPORTER'S TELEPHONE (DAYTIME) ( )	SIGNATURE	TODAY'S DATE

B. REPORT NOTIFICATION

☐ LAW ENFORCEMENT ☐ COUNTY PROBATION ☐ COUNTY WELFARE / CPS (Child Protective Services) — AGENCY

ADDRESS — Street / City / Zip — DATE/TIME OF PHONE CALL

OFFICIAL CONTACTED - TITLE — TELEPHONE ( )

C. VICTIM
One report per victim

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY

ADDRESS — Street / City / Zip — TELEPHONE ( )

PRESENT LOCATION OF VICTIM — SCHOOL — CLASS — GRADE

PHYSICALLY DISABLED? ☐YES ☐NO	DEVELOPMENTALLY DISABLED? ☐YES ☐NO	OTHER DISABILITY (SPECIFY)	PRIMARY LANGUAGE SPOKEN IN HOME

IN FOSTER CARE? ☐YES ☐NO

IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: ☐DAY CARE ☐CHILD CARE CENTER ☐FOSTER FAMILY HOME ☐FAMILY FRIEND ☐GROUP HOME OR INSTITUTION ☐RELATIVE'S HOME

TYPE OF ABUSE (CHECK ONE OR MORE) ☐PHYSICAL ☐MENTAL ☐SEXUAL ☐NEGLECT ☐OTHER (SPECIFY)

RELATIONSHIP TO SUSPECT — PHOTOS TAKEN? ☐YES ☐NO — DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? ☐YES ☐NO ☐UNK

D. INVOLVED PARTIES

VICTIM'S SIBLINGS

NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY
1.				3.			
2.				4.			

VICTIM'S PARENTS/GUARDIANS

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY

ADDRESS — Street / City / Zip — HOME PHONE ( ) — BUSINESS PHONE ( )

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY

ADDRESS — Street / City / Zip — HOME PHONE ( ) — BUSINESS PHONE ( )

SUSPECT

SUSPECT'S NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY

ADDRESS — Street / City / Zip — TELEPHONE ( )

OTHER RELEVANT INFORMATION

E. INCIDENT INFORMATION

IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX ☐ — *IF MULTIPLE VICTIMS, INDICATE NUMBER:* _____

DATE / TIME OF INCIDENT — PLACE OF INCIDENT

NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

Emergency & Lockdown Procedures

- Listen or receive email from administrator or staff members for instructions.
- Stay with your class and evacuate to your designated area when instructed to
- do so. Take attendance to make sure everyone is accounted for.
- Once there is an all-clear bell or announcement, students will return with their class using the same route they used when they evacuated the class.
- Students will only be released to persons authorized on the student's emergency file.
- Parents will be notified of the emergency and procedures through an automated telephone call.

Lockdown Procedures:

- Immediately enter into the nearest classroom.
- You are not allowed to leave the classroom under any circumstances until you are instructed to do so.
- Stay away from windows and doors.
- Avoid using cell phone and electronic devices to free up communication lines.

EMERGENCY/DISASTER PREPAREDNESS

Administration should be called upon whenever a situation develops which threatens to become a major disruption or safety issues on campus. In the event of emergency situations requiring significant medical or law enforcement response, contact 911 first, then notify the administration as soon as possible.

Alert

Staff and students are encouraged to remain alert to their surroundings and environment, including features such as where the exits are located. If a threat is observed, students and staff are expected to immediately alert administration in person or phone; do not leave messages or emails regarding threats which require an urgent response.

Inform

If a threat exists, and the office is made aware, an announcement will be made which clearly informs the community of the situation. Staff and students are then empowered to take actions which they believe will increase survivability. Whenever possible, the suggested response order is evacuate, lockdown, and then counter (as a last resort).

Evacuate the Building

Evacuation is the most effective and preferred response to threats inside the building. For those situations and exercises which do not require relocation, the following preparation measures and proce- dures should be implemented.

Preparation

Each classroom should have a red folder, "GO" folder, and Evacuation Map on the wall next to the main classroom door. If you do not, please contact Assistant Principal, Colin Hackett or his secretary Norma Ortiz at ext. 14115 to get the materials you need. It is the responsibility of each teacher to maintain accurate and current class rosters in the "GO" folder. Please review the Disaster Plan Staff Handbook for more information regarding Emergency/Disaster Preparedness and Procedures. Contact Norma Ortiz at ext. 14115 if you need a copy.

Evacuation (Faculty Responsibilities)

In the event of an evacuation, remind students to bring valuables and their books outside with them (they may NOT go to their lockers), since classroom doors are to remain unlocked. You should also take all of your valuables with you and be prepared to not re-enter the building for the rest of the day.

Take the "GO" folder with you, turn off classroom lights, and close the door, but leave the door UNLOCKED. Place the fire extinguisher outside your door. Tape GREEN "All Clear" card or RED "Occupied" card outside your door. Take your Roll Book with you. If you are a Buddy Teacher, (I.E., covering for someone on the Disaster Team), please remember to report to your area and be ready to take their class, even if you are on prep when the disaster strikes. If you are on the Disaster Team, inform your students of the assigned Buddy Teacher and assign one or two reliable students per period to carry your Roll Book to the Buddy Teacher. Please remember to always take your Disaster Packet with you if you take your class to another space (e.g. the library, computer lab, etc.) Follow the map directions out of the building to escort your designated area and turn in missing student report to Student Center North or South (see the maps).

Evacuation (Student Responsibilities)

Please share these expectations with your students so they know where to go and what to do during each period.

Take your valuables and books outside with you. Stay with your class for the entirety of the evacuation. Remain quiet and calm. If you are not in the class you are supposed to be in when the alarm sounds, exit the building through the closest outside doors. If your class is in that section check in with your teacher. If your class is not in that section, find the teacher with the fluorescent vest and clipboard and check in with them. DO NOT wander – we will be looking for you to make sure you got out of the building safely.

Lock Down

The lockdown code is "LOCK-DOWN, LOCK-DOWN, LOCK-DOWN." If the code phrase is given anytime during school operations, this signifies a lock down. The all-clear code is "Kaiser, the lock down has been lifted. A lockdown is implemented only when an extraordinary event occurs. This might include:

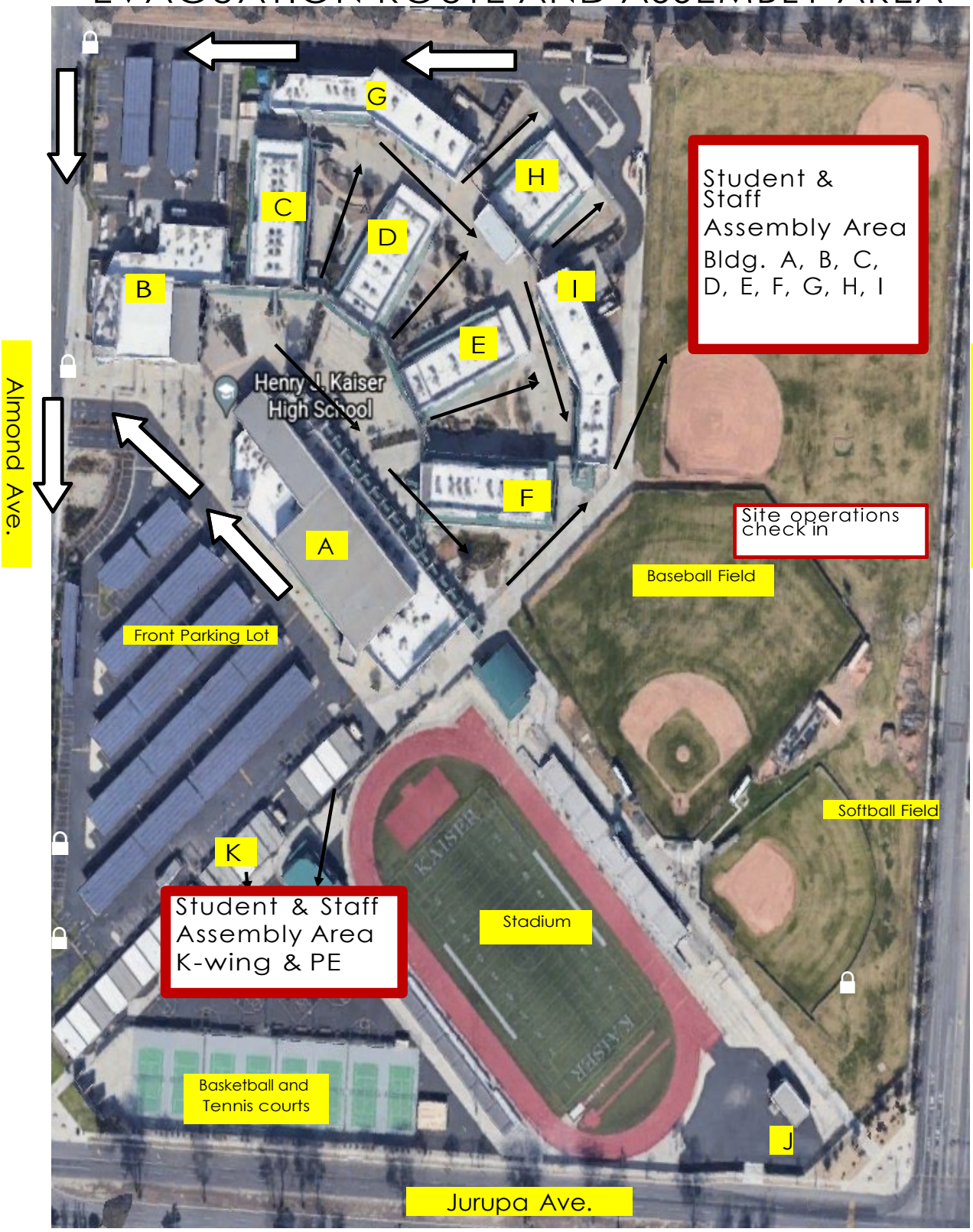
- A major fight or near riot situation.
- Dangerous, unauthorized person on campus with or without a weapon.
- Shots fired or potential for shots to be fired.

Action - Upon the code being given:

- Immediately report to your room, bringing all students in the area into that room even if the students are not yours.
- If you hear shots being fired, have students lie on the floor away from windows. · Lock your door - turn off your lights · Only let in those individuals that can be identified. Identify individuals by viewing them through a window or through a viewer in your door.
- Do not let anyone out unless an all-clear has been given by police or school administration.

Lockdown will be lifted only when an officer, administrator of district safety officer with a key, opens the door and tells you the school site is safe, and the lockdown will be lifted. DO NOT DISMISS students until a second all clear is given to school wide via PA system.

EVACUATION ROUTE AND ASSEMBLY AREA



Student Discipline

Students are expected to always follow all school-wide (C.A.T.S.) and classroom behavior expectations. A positive learning environment is essential to quality education. It is important that school personnel exercise sound judgment to prevent or protect against behavior that may lead to disruptions in learning.
Penal Code 628.5 Pupils Right to Attend Safe Schools: The Legislature hereby recognizes that ALL pupils enrolled in the California public schools have the inalienable right to attend classes on campuses that are SAFE, SECURE, and PEACEFUL.
Penal Code 628.5 Pupils Right to Attend Safe Schools: The Legislature hereby recognizes that ALL pupils enrolled in the California public schools have the inalienable right to attend classes on campuses that are SAFE, SECURE, and PEACEFUL. Minor behaviors that occur within the classroom setting will be managed directly by the classroom teacher. These behaviors typically include disruptions that do not pose a safety risk and can be effectively addressed through classroom management strategies. Teachers are equipped to handle these situations promptly to maintain a positive and productive learning environment. However, any major behaviors—whether they occur inside or outside the classroom—will be referred to and addressed by a school administrator. Major behaviors often involve safety concerns, repeated defiance, or actions that significantly disrupt the school community, and therefore require administrative intervention. Please refer to the chart below for examples of minor behaviors that are managed by the teacher.

Minor Behaviors (Classroom Managed)		
Defiance	Disruption	Physical Contact/Aggression
• Saying no • Refusal to work • Uncooperative • Not on task • Not following teacher instructions • Not doing classwork/homework • Excessive talking after asking student to stop • Out of assigned seat • Gum chewing • Refusing to take hood or hat off (dress code) • Not giving teacher phone or earbuds • Side talking • Lying • Calling out/Making noises	• Getting out of chair without permission • Excessive off task talking • Teasing • Throwing things • Tapping on desk • Taking others' backpacks • Refusal to do work • Late to class • Loitering • Profanity • Speaking out of turn • Bottle flipping • Shouting out • Banging on doors during passing periods • Nonacademic phone use • Playing games on laptop or phone	• Playing tag • Kicking chairs • Tripping • Throwing objects • Pulling backpacks • Public displays of affection • Horseplay
OMOCs (Other Means of Correction)		
• Changing seat • Verbal/Non-verbal prompt • Model expected behavior • Reinforce expected behavior • Phone call home • Parent Square Message Home • Send a note home • Conference with parents • Review expectations with student (privately) • Coaching by teacher		

- Revoke privilege
- Email counselor
- Teacher detention
- Identify environmental predictors provide a structured choice
- Assigned other teacher consequence(s) as appropriate

Disciplinary consequences at Henry J. Kaiser High School are determined based on the specifics of each individual incident. Final decisions regarding discipline rest with school administrators. In cases of repeated violations of the same rule, a progressive discipline approach will be applied, considering the nature of the behavior and the student's prior disciplinary history. All students are expected to conduct themselves in a manner that supports a safe, respectful, and productive learning environment. The purpose of the student discipline policy is to uphold an educational atmosphere that fosters learning and ensures the safety and well-being of all students. Teachers, campus supervisors, and all staff members are committed to guiding students in following school rules, district policies, and California state laws.

Other Means of Correction

Both teachers and administrators utilize Other Means of Correction (OMOCs) as part of a progressive discipline approach to addressing minor behavioral incidents. These strategies are primarily intended to manage classroom-level behaviors in a constructive and supportive manner. In addition to promoting positive behavior, OMOCs also serve as an alternative to suspension, helping to keep students engaged in learning while addressing behavioral concerns effectively.

Behavior Interventions (Other Means of Correction) – Including, but not limited to:

- **Counseling:** Students may receive guidance from various staff members to reflect on their behavior and make better choices moving forward.
- **Time-Outs:** Students may be temporarily placed in another classroom to complete their work and regain focus.
- **Teacher Detention:** Assigned by the teacher for minor misbehavior. Detention may last up to one hour after school, with a required 24-hour notice to parents.
- **Parent/Student/Teacher/Administrator Conferences:** Meetings may be held to develop and implement behavior improvement strategies.
- **Lunch Detention:** Used as an alternative for students who are unable to stay after school due to transportation or other constraints.

Behavior Consequences – Including, but not limited to:

- **Classroom Suspension:** A student may be suspended from class for up to two periods—the day of the incident and the following day. A parent conference with the teacher is required prior to the suspension taking effect.
- **Academic Learning Center (ALC):** Students may be assigned to the ALC for one to six periods, or multiple days, as an alternative to suspension for ongoing behavioral issues. While in ALC, students will receive counseling to reflect on their behavior and identify positive alternatives. Classwork will be provided by their teachers or assigned by the ALC instructor. Students must follow all ALC protocols; failure to do so may result in further disciplinary action.
- **After School Work Program (ASWP):** Students may be assigned to stay after school for a designated period to participate in campus beautification activities. Failure to complete this assignment may result in further consequences, including ALC suspension.
- **Suspension:** For serious violations of the Education Code, students may be suspended from school for one to five days. During suspension:
    - Students must remain under the supervision of a parent or guardian.
    - Students are not permitted to be on or near any school campus or participate in any school-related activities.

Please note: Failure to comply with the conditions outlined above may result in additional disciplinary action.

Cyberbullying/Cyber threats

If a student engages in cyberbullying or makes cyber threats—whether through social media, messaging platforms, or other digital means—and the content negatively impacts staff, students, or the school community, disciplinary action may be taken. This includes the use of hateful or threatening language that creates an atmosphere where someone feels unsafe, harassed, or targeted. Such behavior is taken seriously, especially when it contributes to a hostile or harmful environment, even if it occurs off campus or outside of school hours.

Dress Code

At Henry J. Kaiser High School, we are committed to fostering a sense of pride, respect, and community among our students. As part of this commitment, we encourage all students and staff to show school spirit by wearing our school colors—green, silver, and black, especially during school events and activities.
To maintain a safe, respectful, and distraction-free learning environment, all students are expected to adhere to the following dress code guidelines. These standards are based on principles of health, safety, and decency:

General Guidelines

- **Footwear:** Shoes or sandals must always be worn. Footwear must include soles that provide adequate protection from debris and hazards.
- **Prohibited Content:** Clothing, headwear, backpacks, and jewelry must be free of tagging, crude or vulgar language, profane images, symbols of violence, references to drugs or alcohol, or any content suggesting illegal or inappropriate behavior.
- **Hate Speech and Substances:** Items that promote or advocate racial, ethnic, or religious prejudice, or the use of drugs, tobacco, alcohol, or weapons, are strictly prohibited.
- **Headwear Restrictions:** Bandanas (worn as headbands, wristbands, or ankle bands), hairnets, and nylon stocking caps are not permitted.
- **Accessories:** Studded or spiked jewelry, belts, or accessories are not allowed.
- **Gang Affiliation:** Any clothing, headwear, or accessories displaying emblems or symbols associated with gangs or unauthorized clubs will be confiscated.
- **Double Meanings:** Apparel or accessories that may be interpreted as having inappropriate or suggestive double meanings are not permitted.

Coverage and Fit

- **Undergarments:** All undergarments must be fully covered at all times for both male and female students.
- **Tops:** Muscle shirts, undershirts, backless blouses, halter tops, tube tops, sports bras, and exercise tops are not allowed. All tops must have two shoulder straps (spaghetti straps are not permitted) and must fully cover the midsection.
- **Fabric Transparency:** See-through or fishnet fabrics must be worn with appropriate clothing underneath—undergarments alone are not sufficient.
- **Revealing Clothing:** Excessively revealing garments, including those with cut-outs or low-cut designs, are not allowed.
- **Bottoms:** Shorts and skirts must be long enough to fully cover the buttocks at all times.

- **Pants:** Excessively baggy pants pose a safety risk and are not permitted. Pants must be worn at the waist for all students.

Enforcement and Consequences

- Loaner Clothing: Students found to be in violation of the dress code will be provided with appropriate "loaner" clothing for the remainder of the school day.
- Repeated Violations: Multiple offenses will result in disciplinary action in accordance with school policy.

Administrative Discretion

In cases where attire is questionable or not explicitly addressed in the guidelines above, a site administrator will make the final determination regarding appropriateness.

Electronic Devices

Electronic Device Policy

In response to California's AB 3216, which mandates school districts to regulate student smartphone use, Fontana Unified School District (FUSD) will implement a districtwide phone policy. The goal is to reduce distractions, boost student engagement, and support student well-being to promote focused, phone-free learning environments.
To embody the principles of Academic Cats, students are expected to actively engage in instruction and participate meaningfully in the learning environment. The use of personal electronic devices, including cell phones, is strictly prohibited during instructional time.

Permitted Use of Electronic Devices on Campus

- Devices may be used before school, after school, during passing periods, and during lunch (in designated areas).
- Phone use is not permitted in classrooms, hallways, locker rooms, restrooms or any buildings during instructional time, unless explicitly authorized by a teacher for educational purposes.
- Devices must remain powered off or in airplane mode during class unless otherwise directed by the teacher.
- Classroom Storage: When a teacher provides a designated storage area for cell phones, students are required to place their devices in the designated holder in accordance with the teacher's policy.
- Audio Devices: At no time may students wear earphones or earbuds in both ears, in order to ensure safety and awareness during emergencies.

Accountability & Security of Electronic Devices

- Students are fully responsible for the care and security of their personal electronic devices
- The school is not liable for any loss, theft, or damage to devices brought on campus
- Families are strongly encouraged to avoid sending high-value electronic items to school

Exemptions to Electronic Device Policy

- The administrator may grant accommodations for students with documented health-related needs that require device access during school hours. Appropriate documentation must be provided and reviewed. In the event of a life-threatening emergency, students may use their personal device only if school staff are not immediately available to respond.

Consequences for Classroom Use of Electronic Devices

1. First Offense
   - Teacher makes a phone call or sends a ParentSquare message to the parent/guardian.
   - At the discretion of the administrator, the student may pick up their electronic device at the end of the day between 3:30 p.m. and 4:00 p.m. every day except on Wednesdays from 2:00 p.m. to 4:00 p.m.
2. Second Offense
   - The student will serve a lunch detention or an after-school work program. At the administrator's discretion, students may pick up their electronic devices at the end of the day between 3:30 p.m. and 4:00 p.m., every day except Wednesdays, from 2:00 p.m. to 4:00 p.m.

3. Third Offense
    - Teacher makes a personal phone call (not Parent Square) to the parent/guardian advising them to pick up the item from the appropriate grade level administrator's office.
    - Only a parent or guardian may pick up the electronic device. The parent or guardian must be on the student's emergency list. Notes or phone calls from parents/guardians asking that friends or family members be allowed to pick up the device will not be permitted.
    - Parent/guardians may pick up electronic devices anytime during school business hours, which are 8:30 a.m. to 3:30 p.m.
    - If a student refuses to give up their electronic device, security will be called, and the student will be taken to the appropriate grade level administrator along with a discipline referral, which will lead to further consequences.

Please note: All confiscated electronic items must be turned into their respective grade level administration office. At the end of the year, items that have not been picked up will be donated to charity.

Filming and Photography

- Filming and photography on campus are permitted only during designated times and for approved school-related activities, such as class projects, performances, or events.
- Unauthorized filming or photography may result in disciplinary action, including device confiscation and loss of privileges.

Attendance



ALL STUDENTS OUT OF CLASS DURING THE PERIOD MUST HAVE A DIGITAL OR PRINTED PASS.
NO STUDENT SHOULD BE OUT OF CLASS THE FIRST AND LAST TEN (10) MINUTES OF CLASS. No excuses!

Hall Passes (digital and paper):
Students must have a valid reason to ask for permission to leave a class with a pass. No passes should be issued to a student during the first and last ten minutes of the period.

Tardy Policy: Henry J. Kaiser High School's tardy policy is meant to emphasize the importance of punctuality and attendance in class.

Tardies: Teacher Response to Tardies

- Tier 1 Response Tardy 1-7 - Teacher addresses tardies in their own class (warning, teacher conference with the student, teacher discretion)
- Tier 2 Response Tardy 8-15 - Teacher notifies parent/guardian via phone, email or Parent Square, Communication recorded on Q
- Tier 3 Response Tardy 16-20 - Teacher referral sent to grade level Assistant Principal
    - Student conference with grade level Assistant Principal
    - Call parents/guardians, mandatory tutoring.
- Tier 4 Response Tardy 21+ - Parent meeting/parent shadow, mandatory tutoring, Saturday school, attendance contract established at the discretion of the Assistant Principal.

Tardy Sweeps: Tardy sweeps will be conducted throughout the school year. Students caught in a tardy sweep will receive a disciplinary consequence (i.e. parent notification, lunch reflection, campus beautification).

Truancy

Education Code Section 48260 states that: "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse more than 3 full days in one school year, or tardy or absent more than any 30 minute period during the school day without a valid excuse on 3 occasions in 1 school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district."
Students with excessive absences, truancies, or disciplinary referrals for attendance may be prohibited from participating in any and/or all school extracurricular activities, including but not limited to dances and field trips.
Parents or guardians of any student deemed a habitual truant will receive written notification about the School Attendance Review Team (SART) process. The SART process reviews each student's attendance and academic performance to identify any support or interventions that may be needed

Academics



FUSD Secondary Grading Policy

Students' academic grades are broken down into two categories: Summative and Formative Assignments/Assessments. All work is based on grade level content standards. Below is a guideline with examples and weighting of grades for both Summative and Formative assignments/assessments for each category.

Secondary Grading Guidelines	
Summative Assignments/Assessments 70% of Grade	Formative Assignments/Assessments 30% of Grade
Examples of Summative Assignments/Assessments: • Standards Based Tests, Quizzes, and Mastery Assessments • Large Projects (Summative) • Final Draft Essays • Lab Assessments • Summative Presentations: Demonstrations of Proficiency • Test and Retake • Final Exams	Examples of Formative Assignments/Assessments: • Short Standards Based Informal Test and Quizzes • Small Projects (Formative) • Draft re-writes, Re-do assignments • Homework • Classwork • Class Activities • Warm-Ups/Exit Tickets • Lab Reports

Grading Rubric	
Letter Grade/ Percentage	Description
A 90 – 100%	An "A" means the student shows mastery of content at grade level rigor with no mistakes or omissions beyond what is taught in class. Student has completed proficient work on all course objectives and mastery work on most objectives.
B 80 – 89%	A "B" means the student has completed proficient work on most course objectives at grade level rigor with minor mistakes or some omissions. Student shows minimal mistakes with prompting.
C 70 – 79%	A "C" means the student shows ability to recall content with prompting, has proficient work on most objectives.
D 60 – 69%	A "D" means the student shows some recall of basic content with prompting, has completed proficient work on about half of the course objectives but is missing some important objectives and is at risk of failing.
F <59%	An "F" means the student does not produce sufficient evidence of meeting standards/learning.

Progress Reports and Report Cards: Progress reports reflecting your academic performance will be issued at each mid-quarter. Grades will be recorded at the end of each quarter and semester; however, only semester grades are assigned credit value. Report cards will not be mailed home—parents can access them through Q Parent Connection.

Make-Up Work: An absence from school does not excuse students from their responsibility to complete classwork. If a student is absent, they are expected to request and complete any missing assignments from their teacher.

Academic Support: Henry J. Kaiser High School encourages students to use the free resources that the school provides to strengthen subject comprehension and/or homework support if needed, such as:

- Before and after school tutoring
- 24/7 live homework help with PAPER Tutoring (found in Class link)
- Saturday School

Counseling Department

Counselors

Counselors provide support to students and parents/guardians in the area of academic advising for College and Career Readiness. Counselors perform a variety of supportive tasks that include:

- Providing education and career advisement to students and parents/guardians
- Developing students' 4-year plan
- Provide guidance in choosing proper courses
- Administering college/career interest and aptitude tests and surveys such as PSAT, ACT, SAT, ASVAB
- Assisting with college, financial aid, and job applications
- Completing necessary prerequisites such as UC/CSU A-G and NCAA requirements
- Educational, personal/social, and behavioral support

Social Emotional Support

Counselors are available to provide personal support to students. Students should contact their counselor or an administrator if they or their friend needs help.:

- Crisis counseling
- Self-harm, suicidal thoughts
- Drug and alcohol abuse
- Bullying and cyberbullying
- Family and relationship problems
- Grief and loss counseling
- Anger Management
- Self-esteem and self-confidence

Post-Secondary (College & Career) Preparation

Counselors are available to provide support with post-secondary planning needs. Students should contact their counselor for support:

- 4-year college/university applications
- Community College Applications
- Financial Aid (Required by AB 469)
- Career / College Major Exploration

Schedule Change Policy and Procedure

Schedule Changes: Counselors enroll students in the courses required for graduation. While every effort is made to place students in their requested courses, this is not always possible. Schedule changes will only be considered within the designated timelines (refer to the student bulletin and/or posted notices) and solely for the following reasons**:**

1. Missing a course needed for graduation (Seniors only)
2. A missing period
3. A duplicate course
4. A class already passed and scheduled again
5. Discretion of the school Principal

Special Services

Specialized Academic Instruction

Specialized Academic Instruction (SAI) is determined by the IEP team and guided by assessment results, data collection, and the student's individual goals and objectives. Students receiving special education services may be supported in various settings, depending on their individual needs.
Services are delivered in several formats:

- General Education with Support: IEP indicates that the least restrictive environment is within the general education classroom, and instruction is provided through a co-teaching model. In this setting, a special education teacher collaborates with a general education teacher to deliver the core curriculum with embedded support and accommodations.
- Separate Settings: IEP indicates that the student's needs are best met in a more structured environment, instruction is provided in small group settings led by a special education teacher, with support from a classroom aide.
- Special Day Class (SDC): Students whose IEPs indicate a need for more intensive support receive most of their instruction in a Special Day Class. These students also have opportunities to participate in general education classes, as appropriate, to support access to the least restrictive environment, in alignment with their IEP goals.

Related Services

When the IEP team identifies a student as having exceptional needs, the student receives appropriate services to support those needs. Examples of related services for IEPs include but are not limited to: Speech and Language Pathology, Adapted Physical Education, Behavior Intervention Services, Occupational Therapy, Specialized Deaf and Hard of Hearing Services, and Specialized Vision Services.

School Psychologist

A parent must give written permission for their child to be assessed by a school psychologist. The psychologist evaluates the student to determine if they are eligible for special education services according to state criteria, after being referred by the parent or the Student Study Team, or as required by the Individual Education Plan (IEP) team. This can take place when a student is struggling in school due to a possible disability, and classroom and school-based interventions and supports have not helped.

Section 504 Plans

A Section 504 Plan supports eligible students with disabilities by ensuring they receive the accommodation and/or services needed to fully participate in and benefit from public education programs and activities. These accommodations may address physical, instructional, or social-emotional needs.
Section 504 is a federal civil rights law that protects individuals with disabilities from discrimination. It is a general education responsibility that requires collaboration from general education staff and integration within the general education curriculum.

English Language Learners

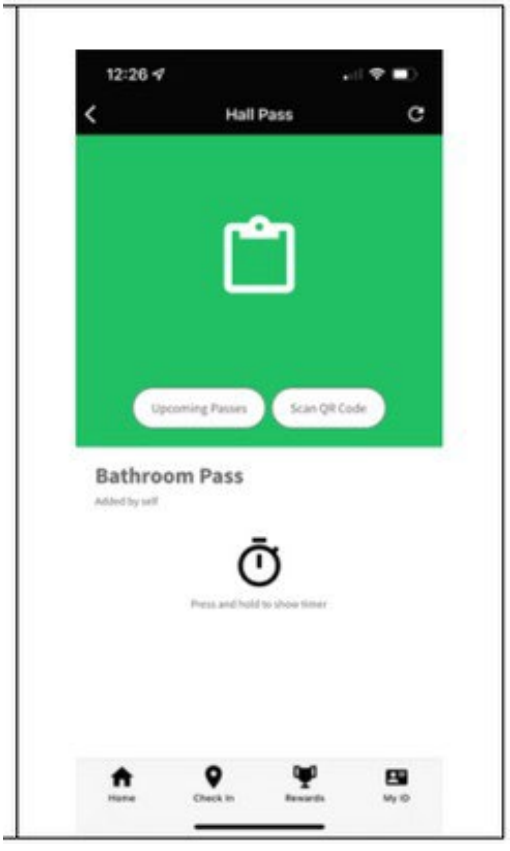
Students whose primary language is not English complete a language survey upon enrollment, followed by an initial assessment to determine their English proficiency.

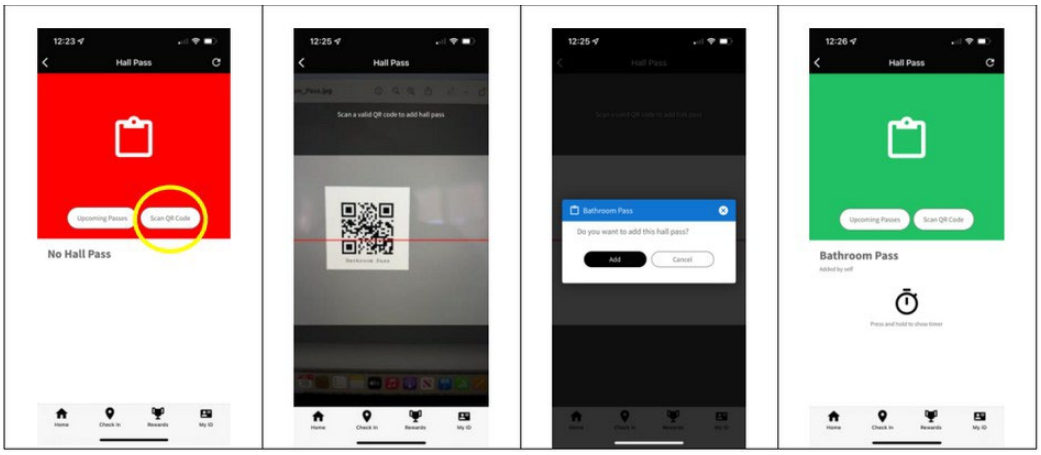
- Fluent students are placed in the general education program with no additional language support.
- Students who are not yet fluent in English are identified as English Learners and receive targeted English Language Development (ELD) support. This instruction is aligned with the California ELA/ELD Framework and standards and is customized to match each student's assessed level of English proficiency.

Students will progress through the levels of designated ELD until they demonstrate English fluency, as measured by the English Language Proficiency Assessments for California (ELPAC). Based on their ELPAC results and academic records.

How to Use the 5 Star App for Bathroom Passes

- **Students can login to the 5 Star Student App, select Hall Passes, then click the camera icon to scan the QR code and assign themselves a bathroom pass.**
- **They must scan the QR code a second time to close the pass when they return.**
- **Students can view their scheduled hall passes by clicking the clock icon in the hall pass section.**





If you or your student forget to close the hall pass, it will automatically close after 30 minutes. Hall pass times and dates can be edited if needed by going to the history tab and clicking on the pencil icon.



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