

Virginia Primrose



Elementary School

Student Parent Handbook
2025-2026

A Guide to Policies, Practices, and Procedures

Virginia Primrose Elementary School

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Dear Families,

Welcome to Primrose Elementary School, home of the Eagles! It is an honor and a privilege to serve the students and the community of Primrose. The purpose of this handbook is to provide you with information on school policies, procedures and information to aid you in preparing your child for school. Please take a moment to review this handbook with your child. To make this a great year for you and your child, here are some important facts to remember:

- **Our school campus opens at 8:00 a.m. for students. Please do not leave your child/children prior to that time, as there are no staff on campus to supervise prior to 8:00 a.m.**
- **Breakfast is served from 8:00-8:40 am. Instruction begins at 8:45 am.**
- All gates to the campus will be closed at 8:45 am. If your child is late, they will need to enter through the front office after 8:45 a.m.
- Per AB 3216, restrictions on cell phones at school will become state law in 2026. Schools may also establish their own policies restricting cell phone usage prior to AB 3216 coming into effect. Cell phones, smart watches, and tablets present significant distractions and disruptions to students and the classroom. To that end, please note that cell phones must be kept in a designated area and left turned off during the school day, and smart watches may not be worn at school. Students in violation of this policy may have their devices removed and kept in the office until a parent can pick it up. If your child uses a cell phone for diabetes or seizure monitoring, please contact our health assistant directly and provide us with medical documentation so we can accommodate this. Please note that the school and district are not responsible for any lost or stolen phones, watches, or devices.
- Changes to your emergency card must be made in person. Please come to our office to fill out the form. Furthermore, the individual picking up your child **must** provide a government-issued picture ID, **per state and county laws**.
- All gates and entries to our campus will be closed during school hours. **All visitors must sign in with the office, and provide a government-issued picture ID.**
- **Attendance is a high priority.** Absenteeism greatly impacts student achievement!
3 absences (Unexcused)- SART 1 Attendance Letter
6 absences (Unexcused)- SART 2 Attendance Letter, Meeting with School, Contract, Student Intervention Meeting for Attendance
9 absences (Unexcused)- SART 3 Attendance Letter, Meeting with School, Contract, LAMP Process, SARB
10 or more excused/unexcused absences: LAMP referral to CWA Liaison may be made. Ten excused absences are considered to be excessive.
- **Early Pick-Up:** Early pick-up interrupts classroom instruction at the end of the day. Unless it is a family emergency, **please do not pick up students from 3:00-3:20.** Students who leave early (except for health reasons) will not be eligible for a perfect attendance award.
- Please try to schedule any doctor or dentist appointments late in the afternoon, as picking them up early can impact their education as well. As a rule, we teach reading and math in the mornings, so late pickups work best for their learning.
- Become involved at Primrose by joining the Parent-Teacher Association (PTA), School Site Council (SSC) or the English Language Advisory Council (ELAC), or by volunteering in your child's classroom.
- If your child walks to school, please remind them to use all crosswalks, follow all traffic rules, and listen to the crossing guards.
- Students in Kindergarten and First grade must be picked up by an adult for their safety. Students in Kindergarten and First will **not** be allowed to walk home by themselves under any circumstances.

We look forward to a great year! If you have any questions, please stop by the office to discuss any concerns or comments that you may have or call me at (909) 357-5790.

Respectfully, Dr. Andrea McClain, Principal



FONTANA UNIFIED SCHOOL DISTRICT

Every Student Successful | Engaging Schools | Empowered Communities

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

Core Values:

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

Cornerstones for Success:

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

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

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

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

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

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

BELL SCHEDULE

VIRGINIA PRIMROSE ELEMENTARY SCHOOL 2025-2026 SCHEDULE



Office Opens	Breakfast	Office Closes
7:30 a.m.	8:00-8:40	4:00 p.m.



Kinder-5th Grade REGULAR DAY SCHEDULE

Grade	Instruction Begins	Recess	Lunch	Recess/Snack	Dismissal
K	8:45	10:05-10:20	11:00-11:40	1:20-1:35	3:20
1 st	8:45	10:20-10:40	11:20-12:00	1:35-1:45	
2 nd	8:45	10:40-11:00	11:40-12:20	1:50-2:00	
3 rd	8:45	10:40-11:00	12:00-12:40	1:50-2:00	
4 th	8:45	11:00-11:20	12:40-1:20		
5 th	8:45	11:00-11:20	12:40-1:20		

Kinder-5th Grade MINIMUM DAY SCHEDULE

Grade	Instruction Begins	Recess	Lunch		Dismissal
K	8:45	10:00-10:10	11:05-11:35		12:50
1 st	8:45	10:10-10:20	11:20-11:50		
2 nd	8:45	10:20-10:30	11:35-12:05		
3 rd	8:45	10:30-10:40	11:50-12:20		
4 th	8:45	10:40-10:50	12:05-12:35		
5 th	8:45	10:50-11:00	12:20-12:50		

** School campus opens at 8 a.m. for all students. There is no student supervision prior to 8 a.m.*

**Breakfast is served from 8:00-8:40 a.m.*

SCHOOL YEAR CALENDAR

FONTANA UNIFIED SCHOOL DISTRICT 2025-2026 SCHOOL CALENDAR

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

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						

N	NEW TEACHER ORIENTATION
PD	PROFESSIONAL DEVELOPMENT (Non-Student Attendance Day)
MD	MEMBER DIRECTED DAY (Non-Student Attendance Day)

AUGUST	
6	First Day of School – All Grades

SEPTEMBER	
1	Holiday – Labor Day (No School)

NOVEMBER	
11	Holiday – Veterans Day (No School)
24-28	Fall Break (No School)

DECEMBER	
22-31	Winter Break (No School)

JANUARY	
1-9	Winter Break (No School)
12	Professional Development Day (No School)
19	Holiday – Martin Luther King, Jr. Day (No School)

FEBRUARY	
9	Holiday – Lincoln's Birthday (No School)
16	Holiday – President's Day (No School)

MARCH	
23-27	Spring Break (No School)

MAY	
25	Holiday – Memorial Day (No School)
28	Last Day of School – All Grades

JUNE	
19	Holiday – Juneteenth (No School)

ALL SCHOOLS MINIMUM DAYS

Wednesday each week

ELEMENTARY AND MIDDLE SCHOOL CONFERENCES/MINIMUM DAYS

October 20 – 24, 2025

ALL SCHOOLS END OF SEMESTER MINIMUM DAYS

Friday, December 19, 2025 – End Semester 1
Thursday, May 28, 2026 – End Semester 2 – Last Day of School

END OF QUARTER/SEMESTER FOR MIDDLE/HIGH SCHOOLS

Friday, October 10, 2025 – End Quarter 1
Friday, December 19, 2025 – End Semester 1
Friday, March 20, 2026 – End Quarter 3
Thursday, May 28, 2026 – End Semester 2 – Last Day of School

HIGH SCHOOL FINAL EXAMS/MINIMUM DAYS

December 16 – 19, 2025
May 26 – 28, 2026

Board Approved: 9/25/24

Cell Phones and Electronic Devices Policy for Primrose Elementary School

- In 2026, the state of California will enact **AB 3216 – The Phone-Free Schools Act**. This act will require all school districts to adopt policies that regulate student smartphone use during the school day.
- Schools are also able to enact their own cell phone policies prior to the enactment of AB 3216. At Primrose, we will be adopting the elements of AB 3216 early, starting on the first day of school (August 6th, 2025).

Summary of our cell phone policy/upcoming AB 3216

Use Restrictions

Students may bring cell phones and electronic devices to school; however, these devices must be **powered off and stored out of sight from arrival until departure**, except when explicitly authorized by school personnel for instructional purposes or in the event of a life-threatening emergency. All non-emergency communication must be routed through the school office.

Your teacher will share his/her own class guidelines as to where students will store their items during the day (for example, in backpacks or in a designated area).

Policy Violations and Consequences

- Failure to comply with this policy will result in disciplinary actions as follows:
- First Infraction: Temporary confiscation of the device with a verbal warning.
- Second Infraction: Confiscation of the device and return at the end of the school day.
- Subsequent Infractions: Parent/guardian retrieval of the device from the school office during designated hours, with potential restrictions on future device privileges.

Confiscation and Security Protocols

- 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 and Security

- Students are fully responsible for the care and security of their personal electronic devices.
- The school and/or district are **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.

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.**

Classroom and Emergency Use

- Cell phones and electronic devices may only be used in classrooms when **explicitly authorized by the teacher for educational purposes**. What are 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

Emergency Use

- In the event of a life-threatening emergency, students may use their personal devices only *if school staff are not present or immediately available to respond*.
- Whenever possible, emergency communication should be coordinated through school personnel to ensure an 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.

School-Related Off-Campus Activity Cell Phone Use

- Students may not use personal cell phones or electronic devices during school-sponsored off-campus activities (e.g., field trips, academic competitions, performances, or community service events) unless explicitly authorized by a supervising adult.
- This includes making calls, texting, using apps, or taking photos and videos.
- Exceptions may include using devices for navigation, emergency contact, or event-specific instructions, and must be clearly communicated by staff prior to or during the activity.

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.

AVID Elementary

As an AVID school, we are dedicated to promoting a college-going culture here at Primrose. Teachers maintain a college display board and add information throughout the year. Students learn about organization, study skills, communication, and self-advocacy. All students will be provided a folder or binder to organize their work. Teachers will also encourage students to maintain an organized student desk to support their learning in the classroom. Students will also be provided a communication folder or agenda to organize their homework and any parent communication sent by teacher. Parents will be asked to review their child's communication folder and their binder to support their child's learning and return any communication that needs your signature.

Virginia Primrose Elementary School Behavior Expectations

***BE SAFE
BE RESPECTFUL
BE RESPONSIBLE
BE KIND***

Positive Behavior Interventions and Supports (PBIS):

Our school is participating in an important district initiative. It is called **Positive Behavior Intervention Supports (PBIS)**. **Positive Behavior Interventions and Support** is a school wide system that focuses on improving a school's ability to teach and support positive behavior for all students.

Primrose Elementary School has adopted a unified set of classroom and school rules. These rules define our expectations for behavior in each location. You will see these rules posted throughout our school and your child will be learning them throughout the year. We identify, teach, and reward expected behaviors and enforce consistent meaningful consequences when violations occur.

We will use a positive reinforcement system with our Eagle bucks and other prizes/incentives.

Supporting Behaviors

Our mission is to create a safe environment for all students. We will be implementing schoolwide processes to support students in and out of their classrooms. Our hope is that we support students primarily by teaching and reviewing our expectations with them. We will model the correct behaviors in each area and conduct beginning of the year expectation assemblies to make our expectations clear.

Primrose Support Structures

Schoolwide Structures

- Proactive and Visible Staff (Administration and Teachers supervising morning arrival, recess, and dismissal)
- Principal Expectation Assemblies- All grades
- Bullying and Sexual Harassment Presentation (Grades 3-5)- FUSD School Police/Administration
- Reviewing Expectations by location (Office, Hallway, Library, Playground, Classroom, Cafeteria, Health Office, Restrooms).

Classroom Support Structures

- Restorative Circles- Every Monday morning and Friday afternoon
- 2nd Step Character Lessons- 2x a month in every classroom
- Counseling Support

Playground Support Structures

- Walking to and from classrooms
- School Aide Supervising Station
- School Aides with radio communication

Minor Infractions:

Most minor infractions will be handled by staff/teacher. Any Primrose Elementary staff member may choose to issue a natural or logical consequence in any situation where it would be appropriate. We will make all efforts to communicate with our parents regarding incidents. Please make sure that you keep current working phone numbers in our student system. Communication will either be in the form of a phone call or a copy of the minor incident report to fill out. Sometimes students may be redirected and coached in real time by staff to follow our expectations.

Minor Behaviors:

- Inappropriate language
- Physical contact
- Defiance/disrespect
- Disruptive
- Minor dishonesty
- Stealing
- Cheating/plagiarism
- Out of class behavior

The progression of minor incidents may include:

- 1) Verbal Warning/Conference with student/Problem solve with student
- 2) Reteach behavioral expectations related to incident
- 3) Remind students of consequences
- 4) Assign a consequence

****Students with frequent and minor infractions-** Parents will be invited to a Student Intervention Team Meeting to work collaboratively with staff to support behavior.

Other Means of Correction- Minor Infractions

- Alternate recess options

- Call home
- Reteach room for recess
- Assigned a mentor
- Counseling referral

Major behaviors will be referred immediately to the front office and will be managed by administration. Below is a list of major incident behaviors.

Major Behaviors:

- Abusive/inappropriate language
- Dishonesty
- Fighting or physical aggression
- Defiance/disrespect
- Major disruption
- Property damage
- Bullying/harassment
- Ongoing technology/cell phone/device issues

The progression of major incidents may include:

- 1) Student will be sent to office (fills out student statement of incident & reflection letter)
- 2) Conference with student
- 3) Investigate if necessary
- 4) Determine consequences
- 5) Communicate with parents regarding the incident and potential consequences

****Please note that we document such concerns on our student discipline online portal, Q, which parents can also access*****

Other Means of Correction

- Behavior contract
- Parent shadowing at school
- Referral to outside counseling agency
- Alternate recess or loss of recess
- Call home
- Reteach room for recess
- Assign a mentor
- Counseling referral
- Suspension
- Loss of scheduled celebrations/special events

Suspension by Teacher from Class: When other means of corrective action fail to bring about proper conduct, a teacher may suspend a student from class for up to two (2) school days under

provisions of Education Code 48900. The student has a right to know the reason(s) for the suspension and to have the opportunity to offer an explanation of what happened. As soon as possible after the suspension, the teacher must notify the parent of the suspension and arrange a parent/guardian/teacher conference regarding the suspension. A teacher may also refer a student to the principal for consideration of suspension from school.

Teacher Notification of Suspended Students: The school district shall inform the teacher of every student who has been suspended for the previous three years. In addition, when informed by the juvenile court of a minor's conviction for certain serious offenses, the superintendent/principal shall inform teachers and other staff with direct responsibility for the student of the offense. This warning is in effect for one year.

Information Regarding Suspensions and Expulsions:

- **Suspension:** Suspension means the removal of a student from ongoing instruction for behavioral adjustment purposes for violation of Education Code 48900. See description of code below and the circumstances under which it pertains. Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a student, including students with exceptional needs, may be suspended on a serious first offense for any of the reasons in the Education Code 48900. As in the case of suspension from class, the student has the right to know the charges and to offer an explanation about what happened.
- **Definition of Expulsion:** Expulsion means the lengthy removal of a student from school attendance for a specified time period or determined by the Board of Education, for continual violation of Education Code 48900. See description of code below.
- **Education Code Section 48900:** Please see the section marked Education Code in the latter part of this document for a detailed description of offenses for which students may be suspended.

Due Process: Prior to the decision to suspend a student (except under emergency conditions), an informal conference must be held with the principal/designee and student to afford the student an opportunity to know the charges and to explain what happened. The parent/guardian shall be notified as soon as possible by telephone, letter or other reasonable means of the decision to suspend a student from school. A notice of the suspension will be mailed or given to the student's parent/guardian.

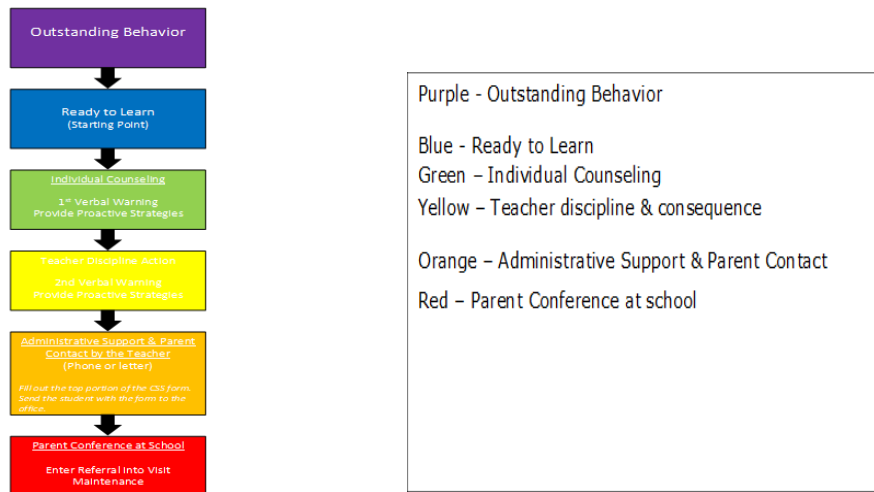
Appeal Rights: The parent/guardian has the right to appeal a suspension. The parent/guardian has the right to attach a statement to the school's copy of the suspension. In the case of a decision by the principal/designee to recommend the expulsion of a student, further due process is afforded the student and the family.

Complaint Procedure: The District has established a complaint procedure that applies to state and federal categorical programs. If a parent has a complaint about these programs or any other aspect of his child's schooling, they need to talk to the teacher first and then see the principal if

they are not satisfied. Forms are available in the office for any individuals who wish to file a complaint.

Below is a sample Behavior Chart that teachers may use within their classrooms:

Cypress District Discipline Flow Chart



PBIS Tier 1 supports include school-wide procedures and processes intended for all students and staff in all environments in school such as: (classroom, cafeteria, playground, hallway, library, office, and restrooms). It is an approach to creating a safe and productive learning environment where teachers can teach, and all students can learn.

- School-wide expectation assemblies (August & January)
- Monthly 2nd Step Behavior Lessons
- Universal Screeners to identify social/emotional/academic supports
- Restorative Circles in classrooms (weekly)
- Positive Reinforcements

PBIS Tier 2 supports are provided to 5-10% of students and are designed to provide targeted interventions to support those who are not responding to Tier 1 efforts. Interventions within Tier 2 are more intensive since a smaller number of students requiring services are at risk for engaging in more serious problematic behaviors.

- School Counseling Support
- School Counseling Groups (6 weeks)
- Re-teach of expectations by staff (counselor, administration, teacher)
- Parent Meetings to address areas of concern
- Behavioral Lessons using Suite 360


PBIS Tier 3 supports are provided to 1-5% of students who may have very serious behaviors that require more intensive and individualized supports. The supports are organized to reduce the frequency, duration, and intensity of externalizing and internalizing behaviors to improve life outcomes.

- School Counseling Groups (6 weeks)
- Individual School Counseling (as needed)

- Re-teaching expectations by staff (counselor, administration, teacher)
- Parent Meetings to address areas of concern
- Behavioral Lessons using Suite 360
- Check in/Check out with Support Staff

PRIMROSE RULES

BE SAFE **BE RESPECTFUL** **BE RESPONSIBLE** **BE KIND**

 Primrose Elementary					
	Playground	Classroom	Cafeteria	Restroom	Hallway
Be Kind	<ul style="list-style-type: none"> • Allow others to join • Take pride in keeping our playground clean • Use kind words 	<ul style="list-style-type: none"> • Be nice to one another • Be helpful • Give positive encouragement 	<ul style="list-style-type: none"> • Use kind words • Treat others as you wish to be treated • Do good deeds everyday 	<ul style="list-style-type: none"> • Use kind words • Treat others as you wish to be treated • Return to class when you are done 	<ul style="list-style-type: none"> • Use kind words • Treat others as you wish to be treated • Do good deeds everyday
Be SAFE	<ul style="list-style-type: none"> • Run on grass • Walk on blacktop • Freeze when bell rings • Walk to line after whistle 	<ul style="list-style-type: none"> • Push in chair • Walk quietly as you enter class • Use classroom tools appropriately 	<ul style="list-style-type: none"> • Keep food on your tray • Walk and maintain personal space (arm length) • Raise your hand if you need help 	<ul style="list-style-type: none"> • Walk into the restroom • Keep water and soap off the floor • Report any problems to the office 	<ul style="list-style-type: none"> • Walk • Keep hands, feet, and objects to self • Remain quiet in line
Be RESPECTFUL	<ul style="list-style-type: none"> • Maintain personal space • Play fairly and follow game rules • Respect the property of others (hands off) 	<ul style="list-style-type: none"> • Look & listen when the teacher & others are speaking • Respond kindly to other's opinions 	<ul style="list-style-type: none"> • Eat only what's on your tray • Voice Level 0-1 • Listen and follow directions given by adults politely 	<ul style="list-style-type: none"> • Give people privacy: Only 1 student per stall • Voice Level – 0 • Wait your turn 	<ul style="list-style-type: none"> • Voice Level 0-1 • Be respectful of any materials on hallway walls • Be respectful of learning happening in classrooms
Be RESPONSIBLE	<ul style="list-style-type: none"> • Take personal belongings with you • Play games in designated areas • Use playground equipment appropriately 	<ul style="list-style-type: none"> • Keep your work area clean • Finish and turn in all your class/homework • Ask for help when you need it 	<ul style="list-style-type: none"> • Pick up trash around you • All food and drink stay in cafeteria • Follow designated path 	<ul style="list-style-type: none"> • Put trash in garbage cans • Wash your hands and turn off water • Flush toilet 	<ul style="list-style-type: none"> • Have a pass when out of class • Only go where you are supposed to be • Report problems to office or teacher

SCHOOL POLICIES

Our aim is to limit disruptions to classroom instruction. To make appointments with the teacher, please message him or her directly through Parent Square. You may also leave messages with our office staff and the message will be placed in the teacher's mailbox.

SCHOOL VISITORS

All visitors must check into the office and provide government-issued photo ID. Our front office will provide a visitor's pass.

CAMPUS SECURITY

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

ATTENDANCE PROCEDURES

Please send a note when your students are absent. Telephone contacts from the office and verification forms may be accepted in lieu of parent notes. Attendance is completed each morning by 8:50 a.m. Students are expected to be in their seats and ready to learn at the start of class (8:45 a.m.) every day. SART attendance forms and meetings with the principal/designee will be used to monitor students with chronic attendance problems, including tardies and late/early pick-ups.

Absences: California now has a positive attendance law: i.e., schools only receive funding for actual days of attendance. Please be sure your child attends school every day. **IMPORTANT: Whenever your child is absent, please call the school (357-5790) or send a dated note on the day of the child's return stating specifically the reason for the absence.** If your child must be absent for **more than five (5) days**, you may contact his/her teacher to fill out an Independent Study Contract. The teacher needs to be given 3 days' notice. Upon the child's return and the successful completion of that contract (as verified by the teacher), those absences will be changed from "Excused" to "Independent Study Credit", which counts as the student being present, on the school records. Continuous absences may result in a SARB (School Attendance Review Board) referral. **Note: Students may make up an absence at Saturday School.**

Tardies: Students are expected to be in their seats at the start of class (8:45 a.m.) every day. Students who are tardy must first enter the front office and report to the Attendance Clerk. **Parents should be aware that if a student is tardy more than thirty minutes on three or more days during the school year and such tardiness is not excused, it shall be classified as truancy and shall be reported to the Department of Child Welfare and Attendance and to the parent.** Continuous tardies may result in a SARB referral. **Note: There is no way to make up a tardy.**

SCHOOL ATTENDANCE REVIEW TEAM/SCHOOL ATTENDANCE REVIEW BOARD

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

SART 2: Letter to the parent for six (6) absences and/or tardies. The parent is requested to set up a meeting with the principal to discuss the attendance problem.

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

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

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

TRANSPORTATION/PARKING

It is imperative you follow all traffic safety laws. You may park on the south side parking lot or in the street.

HANDICAP PARKING

Only automobiles/people with designated placards may park in the handicap parking. School police will issue citations for any cars parked without handicap placard.

BICYCLE/SCOOTER/SKATEBOARD PROCEDURES

The Board of Education expects students who ride bicycles to and from school to consistently wear bicycle helmets in conformance with California law, observe traffic and other safety laws and rules, and display courtesy toward drivers of motor vehicles, other bicycle riders, and pedestrians. ***Students in grades K-3 are not allowed to ride bicycles to and from school under any circumstances.***

LOST AND FOUND

Items found on the playground and around the school are taken to the cafeteria. Items that remain there, unclaimed, will be donated to charity at the end of the school year.

EMERGENCY INFORMATION

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

HOMEWORK

Parents are encouraged to provide an appropriate space and a quiet time conducive to the completion of homework each evening. When children do not have assigned homework, they should be encouraged to spend time reading.

PARENT/VOLUNTEER INFORMATION

VOLUNTEERS are very much wanted and appreciated. **Please see our front office for volunteer paperwork. *The cost for the fingerprints is to be paid by the volunteer.***

CLASSROOM PARTIES/BIRTHDAYS

Student birthday parties are not allowed. Treats such as cupcakes, cakes, or ice cream are not permitted per our District Wellness Policy and per our school practice of focusing on instruction bell to bell.

HOME AND HOSPITAL INSTRUCTION

Any pupil with a temporary disability (2 weeks or longer) which makes attendance in regular day classes or alternative education program impossible may receive individual or home instruction. Instruction in the home/hospital program will be provided by the Fontana Unified School District Department of Alternative Education. Please contact the front office as needed.

FIELD TRIPS

Field trips are an extension of the curriculum. Students must have a parent/guardian permission slip to attend.

Parents who would like to join us need to complete volunteer paperwork, to include fingerprinting. Parents who volunteer regularly will be asked to chaperone first. Should additional chaperones be needed, other parents may be invited. Students may be excluded from a field trip for safety reasons.

LIBRARY

With regard to textbooks and library books, students are financially responsible for all books and electronic devices that are checked out to them. If your child is missing a book, parents may be fined.

BUS CONDUCT/SAFETY RULES

To ensure the safety of students riding the school bus, all riders must abide by the following adopted District rules and regulations and California State laws. ***Failure to do so may cause refusal of transportation to any student:***

- Please arrive at the assigned pick-up point at least five (5) minutes before the bus is due to arrive.
- Use only the bus stop, bus, and bus pass assigned to you.
- Orderly behavior is required at the bus stop and school loading zones. When the bus arrives, you must stay in a line, stand at least six feet back from the curb, and not move toward the bus until it has come to a complete stop and the driver has opened the door.
- Find a seat quickly after boarding the bus and remain seated, facing forward, at all times while the bus is in motion.
- Please be aware that the bus driver must be able to devote full attention to the road to ensure the safety of everyone aboard the bus and that the safety of the whole group depends upon the proper, safe, conduct of everyone. Therefore, any distraction or disturbance, such as shouting, yelling, boisterous behavior, or any unnecessary loud noise or conversation with the driver, cannot be permitted.
- Always keep head and arms inside of the bus, and never yell or shout out the window.
- Orderly behavior is required while you are aboard the bus. Abusive body contact (fighting, slapping, hitting, poking, shoving, etc.) is not permitted.
- Eating, drinking, and chewing gum are not allowed on the bus.

- Animals (mammals, birds, reptiles, fish, insects, etc.); large objects (skateboards, boxes, etc.); glass objects; aerosol cans of any type; matches; lighters; radios; knives of any kind; scissors; guns; alcoholic beverages and/or drugs, or balloons MAY NOT be carried aboard the bus.
- Littering on the bus, vandalism, or throwing anything in or out of the bus are not permitted.
- Always wear shoes on the bus (bare feet are not allowed). Cleats are not allowed.
- You must never open, close, or tamper with any part of the bus or its equipment unless specifically instructed to do so by the driver.
- Follow your driver's instructions when getting off the bus, and always cross in front of the bus when crossing the street.
- Students may not use profane language, obscene gestures, or be in possession of pornographic materials.

DRESS AND GROOMING

Restrictions on the freedom of student dress shall be imposed whenever the mode of dress in question is unsafe, either for the student or for those around the students, is disruptive to school operations, and the education process in general, or is contrary to law. Fontana Unified School District believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

DRESS STANDARDS

Dress should be suitable and comfortable for normal school activities. Health and safety are guides to acceptable school attire. Undergarments are NOT TO BE SEEN outside of clothing.

- **Pants/Shorts/Culottes/Skirts/Jumpers-** Baggy shorts or pants are not acceptable. If belts are worn, they must not be more than one size too large, must be worn through the belt loops and if the belt buckle has a letter, it must be an initial of the child's name. Walking shorts and skirts must be mid-thigh length or longer. Shorts' length may not extend below the knee. Jogging shorts or bicycle shorts are not acceptable. Leggings and tights are acceptable only under skirts, shorts or culottes.
- **Shirts/Blouses-** Oversized shirts or blouses that are too long are not acceptable because it presents a safety hazard when students are playing. See-through or fishnet fabric, halter tops, bare midriff, spaghetti straps, and tank tops are not allowed. Students may not wear shirts inside out. Undergarments are not to be seen outside of clothing. Students will be required to contact parents to provide a change of clothing in these circumstances.
- **Jackets/Coats/Jerseys-** Jackets and coats, as well as all other clothing, backpacks, notebooks, etc. must not have writing or pictures that are sexually suggestive, derogatory, gang-related, or could be construed to have a "double meaning," which advocate the use of drugs or alcohol or suggest the use of profanity. Athletic team jackets, jerseys or team t-shirts that display team logos could become disruptive to school operations and the education process and are not allowed.
- **Jewelry-** Jewelry is not allowed to be worn at school. Necklaces, bracelets (including rubber band bracelets), rings, watches with toys or noise, anklets, toe rings, dangling earrings, and any other piercing are not to be worn at school. This is a safety issue. Post earrings are allowed. Wallets with chains, straps attached to hip or wallets are prohibited.
- **Shoes- Closed-toed shoes should be worn at all times.** Thongs, backless shoes, backless sandals, sandals with open toes, bedroom slippers, moccasins, rubber/plastic shoes, *shoes with wheels*, footies or high heels are not allowed and pose a tripping hazard at recess/PE. Students wearing such shoes may not be permitted to participate in regular activities for safety reasons.
- **Hats/Caps/Sunglasses/Scarves-** Students may NOT wear hats, caps, sunglasses, or scarves to school except during hot or cold weather to protect from the elements, **with the exception of religious head coverings such as yarmulkes/kippot or hijabs**. Non-religious headcoverings must be removed while indoors. Items must be worn properly.

DAMAGE TO SCHOOL PROPERTY

Purposely damaging school property can result in a suspension and parents will be held financially liable.

EDUCATION CODES (EC):

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

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

EC 48900:

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

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

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

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

- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code
- (k) Disrupted school activities or otherwise defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replicas is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, 289 or the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of Penal Code.
- (r) A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be limited to, any of the following: (1) While on school grounds.(2) While going to or coming from school.(3)During the lunch period whether on or off the campus.(4) During, or while going to or coming from, a school sponsored activity.
- (s) A pupil who aids or abets, as defined in Section 3413 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (t) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (u) A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (v) It is in the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

EC 48900.2 Sexual Harassment (Definition Education Code 212.5)

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environments. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

EC 48900.3 Act of Hate Violence

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 223.

EC 48900.4 Harassment, Intimidation, etc.

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive may be suspended from school or engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

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

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

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

SCHOOL PROGRAMS

INSTRUCTIONAL SUPPORT TEACHER

The Instructional Support Teacher coordinates our RTI program and meets with students in small group settings.

STUDENT INTERVENTIONS TEAM

The SIT meets regularly to review the progress of students. The SIT team makes recommendations for program interventions. Whenever a student is referred to the SIT, the teacher completes an extensive report on the student’s progress. Parents and students are invited to the SIT meetings.

SPECIAL EDUCATION

Our school offers resource, speech, and other related services, in addition to hosting four special day classes. Please ask your teacher if you have any questions about special education!

ENRICHMENT CLASSES

We offer enrichment classes in music and science for 4th/5th grade students as well as the arts for K-3 students.

GIFTED AND TALENTED EDUCATION

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

INTERNET ACCEPTABLE USE POLICY

All Fontana Unified School District students and parents must sign a Student Internet Acceptable Use Policy before students are allowed to use school internet services. Child safety is a critical concern for internet consideration. As part of the Fontana Unified School District, both students and parents need to understand the nature of the internet and its available services. The rules and guidelines set forth are to ensure the safety of all students wishing to use the internet. A copy of this policy will be sent home by your child’s teacher.

Nondiscrimination Statement: The Fontana Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment), or bullying based on a person’s actual or perceived ancestry, color, disability, race, ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact one of the following individuals located at 9680 Citrus Avenue, Fontana CA 92335, or call at (909) 357-5000: Equity Compliance Officer: Craig Baker, Associate Superintendent, Student Services at EXT 29194 or TitleIX@fusd.net; Title IX Coordinator: Carol Tomeo, Executive Director, Certificated Human Resources, at EXT 29045 or TitleIX@fusd.net; and, 504 Coordinator: Mark Shalhoub, Director, Online/Alternative Programs and Enrollment, at EXT 29086 or 504Coordinator@fusd.net.

POLICIES, PRACTICES, AND PROCEDURES HANDBOOK

Primrose has updated this school handbook in compliance with the education code for discipline as required by law. Please read and discuss the rules with your student. Sign and return this form indicating that you have received this handbook. Signing this form does not mean you agree with our policies. Your signature will only verify you received the 2025-2026 Parent-Student Handbook.

Sincerely,

Dr. Andrea McClain, Principal

Date

Parent/Guardian Signature

Student's Name

Teacher's Name

PLEASE RETURN THIS PAGE TO YOUR TEACHER/OFFICE/ ADMINISTRATOR
