

Eric Birch High School



Home of the Jaguars Student/Parent Handbook

www.birch.fusd.net

2025-2026

Board Of Education



Adam Perez, President
Danielle Holley, Vice President
Angel Ramirez, Board Member
Mary Sandoval, Board Member
Marcelino “Mars” Serna, Board Member

District Administration

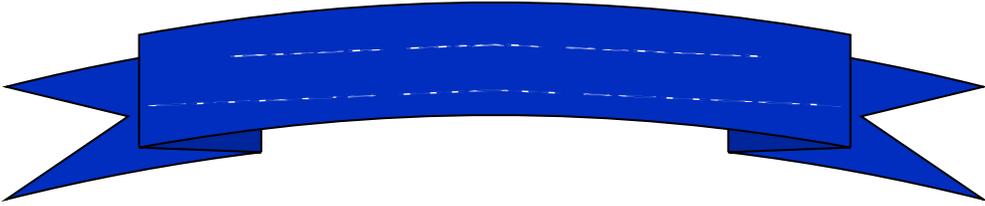
Miki R. Inbody, Superintendent
Leslie Barnes, Ed.D, Associate Superintendent of Business Services
Douglas F. Staine, Ed.D Associate Superintendent of Human Resources
Craig Baker Associate Superintendent of Student Services
Caroline Labonte, Associate Superintendent of Teaching and Learning
Michael Garcia, Chief Communication and Community Engagement Officer
Glenn Alegre, Chief of Technology and Digital Integration
Rich Randolph, School Police Chief

Eric Birch High School



Telephone Number (909) 357-5300
Fax Number (909) 357-7559

Mike Bunten, Principal
Michael.Bunten@fUSD.net
Lionor Delaguila, Assistant Principal
delalr@fUSD.net
Kelly Garcia, Assistant Principal
willke@fUSD.net



Vision Statement



Preparing Students with skills for success in college, career, and life.

Mission Statement

Eric Birch High School will provide a supportive alternative learning environment where every student can reach their full academic potential for college, career, and life by engaging in meaningful instruction, social emotional learning, and career skills development.

Schoolwide Learner Outcomes

Become a productive member of society

Inspire academic and personal growth

Respect in oneself and others

Communicate effectively

Have healthy mindsets



FUSD

FONTANA UNIFIED
SCHOOL DISTRICT

OUR SHARED VISION:

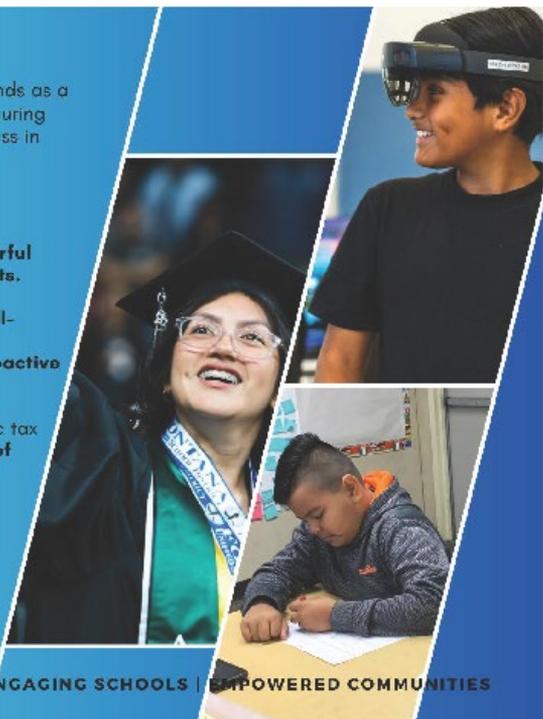
The Fontana Unified School District stands as a dedicated community committed to ensuring that each scholar is equipped for success in college, career, and life.

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



Birch High School INTRODUCTION

We believe our students have potential for success and growth personally and academically. Therefore, our efforts are, concentrated toward facilitation of the following:

- Students earning a high school diploma;
- Students working toward college and/or career possibilities;
- Students gaining skills necessary for survival in today's society;
- Students growing toward developing their potential, a more positive self-image, and a realistic view of the world in which they live.

When students leave Birch, they should possess a firm foundation of the basic life skills and will be better able to function productively in life.

The goals of the Birch's program are as varied. The following goals reflect our priorities:

- To obtain a high school diploma.
- To transition successfully from the academic environment to the workplace, advanced job training or higher education.
- To acquire academic, critical thinking and technological skills, and attitudes necessary for succeeding in the 21st century.
- To develop a positive self-image, a sense of self-worth, and a realistic view of the world in which we live.
- To learn the ethics, behaviors, and attitudes necessary to becoming a confident, responsible, successful, and valued member of society.
- To develop high school and post high school goals.
- To learn to work with and get along with others and to foster independent work habits.

In order to accomplish the program goals students must:

1. Attend school every class period / every day
2. Follow the rules and expectations of the school / classroom
3. Perform to the best of their abilities

Grading Periods

Reporting Period	End of Term
Q1 Progress Report	9/5/2025
Q1 Report Card	10/10/2025
Q2 Progress Report	11/7/2025
S1 Report Card	12/19/2025
Q3 Progress Report	2/13/2026
Q3 Report Card	3/20/2026
Q4 Progress Report	4/24/2026
S2 Report Card	5/28/2026

**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	H	PD		
Student Days = 0						

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						

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						

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						

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						

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						

	SCHOOL DAYS
	WEEKENDS/VACATIONS
	HOLIDAYS (NO SCHOOL)

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						

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						

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						

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						

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						

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						

	H	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

Schoolwide PBIS:

Eric Birch High School is a PBIS school using supports and strategies from our Multi-Tiered Systems of Supports department to encourage students to make best choices when it comes to behavior on campus and in the classroom. Schoolwide behavioral incentives occur monthly, quarterly, and yearly.

Jaguars Schoolwide Expectations

R.O.A.R	CLASSROOM	LUNCHROOM	QUAD / HALLWAY	BATHROOM
BE RESPECTFUL	<ul style="list-style-type: none"> Listen to the speaker. Use appropriate language. Maintain personal space. Speak when called upon. Keep your hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> Use indoor voice. Wait in the lunch line politely. Keep your hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> Use appropriate language. Use appropriate volume when speaking. Maintain personal space. Keep your hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> Keep all stalls and floors clean. Use appropriate language. Be mindful of other students.
TAKE OWNERSHIP	<ul style="list-style-type: none"> Have pride in your work. Keep track of all your papers and schoolwork. Ask about missing work. Check your grade often. Take care of your laptop. 	<ul style="list-style-type: none"> Throw trash away. Pay attention to those around you. 	<ul style="list-style-type: none"> Walk with a purpose to get to class. Keep school property clean. Go only to your assigned classes. Get to class on time. 	<ul style="list-style-type: none"> Use the restroom as it is intended and return to class. Use lunch time and passing period to use the restroom.
HAVE ACCEPTANCE	<ul style="list-style-type: none"> Practice non-judgment; We all learn differently and have different struggles. Be humble when sharing. Be present mentally in class. Acknowledge struggles are okay. 	<ul style="list-style-type: none"> Appreciate the meal and the lunch staff. Include others to socialize. Keep all talk positive. 	<ul style="list-style-type: none"> Use inclusive language only. Keep your voice at an appropriate volume. Acknowledge others and practice empathy. 	<ul style="list-style-type: none"> Make space for everyone. Keep your hands, feet, and objects to yourself.
BE RESPONSIBLE	<ul style="list-style-type: none"> Come prepared on time. Put your devices away. Use school-appropriate internet. Maintain your own personal property. Stay on task and refrain from distracting others. Sit in your assigned seat. 	<ul style="list-style-type: none"> Maintain your personal space. Eat your own food. Stay in designated areas. 	<ul style="list-style-type: none"> Help keep the hallway clean. Go directly to your classroom. Use the hallway pass. Carefully use the stairs. Walk at all times. 	<ul style="list-style-type: none"> Wash your hands with soap and water. Flush only appropriate items. Use restroom time appropriately.

Introduction to Positive Behavior Supports

What is Positive Behavior Intervention and Support?

Positive Behavior Intervention and Support (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

Who is on the school wide PBIS Team?

The PBIS team should be representative of the entire school staff across grade levels, classified staff, Special Education staff, etc. Also, teams are encouraged to have a parent and student member. Having a representative team will improve communication and feedback about PBIS programs in the school and should also improve involvement and buy-in throughout the school.

PBIS Incentive Menu

Points are given to students using the PBIS Rewards website. Points can be redeemed using the school or individual classroom stores.

SCHOOLWIDE EXPECTATIONS

- BE RESPONSIBLE
- BE RESPECTFUL
- BE GOAL ORIENTED

PBIS REWARDS SCHOOL STORE

ITEMS CAN ONLY BE PURCHASED THROUGH PBIS REWARDS!

ITEM DISTRIBUTION WILL OCCUR ON THURSDAYS DURING 4TH PERIOD!

Students can purchase items using the PBIS rewards system at any time. Items will be delivered to students during 4th period each Thursday.

Enrollment Procedures

1. Students coming from a high school **outside** of the Fontana Unified School District (FUSD) system must:
 - a. Meet with Enrollment Center at the District Complex to be placed at EBHS
 - b. Provide a copy of their previous high school transcript.
 - c. Provide immunization records.
2. Students coming from a FUSD comprehensive high school must:
 - a. Meet with a counselor and a parent/guardian to be referred to Birch.
 - b. Receive a transfer agreement form from the counselor approving the transfer, which includes a parent signature.
 - c. Bring high school transcript from transfer school.
 - d. Without any of the above, we will refer you back to the school.

If it is determined that the student will attend Eric Birch High School, an orientation class will be scheduled for the student and the parent/guardian. The purpose of this is to orient, enroll, and develop an education plan for the student. (If a student is 18 years of age, parent/guardian attendance is encouraged but not mandatory).

We cannot consider enrolling anyone at Birch until they have been cleared from their current school and have completed Birch's enrollment packet. (This includes a complete checkout procedure including the return of books and school identification card and payment of all debts owed at previous /transfer school.) A completed and signed checkout sheet along with the transfer agreement form must be presented at the time of the enrollment.

If Eric Birch is not the appropriate placement for the student the Principal and/or counselor will try to assist the parent(s)/guardian(s) in suggesting alternative placements.

HEALTH SERVICES — The State of California requires the following immunizations for students 9-12th grades at time of enrollment otherwise may stop from starting school right away:

- Polio - 3 doses
- DPT- 3 doses
- MMR - 2 doses
- Hepatitis B - 3 doses
- Varicelle – 3 doses (out of country),
- T-Dap/Pertussis (mandatory) Check the website below for more info.



NURSE/HEALTH SERVICES

The Health Office is located in the Administration Building and opens from **8:00 a.m. to 3:30 p.m. daily**. A health assistant is available each day of the week. This valuable resource **should not** be abused. Health Office personnel assist with daily health problems, medicine dispensing, and vision/hearing testing. Students who are ill or injured must obtain a **PASS** from the teacher to visit the Health Office. No visits to the Health Office during passing periods! Go to your next class and get a **PASS!**

Health office personnel frequently call the homes of ill students. It is important to always update home phone numbers and emergency contact numbers. School Board policy states that we can only call numbers that the parent/guardian authorizes us to call. No verbal numbers can be taken from students’.

According to the California Education Code 11753.1, pupils required to take medication during the regular school day, as prescribed for them by a physician, may be assisted by the school nurse or other designated personnel, (see Policy Letter) or you may speak with the Health Assistant, for more information.

Medication must be brought in a container with the student’s name, physician’s name, the name of the medication, dosage, and time to be administered clearly labeled. The same directions apply for over-the-counter medications such as aspirin, Tylenol, and Midol. Students must not carry any medication in their purses or on their person. Students should not offer their medication (even aspirin) to another student at any time. Students who feel they need medication must come to the Health Office where the school nurse or health assistant will help them reach a parent or guardian.



SAFETY FIRST

State law requires that students wear proper shoes (ones with backs) on campus. Clothing must not hinder safety and may not be of such an appearance that it is disruptive to the educational process. (See Student Dress Code and Policy section).

Emergency drills are conducted during the school year. Practice drills are taken seriously so that everyone will be prepared should a real emergency occur. Procedures and instructions are reviewed annually, and staff members will teach them to students. Diagrams are posted in each classroom.



SMOG ALERTS/ HIGH HEAT PROCEDURES

The F.U.S.D. notifies each school if there are Smog Alerts or High Heat Procedures. During these times the students are kept Inside the classrooms and do not participate in outside activities.



Fontana Unified School District
Contacte: Silma Navarro
(909) 357-7600 Ext. 29318



Districto Escolar de Fontana
Contacte: Silma Navarro
(909) 357-7600 Ext. 29318

Enroll. Get Care. Renew. Health Coverage All Year Long

Health Coverage Options

Medi-Cal:

- Children—regardless of immigration status—foster youth, pregnant women, and legally present individuals—including those with DACA status—may be eligible for no- or low-cost Medi-Cal.
- Medi-Cal covers immunizations, checkups, specialist, vision and dental services, and more for children and youth at no or low cost.
- Medi-Cal enrollment is available year-round.

Covered California:

- Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them.
- Based on income and family size, many Californians may qualify for financial assistance.
- Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have 60 days from the event to complete enrollment.

1 **Immigrant and Families** visit www.allinforhealth.org/immigrantfamilies. Immigration status information is kept private, protected, and secure. It will not be used by any immigration agency to enforce immigration laws, but only to determine eligibility for health programs.

You and your family may qualify for financial help:

Household Size	# 2016 household income is less than...	# 2016 household income is between...
1	\$16,395	\$31,601
2	\$22,108	\$42,614
3	\$27,821	\$53,628
4	\$33,534	\$64,642
5	\$39,248	\$75,655
6	\$44,961	\$86,669

Adults may be eligible for Medi-Cal. Children may be eligible for Medi-Cal. May be eligible for financial help to purchase insurance through Covered California.

Enroll.

Three ways to enroll in Medi-Cal and Covered California:

- www.coveredca.com
(800) 300-1506
- Find in-person help!
www.coveredca.com/get-help/local

Get Care.

- Find a primary care doctor in your network.
- Schedule an annual checkup for you and your family.
- Make sure to take your child to the dentist.
- Pay your monthly premium if your plan requires it.

Renew.

- Medi-Cal must be renewed every year. If you choose a renewal notice, complete and return. You can also renew online or by phone. For help, contact your local Medi-Cal office.
- Health plans through Covered California must be renewed every year. Renewal information will be mailed at the end of the year, or contact Covered California at 1 (800) 300-1506.

Inscríbese. Cuide Su Salud. Renueve Su Cobertura. Cobertura de salud durante todo el año

Sus Opciones de Cobertura de Salud Medi-Cal:

- Los niños...—sin importar su estatus migratorio...—niños de ciudad, mujeres embarazadas y personas que están legalmente en el país...incluyendo aquellos que tienen DACA—pueden ser elegibles para Medi-Cal de bajo costo a sin costo alguno.
- Medi-Cal proporciona vacunas, visitas al doctor de prevención, especialistas, consulta y servicios dentales para niños y jóvenes gratis o a bajo costo.
- Inscripción al programa de Medi-Cal está disponible todo el año.

Covered California:

- Covered California es donde los residentes legales de California pueden comparar planes de salud de alta calidad y elegir el que les conviene.
- Dependiendo de sus ingresos y el tamaño de la familia, muchos Californianos también podrían calificarse para obtener ayuda financiera.
- Inscribirse durante la Inscripción Abierta o en cualquier momento durante el año que a través un evento calificado de vida, como el pérdida de trabajo o haber su bebé. Tienen 60 días del evento para inscribirse.

1 **Para familias inmigrantes** visitar: www.allinforhealth.org/familiasinmigrantes. Su información de inmigración es confidencial, protegida, y segura. Su información no se usará para fines de control de inmigración. Solo se usará para determinar su elegibilidad para cobertura médica.

Usted y su familia podrían calificar para asistencia financiera:

Tamaño de la familia	Si el ingreso familiar en 2016 es menos de...	Si el ingreso familiar en 2016 es entre...
1	\$16,395	\$31,601
2	\$22,108	\$42,614
3	\$27,821	\$53,628
4	\$33,534	\$64,642
5	\$39,248	\$75,655
6	\$44,961	\$86,669

Adultos pueden calificar para Medi-Cal. Niños pueden calificar para servicios financieros en la compra de su seguro a través Covered California.

Inscríbese.

Tres maneras para inscribirse con Medi-Cal y Covered California:

- www.coveredca.com/espanol/
(800) 300-0213
- Ayuda en persona:
www.coveredca.com/espanol/get-help/local/

Cuide Su Salud.

- Elja su doctor de su red médica.
- Haga sus citas anuales con su doctor para usted y su familia.
- Asignada de llevar a su hijo(a) al dentista.
- Si su plan lo requiere, haga su pago mensual.

Renueve Su Cobertura.

- Medi-Cal tiene que ser renovada cada año. Si se recibe un aviso de renovación, se debe completar y devolver. También puede renovar en línea o por teléfono. Para obtener ayuda, póngase en contacto con su oficina local de Medi-Cal.
- Los planes de salud a través de Covered California se deben renovar cada año. La información para renovar se la entregará a finales de año o contacte a Covered California al 1 (800) 300-0213.

For more information go to www.allinforhealth.org May 2016.



Para más información visite www.allinforhealth.org mayo 2016.



Attendance

Be Here to Succeed!

School attendance is required by law and regular attendance is expected. If a student cannot or will not attend regularly, other agencies will be called in to assist with the problem. It is, according to the law, the parent/guardian's responsibility to see that their minor children attend school.

Good attendance is probably the most important single factor in school success. Most of the students who get poor grades or fail classes also have poor school attendance. Good learning and high achievement begins with good attendance. Make it a high priority in your family for your son/daughter to be in school and on time every day!

Attendance Counts - Everyday - Every Period

The following absences are considered excused by State law until 18 years of age:

- Illness.
- Visitations to a medical office, clinic, doctor, or dentist.
- Funerals of an immediate family member.
- Quarantine of the home, or Court appearance.

Parent/ Guardian may call the Attendance Office 24 hours a day, 7 days a week at 909-327-5310 x13103 or a 24-hour answering machine will record your message. Please speak slowly and give the following required information:

- The student's first and last name and grade
- The date he/ she was or will absent.
- Parent name and phone number.
- Reason for absence

If you cannot call, a note may be sent with the student who should take it to the attendance office the day he/she returns to school. A note should contain the same information listed above. Absences **MUST** be cleared within three (3) days or it will be considered truancy. Absences can also be entered in Parent Q Connect.

46012 ED. Code- Method of Verification

When a student has had 14 absences in the school year for illness verified by the method listed, any further absences for illness shall be verified by a physician.

Don't be truant! The consequence for habitual truancy includes lunch detention and/or after school work program. Our school police may and can include a citation under Fontana City Code 15-16. Students cited under this ordinance will have to appear in juvenile court with a parent/guardian and may be subjected to a fine. Truancy means not being in your assigned class. In addition, habitual truants and their parents/guardian are subject to be summoned to appear for a SARB meeting for possible referral to the San Bernardino County District Attorney for prosecution.

Being out on campus without a **PASS**, off campus, or leaving class without permission are examples of truancy.

TARDIES

Students are expected to be on time to school and to each class. Punctuality is the responsibility of the individual student and will be always encouraged. Poor attendance and habitual tardiness are unacceptable both in school and in life. The teacher will address the tardiness with the student and every effort will be made to resolve the problem. A parent/guardian conference may be required.

Students who are habitually late to school, to classes or frequently absent may be subject to detention or after school work programs. School and district rules will apply including following the SART process. Parent meetings may be held with the principal to determine if additional support is needed to assist student in getting to school.

LEAVING SCHOOL DURING THE DAY

If a student becomes ill during the school day, he/she **must obtain** a **PASS** to leave campus from the health and/or attendance office.

EBHS is a closed campus and students are only allowed to leave if:

- A. Parent/Guardian comes into the attendance office and signs the student out.
- B. Student brings a note from his parent/guardian to the attendance office before school stating:
 - The reason for leaving
 - The time leaving
 - Phone number for verification.

If a student is 18 years of age, they will be carefully monitored for attendance purposes. Students who are 18 years old will only be allowed 3 passes during the school year without a note. If the student has exceeded the 3 passes, student will be referred to the principal for approval.

AUTOMATED ABSENCE NOTIFICATIONS

Calls are made each evening to inform parents/ guardians of absences in one or more classes. These phone calls are sent by the district office. Parents are encouraged to phone the school to inquire about the absences or to clear the absences (see information above).

STUDENTS ON A MODIFIED SCHEDULE

Students that are unable to attend a 1-7 period day for any reason may be subject to a modified schedule. Students must leave campus immediately at the end of their last period unless they have made prior arrangements with a staff member.

MINGA ELECTRONIC PASS SYSTEM

Students can request a digital hall pass in the MINGA app in ClassLink. MINGA is an easy to use Campus Management Platform which empowers students to be safe, connected, and engaged on campus. The digital hall pass ensures easy access for students and reduced interruptions to teaching time while increasing student punctuality and accountability.



School Attendance Review Board (SARB)

Acceptable Reasons for Excused Student Absences



(Ed Code 46010, Ed Code 46010.3, Ed Code

48205) Student must be given an opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work.

1. Personal illness.
2. Quarantine under the direction of a health officer.
3. Personal medical, dental, optometric or chiropractic appointment.
4. Funeral services for a member of the immediate family (limited to one day in the state, and three days out of state).
5. Student serving on jury duty.
6. Exclusion for illness or medical appointment of a child of whom the pupil is the custodial parent.
7. Personal court appearance (requires verification).
8. Prior Principal approval for employment conference.
9. Employment in the Entertainment Industry for a maximum of up to five absences per school year.

10. Observance of a religious holiday or ceremony (recommend three (3) days advance notice to school).
11. Religious retreat (limited to four hours per semester).
12. Prior Principal approval for reasons, which may not be included elsewhere, but are pursuant to uniform standards established by the governing board.
13. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code
14. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the military.
15. Other reasons that are within the discretion of school administrators and, based on the factors of the pupil's circumstances, are deemed to constitute a valid excuse.

46014 ED. Code – The following requires a Board-adopted resolution:

Religious observance or exercise for moral or religious instruction limited to four (4) days per month. Student must attend minimum school day hours.

Unacceptable Reasons for Student Absences

Reasons **NOT** acceptable for being absent from school and are considered trancies or unexcused absences during the regular school year. A truancy occurs if a student does the following:

1. Going to work with parent or other family member.
2. Babysitting, taking care of other family members.
3. Under the influence of alcohol or drugs.
4. Personal problems.
5. Repairing car or household items.
6. Waiting for service or repair people to arrive.
7. Attending a sporting event.
8. Any other reason not included in "Acceptable Reason for Excused Student Absences."
9. Bus not available/missing bus. Lack of transportation.
10. Participating in a student demonstration off campus.



All absences must be verified or the absence becomes an unexcused absence or truancy through our school Attendance clerk.

For more information about attendance, please contact the Department of Child Welfare and Attendance CWA.

CAMPUS BOUNDARIES

Eric Birch HS is a **closed** campus. During school hours' students may not go past the campus gates or into the parking lot area without being accompanied by school personnel or **issued a PASS**. Those who do will be subject to disciplinary action. Students going past the gates and attempting to return to class shall be considered off-campus and will be disciplined. Students under 18 must have approval from their parent/guardian to leave campus. Students that are 18 may sign themselves out; however, they are subject to same ATTENDANCE POLICY as any other student. (Attendance Policy Pg. 19)

ALL students must have a pass to leave their classrooms; any student roaming the campus will be sent back to class or if they come to the office without a PASS will be sent back to class. There will be no excuses.



VISITORS

Visitors are to check in with the front office immediately upon arrival and only remain on campus with the permission of the Principal or designee. Usually visitors should only come on campus before school or after school unless it is a guest speaker or FUSD employee. FUSD employees must show and wear badge where it is visible to us.

Visitors must obtain and wear a visitor's identification badge while on campus which will be given when checking in with the main office. Unless they are district employees then they must always wear their district badges while on campus.

OFF-LIMIT AREAS

The student parking lot is off limits during class times (this includes passing periods). Students are to be in designated areas during school hours, not in driveways, behind buildings or in fields. Students out of class **must** have a **PASS**. Students caught off limits will be referred to the Principal for a consequence. The Principal may assign a consequence such as lunch detention, After School Work Program, and/or may be Given a citation for truancy. Consequences will be determined by the Principal.

CAMPUS SECURITY VIDEO

All schools in the F.U.S.D. are now under Video Surveillance. This is for safety of students and staff. This surveillance is 24 hours and monitors the school for security reasons. The cameras are located in some classrooms and on the roof of the buildings. The office of School Police maintains the videotapes and can check the tapes in case of damage to school property, or theft.

CHANGE OF ADDRESS

Students and/or parents/guardians are required to notify the school (*attendance office*) if their home address, home telephone number, work telephone number or emergency contact numbers have changed from time of enrollment. The school must have updated contact numbers throughout the year. In order to keep in contact with families we must have current information. (Ed. Code 49408)

Any student who moves out of the FUSD attendance area is required by law to request an inter-district transfer which CWA (Child Welfare and Attendance) at district office. Out-of-District students' with-out an approved inter-district transfer will be dropped.

After returned mail stating that a student's address is not valid, Eric Birch High School has the right to send an FUSD employee, a liaison to verify student's address. If the liaison sees no one is at the stated address the student will be dropped until an updated address such as a utility bill is turned in.

VEHICLES

Student parking is restricted to the **front parking Lot**. Student **must** provide Driver License, proof of insurance and valid registration. Students will then be issued a parking pass for the front parking lot. Vehicles parked on campus are subject to search.

PERSONAL PROPERTY

Personal property brought to school by a student will be the **sole responsibility of that student**. Staff members will not be held liable should the property be damaged and/or stolen.

BIKES, SCOOTERS, AND SKATEBOARDS

Bikes, Scooters, and Skateboards may be walked onto campus and are the sole responsibility of the students who bring them to school. Scooters and skateboards must be locked in the provided cabinet near the main office during the school day. Bikes need to be locked in the bike racks located on the south side of the Gym.

FOOD DELIVERIES

For campus safety and in adherence to the district wellness policy, outside food deliveries are not allowed. The office will turn away orders from Uber Eats, Door Dash, etc. FUSD food services provides free breakfast and lunch daily for all students.

CELLULAR PHONES/ELECTRONICS DEVICES

Education Code 48901.7.

(a) The governing body of a school district, a county office of education, or a charter school may adopt a policy to limit or prohibit the use by its pupils of smartphones while the pupils are at a school site or while the pupils are under the supervision and control of an employee or employees of that school district, county office of education, or charter school.

(b) Notwithstanding subdivision (a), a pupil shall not be prohibited from possessing or using a smartphone under any of the following circumstances:

(1) In the case of an emergency, or in response to a perceived threat of danger.

(2) When a teacher or administrator of the school district, county office of education, or charter school grants permission to a pupil to possess or use a smartphone, subject to any reasonable limitation imposed by that teacher or administrator.

(3) When a licensed physician and surgeon determines that the possession or use of a smartphone is necessary for the health or well-being of the pupil.

Introduction

To maintain a focused and engaging learning environment, students must limit phone use during school hours. This helps minimize distractions, support academic engagement, and foster meaningful interactions with peers, teachers, and school programs. This policy outlines expectations for the responsible use of cell phones and electronic devices. These guidelines will be reviewed annually with students and parents.

Appropriate Use During the School Day

Students may bring cell phones and electronic devices to school; however, they may only be used before school, during passing periods, during lunch, and after school.

Use During the School Day

- Phone use is not permitted in classrooms, hallways, locker rooms, restrooms, or any school 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 & Emergency Use

- Teachers may allow limited phone use for specific educational purposes as outlined in their classroom syllabi. This use must be intentional, structured, and directly connected to learning.

Definition of Educational Purposes

“Educational purposes” refers to the use of electronic devices under teacher supervision for activities that directly support instructional goals. Examples include:

- Accessing digital textbooks or learning platforms (e.g., Microsoft Teams, School Email)
- Taking notes, conducting research for class assignments or projects
- Using educational apps or tools (e.g., calculators, language learning apps, coding platforms)
- Viewing teacher-approved instructional videos or multimedia content
- In the event of a life-threatening emergency, students may use their personal devices only ***if school staff are not immediately available to respond.***
- Whenever possible, emergency communication should be coordinated through school personnel to ensure accurate and timely response. A life-threatening emergency is defined as any situation in which a person’s life is in immediate danger—such as severe injury, serious medical conditions (e.g., seizures or loss of consciousness), or active threats like fire or violence—requiring urgent action.\
- Parents who need to reach their child during instructional time should call the school office. Staff will coordinate communication to minimize disruptions.

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.

Violations & Disciplinary Actions

Failure to comply with this policy will result in disciplinary actions as follows:

1. First Infraction: Temporary confiscation of the device with a verbal warning.

2. Second Infraction: Confiscation of the device and return at the end of the school day.
3. Subsequent Infractions: Parent/guardian retrieval of the device from the school office during designated hours, with potential restrictions on future device privileges.

Confiscation & Security Procedures

- School personnel may confiscate any device that is used in violation of this policy.
- When a device is confiscated, it must be stored in a secure location. Staff must document the following details:
 - The date and time of confiscation
 - The reason for confiscation
 - The name of the staff member who confiscated the device
 - The date and time the device was returned
 - The name of the person to whom it was returned
- Access to confiscated devices shall be restricted to the staff member who confiscated the device or designated personnel, to ensure secure handling and maintain chain of custody.

Accountability & Security

- 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 to campus.
- Families are strongly encouraged to avoid sending high-value electronic items to school.

Exemptions

- Accommodations may be granted by the site administrator for students with documented health-related needs that require device access during school hours. Appropriate documentation must be provided and reviewed.

Compliance

- Students are expected to follow all staff directives related to this policy. Repeated violations may result in progressive disciplinary action, including the revocation of device privileges for the remainder of the school year.

- This policy is reviewed annually and may be updated to reflect district regulations and evolving best practices in student safety, digital citizenship, and academic integrity.

This policy is designed to foster responsible digital habits while promoting student engagement and well-being. By minimizing distractions and encouraging participation in school activities, we aim to create a positive and productive learning environment.

INSURANCE

The Fontana Unified School District does not provide medical, accident, or dental insurances for pupils injured on school premises or through school activities. However, the district is making available for students a low cost medical/dental accident insurance program. Parents can visit their child’s School Administration Office to obtain a detailed brochure/application, or you may obtain one online at www.peinsurance.com (click on Products, then Student Insurance). Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance and covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance of other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in low cost local, state, or Federal sponsored health insurance programs. Information about these programs may be obtained by calling the Healthy Families and Medical Programs Information line at 1-800-880-5305.

DISTRICT BUS PASSES

If you are interested in obtaining a bus pass for your student, go to the FUSD website for a copy of the Bus Pass Application and mail the completed form to the FUSD Transportation Enrollment Center office at 9548 Citrus Avenue (Fontana, CA 92335) or Fax it to (909) 357-7641. Bus Pass Applications are also available at the Fontana Unified School District’s Enrollment Center between the hours of 7:30 am and 4:30 pm, Monday through Friday.

For more information, go to the FUSD website: www.FUSD.NET or <http://www.fusd.net/departments/Business/Transportation/index.stm>

FIELD TRIP CODE OF CONDUCT:

All students should have the proper FUSD field trip forms signed by a parent or guardian.

Form is located on our school website as well as in counselor's office.

FONTANA UNIFIED SCHOOL DISTRICT
Fontana, California
FIELD TRIP/EVENT WAIVER AND MEDICAL AUTHORIZATION

I, _____, hereby give my permission for my child, _____, to participate in the following school-sponsored but non-required activity:
NAME OF SCHOOL: _____
ACTIVITY: _____
LOCATION: _____
DATE: _____ TIME: Leave _____ Return _____ Cost: _____
TEACHER: _____

Single Event Multiple Day Out of State Seasonal (see attached)

I agree that my child will abide by all the rules and regulations governing conduct during the field trip/event. I agree that if my child is determined to be in violation of behavior standards during a trip/event, he/she may not be permitted to participate in future field trips/events.

I agree to allow my child to participate in this non-required field trip/event. In consideration of offering the opportunity for participation in this non-required event, on behalf of my child I agree for any purpose, including, but not limited to observation, use of facilities or equipment or participation in any way, the undersigned hereby acknowledges, agrees that THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the FONTANA UNIFIED SCHOOL DISTRICT (hereinafter referred to as 'releasees') from all liability to the undersigned or their child for or any loss or damage, and any claim or demands therefor on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise, while the undersigned is in, upon, or about the premises or any facilities or equipment therein.

THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the Fontana Unified School District premises or in any way observing or using any facilities or equipment of the school district or its vendors or agents whether caused by the negligence of the releasees or otherwise.

THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE due to the negligence of releasees or otherwise while in, about or upon the premises of the school district or its vendors or agents and/or while using the premises or any facilities or equipment hereon.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER, AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

All persons making the field trip or event shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. (Ed. Code § 35330) Such waiver shall extend to and include the District's officers, employees, and agents.

In the event of any illness or injury, I hereby consent to whatever X-ray, examination, anesthetic, medical, dental, or surgical diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary by the

2nd page of the form can be found on our school website and at a counselor's office:

ERIC BIRCH HIGH SCHOOL GRADUATION REQUIREMENTS

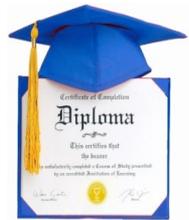
Diplomas are authorized by the Fontana Unified School District Board of Education to pupils who have earned **210 credits** in the required areas versus a comprehensive high school which requires 230 credits.

Areas and Subject Required Credits

English (10 each grade level)	40
Mathematics (10 Max. from each course) (IM1, IM2, Financial Algebra)	30
Life Science	10
Physical Science (Earth, Chemistry, Physics)	10
United States History	10
American Government	5
Economics	5
World History	10
Fine Arts or Foreign Language	10
Physical Education	20
Elective Credits	60
Total	210

COURSE WORK/HOMEWORK

Most assignments should be completed IN CLASS.
Homework is only necessary if a student falls behind.
Missing assignments should be completed at home and turned into the teacher as soon as possible. Many assignments should be turned in through Microsoft Teams. Students should communicate with their teacher through email when late assignments are submitted.



NOTE: Homework assignments are available on Q Parent Connection, or by calling 357-5300 extension 0 school staff will transfer you to appropriate teacher (s) only before and after school hours. Otherwise during school hours, office will transfer to their voicemails or email them a note.

Home Communication

STUDENT PROGRESS REPORTS\REPORT CARDS

Progress reports will be submitted electronically on Q. Parents are welcome to call or email at any time to check the progress of their student. Credit sheets will be updated each quarter for families to track student progress towards graduation.

CONTACT WITH TEACHERS

Teachers will call or email parents/guardians, as necessary, and parents/guardians are encouraged to call or email teachers when situations warrant, or to request information. Teachers are typically available before school and during their prep periods.

CONFERENCES

Parents/Guardians who wish to have conferences with teachers, counselors, or administrator for the purpose of discussing their concerns, are encouraged to do so. Please call the student's counselor to set up an appointment.

COUNSELORS

Counselors are on campus from 8:00 am-3:30 pm and are available to assist or advise students and parents/guardians in the following areas:

- a. Academic advising and/ or scholarships
- b. Personal assistance
- c. Crisis intervention and /or behavior problems
- d. College vocational guidance

OFFICE PHONE USE

Students are allowed to use the office phone to call home for emergencies and other reasons. Students may not use the office phone during class time and should wait until lunch or after school.

Please file the Q Parent Connection release form which is given in the orientation packet. <https://sis.fusd.net/ParentPortal>

WORK PERMITS PROCEDURES:

How do I get a Work Permit?

1. Check with your counselor to determine if you qualify for a work permit. Your school will consider:
 - Grade Point Average of 2.0 or higher
 - Attendance

If you qualify, fill out this form:



Need A WORK PERMIT?
Here's How You Get One.

SCAN ME!

Or

Go to <http://www.fusd.net/page/589>

If you have any questions, please contact the Work Permit Office directly by phone or e-mail:
(909)357-5000 ext. 56353
Email: WorkPermits@fusd.net

Please be sure you are using your student email as your contact info.

2. When you have been offered a job, return to your school, show your Work Eligibility Form and you will be given a Work Permit Application and Attendance/Conduct Contract.
 - Complete the "Minor's Information" on the Application
 - Have your parent/legal guardian sign it
 - Complete the Attendance/Conduct Contract on the back and sign it.

3. Take the Work Permit Application to your future employer and have them complete their section. Be sure your job duties are listed. If the form is not complete, no work permit will be issued.
4. You or your parent will take the Work Eligibility Form and Work Permit Application and Attendance/Conduct Contract to one of the following offices during the hours listed below.

Fontana Unified District Office - Building 1
9860 Citrus Avenue and San Bernardino Avenue
Across the street from Fontana High School
Hours: 8:30 am to 4 pm
Phone: (909) 357-7600, ext. 29277

Please refer to our website for further information

(<http://www.fusd.net/departments/instructional/cte/workpermit.stm>)

STUDENT PROGRAMS

Online Learning Solutions

The APEX program is designed for those students that are behind in credits and are self-motivated. It is a privilege to be allowed into the APEX program and all students that are approved to complete coursework through the APEX program must sign a contract upon entry into the APEX program. Once in the APEX program, students must meet all academic and attendance requirements outlined in the contract. Students who fail to meet the requirements of the APEX program contract will be dismissed from the APEX program. For more information about this program, please speak with your respective counselor.

Community College

Community college classes are available to our students. Many classes apply toward our diploma requirements. For more information see a Counselor.

GED

The GED (General Education Development) is a secondary alternative to a high school diploma and can be taken by 17.5 year old students who wish to enter the work force, join the Military, or enter community college. They can enroll at the Fontana Adult School. For more information, see the school Principal.

Adult Education

Students are encouraged to take advantage of the many courses offered through the Fontana Adult Education Program. Classes are offered on a semester basis.

Concurrent Students: repeat credit only (not original credit). For more information call (909) 357-5490 x 229. You may also find them on line at

www.fusdweb.com/sites/hs/adult/default.aspx

Valenzuela

Intensive Instruction and Services Program Lawsuit Settlement

For more information please go to: <http://www.fusd.net/valenzuela2/index.stm>



Chaffey
College



San Bernardino
Valley College

Eric Birch High School - Family Compact

Our school philosophy as an alternative school is that families, students, and school staff should work in partnership to help each student reach his/her potential. As partners we agree to the following:

As a student I will:

- Believe that I can learn and will learn.
- Come to class on time, ready to learn, and with assignments completed.
- Set aside time every day to complete my homework.
- Know and follow the school and class rules.
- Follow the school's uniform dress code.
- Regularly talk to my parents and my teachers about my progress in school.
- Respect my school, classmates, staff, and family.
- Ask for help when I need it.

As a parent/guardian or family member I will:

- Talk to my child regularly about the value of education.
- Communicate with the school when I have a concern.
- Monitor TV viewing, internet and social media distractions, and make sure that my child reads every day.
- Make sure that my child attends school every day and on time
- Support the school's discipline and uniform dress code.
- Monitor my child's progress in school.

- Make every effort to attend school events, such as parent-teacher conferences, Open House and Back-to-School Night.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Respect the school, staff, students, and families.

As a teacher I will:

- Provide high-quality curriculum and instruction.
- Communicate high expectations for every student.
- Endeavor to motivate my students to learn.
- Teach and involve students in classes that are interesting and challenging.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Enforce rules equitably and involve students in creating a warm and caring learning environment in the class.
- Communicate regularly with families about their child's progress in school.
- Provide assistance to families on what they can do to support their child's learning.
- Participate in shared decision making with other school staff and families for the benefit of students.
- Respect the school, staff, students, and families.

Dress Code

Every student has the right to attire himself/herself in a manner that is suitable and appropriate for school and as long as it is non-distracting to others in the learning environment. Dress should be appropriate for normal school activities and be respectful of the education institution. Health and Safety are guides to acceptable school attire. In cases of questionable dress not specifically covered in the rules listed below, a site administrator will make the final decision.

Items NOT permitted are:

- Metal chains of any length, body spikes of any type
- Overly baggy clothing, excessively low pants
- Exposed boxers, bra straps, or any undergarments of any type
- Revealing midriffs, revealing blouses, tank tops, see-through blouses
- Hats/Bandanas or any item referring to any gang affiliation.
- Clothing advertising drugs, guns, alcohol, tobacco products or other illegal substances or anything that may be interpreted as having double meaning
- Clothing with profanity and/or lewd pictures and/or pictorial representations or clothing worn in such a way as to be intimidating to others
- Pajamas or sleepwear
- Open-toed, shoes without a strap across the back, flip flops, slippers, slides, etc.

Note: Neither Birch High School nor the Fontana Unified School District are responsible for any items which are lost or stolen, including those items which are confiscated.

Student Responsibilities

Education Code 48908: All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school.

C.C.R. Title 5, Sec. 300: Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the direction of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain from the use of profane and vulgar language. (Reg. 77, No. 39)

Student Discipline Action / Consequence Guidelines

Discipline consequences are based on individual incidents. The final decision is at the discretion of the administrators. All students are expected to conduct themselves in such a manner as to contribute to a productive learning environment. The purpose of the students' discipline policy at Eric Birch High School is to maintain an educational environment conducive to learning and to protect the safety and health of all pupils. Teachers, campus supervisors, and all other EBHS staff members will assist in encouraging students to follow the rules and regulations of the school, the district, and the laws of the State of California. Every student's rights of due process will be adhered to and respected, and student shall know the reason for disciplinary actions. Any or all of the consequences listed here may be applied for any offense, depending upon the severity.

Alcohol and Other Drugs

BP 5131.6 - The Board of Education believes that the use of alcohol or other drugs adversely affects a social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order student's ability to achieve academic success, is physically and emotionally harmful, and has serious to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

BP 5145.12- Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an

appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

It is against the law to have illegal drugs on a school campus including vapes.

Use of Drug Detection Dogs

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

Fighting

Birch will be a safe environment for all students and staff. Fighting on campus **will not be tolerated**. Eighteen-year-old students involved in fighting and/or threatening or harassing activities of any kind will be dropped from school. Fighting includes threats, “stare downs”, intimidation by groups or individuals, pressure from outside groups, participation in group “gang” tactics, telephone, written or email threats and/or obscenities, confrontation and/or fights **before, during, or after school hours on campus, or to and from school**.

Racially motivated offenses **will not be tolerated** and are subject to strict discipline. Fighting and/or threatening activity toward or with any person on campus, or to and from school, may result in:

1. A parent/guardian conference with an administrator and the student.
2. Lunch Detention.
3. Counseling sessions.
4. Student placed into a different learning environment.
5. Suspension.

Continued fighting-second offense-or more will result in suspension and possible expulsion proceedings.

NOTE: Students who are 18 years old involved in fighting and/or threatening or harassing activities of any kind will be dropped.

Weapons

Possessing, selling, or otherwise furnishing to others any firearm, knife explosive, or other dangerous objects such as but not limited to brass knuckles, slingshots, pepper spray, or razor blades is prohibited. Students in possession will be suspended and cited.

A student discovering inadvertent possession of a dangerous object should **immediately self-report such possession to a staff member** in order for optional consequences to be considered.

Vandalism/Tagging/Graffiti

Vandalism of school property (including textbooks), tagging, or graffiti is prohibited. The consequences for such acts will be:

- Suspension/expulsion
- Restitution
- Community service
- Referral to law enforcement/
citation from school police



Smoking/Vaping

The California Education Code prohibits smoking and vaping on any public-school grounds. Consequences for smoking/vaping on campus or within 1,000 feet of campus and/or possession of tobacco products on campus will result in confiscation of items and disciplinary action.

NOTE: School Police may issue tickets for smoking and vaping.



Harassment

Fontana Unified School District **does not tolerate** sexual harassment, racial or ethnic bigotry, hate crimes, or discrimination of gender, handicap, or religion. Harassment is defined as threats, epithets, intimidation and/or slurs, directed against a pupil or group of 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 that pupil or group of pupils by creating an intimidating or hostile educational environment. Students guilty of harassment are subject to disciplinary action including a conference, suspension and/or expulsion.

We are committed to a school environment where staff and students may flourish in a climate of acceptance, free form action, statements, or activities, which degrade the unique qualities of every individual. Inappropriate actions may include but are not limited to:

- Vulgar letters, notes, posters, symbols or other writing offensive to students of a specific race, ethnicity, sexual orientation, religion or gender. This also includes sexting.
- Comments, gestures or touches of a sexual nature that are deliberate and unwelcome.
- Any forced action such as pulling clothes down, blocking or cornering someone in a sexual way.
- Negative comments or behavior based on race, ethnicity, sexual orientation, religion or gender.
- Vandalism to personal property.
- Force or threat of force through outright actions or intimidation.



Assembly Bill 86, which became effective January 1, 2009, adds cyber bullying to school disciplinary codes. This new law gives schools the authority to suspend or expel students for bullying fellow students over the Internet, in text-messaging or by other electronic means.

If you feel you have been harassed, report the incident to a teacher, a counselor, or an administrator. Consequences for harassment range from a conference with the student and/or parent to suspension and possible expulsion for severe or repeated offenses.

Purpose

The Fontana Unified School District is committed to an educational environment in which all students are treated with respect and dignity. Each student has the right to learn in an environment that promotes equal educational opportunity, and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive.

Therefore, the District strongly condemns, opposes and prohibits sexual harassment of students whether verbal, physical, or environmental, by anyone in or from the district. Any student who engages in sexual harassment of anyone in or from the district may be subject to discipline, up to and including expulsion.

Definition

As used in this policy and regulation “sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by anyone in or from the district, under any of the following conditions:

- a. Submission to the conduct is explicitly or implicitly made a term of a condition of an individual’s employment, academic status, or progress.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decision affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honor, programs, or activities available at or through the educational institution.



FONTANA UNIFIED SCHOOL DISTRICT NOTICE OF STUDENT POLICY PROHIBITING SEXUAL HARASSMENT

BP/AR 5145.7 - Sexual Harassment; BP/AR 1312.3 - Uniform Complaint Procedures

Examples of types of conduct which are prohibited, and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

**To Report a Complaint of Sexual Harassment or Obtain Additional Information Related to this Posting, You May Contact Any School Site Administrator or Below:
Craig Baker, Title IX Director 909-357-5000, ext. 29194 or craig.baker@fUSD.net**

Any Student Reporting Incidents of Sexual Harassment (Complainant and/or Victim):

- Has the right to file a formal written complaint with the District.
- Will be provided support services by the District/school site upon receipt of their complaint, which may include counseling, academic support services, and/or a "no contact" order.
- May agree to engage in procedures to informally resolve their complaint, as appropriate under AR 1312.3.
- Will be given the opportunity to explain and provide evidence related to their complaint.
- Will receive notice of the outcome of their complaint, as described in AR 1312.3.
- Will receive information about how to appeal the outcome of their complaint to the California Department of Education, should they disagree with it, within 15 calendar days of the district's decision, as described in AR 1312.3.
- May file their complaint directly with the US Department of Education, Office for Civil Rights.

Challenge of Authority

All school staff personnel (SCHOOL STAFF IS DEFINED AS ALL ADULT PERSONNEL) are in a position of authority on campus and at any school-related activities.

Direct challenges or verbal abuse toward a staff member will result in strict disciplinary action. If the challenge or verbal abuse is considered a threat of bodily harm to a staff member, disciplinary action could result in arrest and possible expulsion from the Fontana Unified School District.

NOTE: By law, students are required to do what is reasonably asked of them as long as the request does not cause physical or mental danger to them. If a student feels they are being treated unfairly, the student should refrain from arguing with the staff member and take the appeal to the administrator or counselor.

Due Process

All students are entitled to due process of law. When facing disciplinary action, students are entitled to hear the accusation and then provide an explanation. Students wishing to appeal disciplinary decisions should contact the Principal for information on the procedures.



Lunch Detention

As a form of discipline, students could be placed on lunch detention for a variety of reasons including tardies or defiance. Students can be given several days of lunch detention due to the severity of the act. If a student does not serve their detention they will be given an extra day or will be referred to the Principal for additional consequences.

After School Work Program

As a form of discipline, students could be placed on after school work program (ASWP) for a variety of reasons. The main one is if a student didn't or refused to serve lunch detention. If a student is placed on ASWP, they must remain after school with either the security officer or custodian to give them a list of work duties such as campus clean-up.

CALIFORNIA STATE EDUCATION CODES

According to the 48900 section of the California Code, the behaviors listed below will result in one or more of the following: Loss of School Privileges, Suspension, and/or Recommendation for Expulsion.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

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

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

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

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

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

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

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

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

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

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

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

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

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

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means

a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

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

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

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings: (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

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

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

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means as Internet Web site created for the purpose of having one or more of the effects listed

in paragraph (1).

Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent

impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

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

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

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

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



FONTANA UNIFIED SCHOOL DISTRICT

Every Student Successful | Engaging Schools | Empowered Communities

NON-DISCRIMINATION/HARASSMENT

Students

Board Policy 5145.3

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code [234.1](#))

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The



DISTRITO ESCOLAR UNIFICADO DE FONTANA

Éxito para cada estudiante | Escuelas atractivas | Comunidades empoderadas

LA NO DISCRIMINACIÓN/ACOSO Estudiantes Política de la Mesa Directiva 5145.3

La Mesa Directiva en funciones desea proporcionar un ambiente escolar seguro que permita a todos los estudiantes igualdad de acceso y oportunidades en los programas del distrito académicos y otros programas de apoyo educativo, servicios y actividades. La Mesa Directiva prohíbe, en cualquier escuela del distrito o actividad escolar, la discriminación ilegal, incluyendo el acoso discriminatorio, la intimidación y el acoso de cualquier estudiante basado en la raza actual o raza percibida, color, ascendencia, origen nacional, nacionalidad, grupo étnico, identificación de grupo étnico, edad, religión, estado civil o de paternidad, incapacidad física o mental, sexo, orientación sexual, género, identidad de género o expresión de género o asociación con una persona o grupo con una o más de estas características actuales o percibidas.

Esta política se aplicará a todas las acciones relacionados con actividades escolares o a la asistencia escolar que ocurra dentro del distrito escolar. (Código de Educación [234.1](#))

La discriminación prohibida, incluye acoso discriminatorio, intimidación, o acoso escolar, incluye una conducta física, verbal, no verbal, o por escrito basado en una de las categorías mencionadas arriba. La discriminación ilegal deberá incluir la creación de un ambiente hostil cuando la conducta prohibida es tan severa, persistente o constante que afecta la habilidad de un estudiante para participar o beneficiarse de un programa educativo o actividad; crea un ambiente educativo de intimidación, de amenaza, hostil, u ofensivo; que tiene el efecto substancial de interferir considerable o inaceptablemente con el desempeño académico del estudiante; o afectar de otro modo adversamente las oportunidades educativas del estudiante.

La discriminación prohibida también incluye trato desigual de estudiantes en base a una de las categorías mencionadas arriba con respecto a la provisión de oportunidades para participar en programas escolares o actividades o la provisión o el recibir beneficios o servicios educativos.

La Mesa Directiva también prohíbe cualquier forma de represalias en contra de cualquier individuo quien presente o de otra forma participe en la presentación o investigación de una queja o declaración de un incidente de discriminación. Las quejas de represalias deberán ser investigadas y resueltas de la misma manera que una queja de discriminación.

El Superintendente o la persona designada deberá facilitar el acceso a los estudiantes al programa educativo por medio de la difusión de la política de no discriminación y los procedimientos relacionados a una queja para los estudiantes, padres/tutores, y empleados. Él/ella proporcionará capacitación e información sobre el alcance y uso de la política y los procedimientos de queja y tomará otras medidas designadas para el incremento del entendimiento de la comunidad escolar de los requisitos de ley relacionados a la discriminación.



FONTANA UNIFIED SCHOOL DISTRICT

Every Student Successful | Engaging Schools | Empowered Communities

Fontana Unified School District

Williams Complaint Classroom Notice

Notice to 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.

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.

3. 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. 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 also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>



FONTANA UNIFIED SCHOOL DISTRICT

Every Student Successful | Engaging Schools | Empowered Communities

Distrito Escolar Unificado de Fontana

Aviso para el Aula de las Quejas Williams

Notificación a Padres, Tutores Legales, Alumnos y Maestros

De acuerdo con la Sección 35186 del *Código de Educación* de California, se le notifica que:

1. Debe haber suficientes libros de texto y materiales didácticos. Eso significa que cada alumno, incluyendo alumnos que aprenden inglés, debe tener un libro de texto o materiales didácticos, o ambos, para usarlos en la clase y llevarlos a casa.
2. Las instalaciones escolares deben estar limpias, seguras, y mantenerse en buenas condiciones.

No debe haber vacantes de maestros ni asignaciones incorrectas. Debe haber un maestro asignado a cada clase y no una serie de suplentes u otros maestros temporales. El maestro debe tener la credencial apropiada para enseñar la clase, incluyendo la certificación requerida para enseñar a los estudiantes de inglés si están presentes.

Vacante de maestro significa una posición a la cual un sólo empleado designado no ha sido asignado al principio del año por un año entero o, si el puesto para un es para un curso de un semestre, una posición a la cual un solo empleado designado no ha sido asignado al inicio de un semestre por un semestre entero.

3. Asignación errónea significa la colocación de un empleado certificado en una posición de enseñanza o servicios para la cual el empleado no posee un certificado o credencial legalmente reconocido o la colocación de un empleado certificado en una posición de enseñanza o servicios que el empleado no está autorizado de otra manera por el estatuto a guardar.
4. Se puede obtener un formulario de queja en la oficina de la escuela, en la oficina del distrito o en la página de la escuela en la red www.fusd.net. También puede descargar una copia del formulario de queja del Departamento de Educación de California en inglés y en otros idiomas en la siguiente red: <http://www.cde.ca.gov/re/cp/uc/>.

School Computers

Students and parents MUST sign FUSD's "Student Acceptable Use Policy" for students to obtain access to school computers. Any student going to inappropriate web sites, downloading inappropriate materials, or misusing computer access will be subject to disciplinary action and access privileges will be revoked. If you did not receive a "Student Internet and Electronic Mail Acceptable Use Policy" signature form in your orientation packet, please see your Guidance Tech.

Computer Technology

Computer technology has become an integral part of the curriculum. Computers are available for student use in each classroom and in the Computer Labs. To assure and maintain appropriate use the following rules will be implemented:

An “Acceptable Use Policy” form **must be signed by both the student and parent/guardian** and returned to the front office. **Students who do not return the signed “Acceptable Use Policy” will not be allowed access to computers.**

- Games – use of games will not be allowed during school hours unless they are directly related, in an educational sense, to the approved curriculum.
- Vandalism – tampering of **any** kind with hardware or software will result in suspension and restitution for financial cost due to repairs.
- Any inappropriate deviation from normal school assignments (including cheating) such as, but not limited to:
- Searching for, accessing, transmitting, or downloading computer malware (including viruses, worms, spyware, adware, Trojan horses) or other harmful files or programs or in any way degrading or disrupting any computer system performance
- Searching for, accessing, transmitting or downloading any materials that are in violation of the Child Internet Protection Act (CIPA)
- Transmitting or downloading confidential information or copyrighted materials or committing plagiarism
- Obtaining and/or using an anonymous e-mail site
- Selling or purchasing any illegal substance
- Threatening, harassing or making defamatory or false statements about others

Violations will be dealt with immediately and severely!

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

The Fontana Unified School District (FUSD) supports instruction through the use of educational and administrative computers, school-licensed software and other media, as well as networks and servers. The FUSD provides Internet access through an electronic network. The Internet is an electronic highway connecting thousands of computers and millions of people all over the world. Students, teachers, support staff, parents and school board members with accounts on the Internet server have limited access to:

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

With access to computers and people all over the world comes the availability of some material that may not be considered to be of educational value within the context of the school setting. The FUSD has taken precautions to restrict access to controversial materials. However, on a global network, such as the Internet, it is impossible to control the content of all available materials. FUSD shall ensure that all students using its electronic resources receive training in their appropriate use. This includes training specifically addressing appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response, as required by the Protecting Children in the 21st Century Act.

Following are guidelines provided to establish responsibilities of everyone using FUSD computers, media, computer networks and/or Internet access. The FUSD network accounts are a privilege. If a user violates any of these provisions, his or her access may be terminated (including but not limited to the student being removed from any technology related courses) and any future access could be denied.

TERMS AND CONDITIONS

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

II. PRIVILEGES: The use of FUSD network accounts is a PRIVILEGE, not a right; therefore, inappropriate use may result in a cancellation of those privileges. System users should be aware that computer files and electronic communications, including emails and deleted files are not private and may be accessed by the District for the purpose of ensuring proper use.

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

III. NETIQUETTE (NETWORK ETIQUETTE) AND PROTOCOLS: The use of an account on any FUSD network requires that you abide by accepted rules of network etiquette, which include, but are not limited to, the following:

1. **BE COURTEOUS AND RESPECTFUL.** System users are expected to be polite. System users may not send abusive, insulting, harassing, discriminatory, inflammatory, or threatening messages to others. System users shall demonstrate appropriate online behavior, and they shall not engage in cyber bullying.

2. **USE APPROPRIATE LANGUAGE.** System users are expected to use appropriate language; vulgarities or obscenities, libelous or other inappropriate references will not be tolerated.

3. **APPROPRIATE ACTIVITIES.** System users shall use the District's systems safely, responsibly and primarily for educational purposes. Anything pertaining to illegal activities is strictly forbidden. Any activity not directly related to the educational mission of the District is strictly forbidden. Activities relating to, or in support of, illegal activities will be reported to the appropriate authorities. *System users shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)*

4. **PRIVACY.** System users shall not disclose, use or disseminate personal identification information about themselves or others when using email, or other forms of direct electronic communication. Do not reveal the personal address or phone number(s) of yourself or any person. All communications and information

accessible via the network should be assumed public property. Electronic mail is not guaranteed to

be private. The System Administrator has access to all mail. Messages relating to, or in support of, illegal activities will be reported to the appropriate authorities.

5. **CONNECTIVITY.** Do not use the network in such a way that would limit or disrupt the use of the network by others.

6. **SERVICES.** The FUSD will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the networks is at the user's risk. The FUSD specifically denies any responsibility for the accuracy or quality of information obtained through its network services.

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

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

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

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

IV. UNACCEPTABLE USES OF:

May result in disciplinary actions including by not limited to suspension

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

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

EMERGENCY PROCEDURES

Quick Reference for Students

- Stay calm.
- When a disaster strikes, an alarm/announcement will sound.
- A plan for vacating the rooms is posted in a conspicuous place in every room.
- Listen to your teacher and staff members for instructions.
- Stay with your class and evacuate to your designated area when instructed to do so.
- Your teacher will take attendance to make sure everyone is accounted for.

- Once there is an all clear bell or announcement, students will be return back 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.
- If the situation allows, parents will be notified of emergency situation and procedures through a Teleparent telephone call.
- Students and parents are encouraged to set up an emergency pick up location near the Birch campus.



Lockdown Procedures

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

Exceptions to Normal School Plan in the Event of a Disaster:

1. BEFORE SCHOOL – Staff and students would report to the evacuation area and find the Academic Area where they would normally have their FIRST PERIOD class or assigned work area.
2. AFTER SCHOOL – Staff and students would report to the evacuation area and find the Academic Area where they would normally have their SIXTH PERIOD class or assigned work area.
3. DURING LUNCH – Staff and students would report to the evacuation area and find the Academic Area where they would normally have their FOURTH PERIOD class or assigned work area.
4. DURING PASSING PERIOD – Staff and students would report to the evacuation area and find the Academic Area where they would normally have their NEXT ATTENDED PERIOD or work area. If a teacher does not have a scheduled class, report to the Command Center.
5. STAFF: DURING YOUR PREP OR RELEASE PERIOD – Help evacuate students in your vicinity, then report to the Command Center.

Campus Map

CITRUS HIGH SCHOOL
 10760 CYPRESS AVENUE
 FONTANA, CA 92337



Revised: 1/19/2012

