

PARENT/STUDENT HANDBOOK 2025-2026



Locust Elementary School

7420 Locust Avenue
Fontana, CA 92336
(909) 357-5650 * FAX (909) 357-7572

Proud Principal: Melissa Weber

Welcome to the 2025-2026 School Year!

Hello Locust Families!

Welcome to Locust Elementary School! We are excited to begin another successful year at Locust! Our teachers, office staff, support staff, and even our custodians have been planning and preparing to ensure that your child has a wonderful and memorable experience at Locust! Each and every staff member is 100% dedicated to providing a safe learning environment where students thrive both academically and socially. Our goal is that every student receives the positive support he/she needs to experience academic success and meet his/her highest potential! We are focused on preparing our students for success in college, their careers and the 21st century! We believe that all students can and will learn! Our students deserve the best education to open the doors of opportunity in their future! At Locust we are committed to providing an instructional program that will help open the doors of opportunity for them in their future!

Our Mission Statement

The mission at Locust Elementary School is to provide ALL students with an equitable and high-quality education, thereby developing the foundation for them to become compassionate, responsible, and successful members of society.

This Parent and Student Handbook outlines our policies and procedures that help us ensure your student's safety and success. As you know, students are more likely to be successful if they arrive on time to school every day. Enclosed you will find our attendance policies as well as our attendance incentive program. Student success is also based on providing a safe environment, so we have included our school rules, behavior expectations, safety procedures, visitor policy, etc. We have also included information regarding our instructional program, school hours, important dates, parent teacher conferences, academic awards, rewards and incentives, etc. This information can be used by you to plan ahead and understand how you can support your child and partner with Locust Elementary School to ensure a successful school year.

We believe that the support of parents and community partnerships are critical to student success! We invite you to participate in the educational experiences of your child. **Please sign up for ParentSquare [Sign In | ParentSquare](#) and the “Q” Parent Connection!- <https://sis.fusd.net/ParentPortal> to help you stay current with your child.** We have many opportunities for parents and families to become involved at Locust Elementary School. We hold regular School Site Council and Site English Learner Parent Advisory Council meetings. We also provide a time for parents to come and ask questions, share ideas and discuss concerns during our Coffee with the Principal Meetings. We know that parenting children isn't always easy so we also offer parent workshops to help parents understand how they can support their children's academic success. Additionally, families are invited to attend our Back-to-School Night, Parent-Teacher Conferences, Open House, and End of the Year Family Picnic. We appreciate you and your participation in these great events!

We look forward to another exciting and successful year working together!

**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						

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						

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

	SCHOOL DAYS		N	NEW TEACHER ORIENTATION
	WEEKENDS/VACATIONS		PD	PROFESSIONAL DEVELOPMENT (Non-Student Attendance Day)
	HOLIDAYS (NO SCHOOL)		MD	MEMBER DIRECTED DAY (Non-Student Attendance Day)

Board Approved: 9/25/24

School is in session every week day, except on holidays and during vacations, as indicated on the FUSD school calendar above.

GENERAL INFORMATION

Locust Elementary Office Staff

The office staff is here to serve the students and families of Locust Elementary to ensure that everyone has a positive experience. We are available to answer questions about Locust and the Fontana Unified School District, or to help in any way we can regarding school issues. Please feel free to contact us, we are here to serve our school community!

Melissa Weber, Principal
Diane De La Loza, Secretary
Jaci Martinez, Clerk
Norma Yauney, Community Aide
Joanna Zavala, Health Clerk
Joyce Farmer, School Nurse

Office Hours

Our school office is open Monday-Friday from 7:00-3:30 pm. You may call any time at (909) 357-5650. If the office is closed, you will be prompted to leave a message. Phone messages are returned within 24-48 hours.

Requests to Speak with the Principal

Mrs. Weber, our Principal, has an open-door policy. It is our pleasure to serve you and your child. She is happy to speak with you in person or over the phone about any need or concern you might have. Although she has an open-door policy, she isn't always available when a parent requests to speak with her; in which case we follow the protocol below.

When a parent requests to speak with the principal (either by phone or in person), the office staff member will talk with the parent to identify the parent's need and if translation is necessary. Next the office staff member will check the availability of the principal. If she is available, she will meet with the parent to discuss the parent's need and develop a plan of action. The principal will then follow up with the parent as needed. If the principal is not available, the office staff member will ask parent questions to obtain as much information as possible regarding the parent's need and will fill out a message slip and leave it for the principal. The principal will respond and contact the parent within 24-48 hours.

Student Schedules

Office Opens	Breakfast	Playground Opens	Office Closes
7:00 AM	7:20 AM	7:35 AM	3:30 PM

Pre-School	SCHOOL BEGINS	BREAKFAST	RECESS	LUNCH	DISMISSAL
AM Group	8:00 AM	8:20-8:50 AM	9:45-10:15 AM	N/A	11:00 AM
PM Group	11:45 AM	N/A	12:30-1:00 PM	12:00-12:30 PM	2:45 PM

TK and K	SCHOOL BEGINS	RECESS	LUNCH	DISMISSAL
TK AM	7:45 AM	9:00-9:15 AM	11:00-11:40 PM 10:20-10:50 (Wed)	12:00 PM
TK PM	10:05 AM	1:25--1:40 PM	11:00 -11:40 PM 10:20-10:50 (Wed)	2:20 PM
Kinder	7:45 AM	9:15-9:30 AM 12:30-12:45 PM	10:45-11:25 AM	2:20 PM

Grade	School Begins	AM Recess	Lunch	PM Recess	Dismissal
1st	7:45 AM	9:30-9:45 AM	11:00-11:40 PM	12:45-1:00 PM	2:20 PM
2nd	7:45 AM	9:30-9:45 AM	11:20-12:00 PM	12:45-1:00 PM	2:20 PM
3rd	7:45 AM	9:30-9:45 AM	11:20-12:00 PM	12:45-1:00 PM	2:20 PM
4th	7:45 AM	9:50-10:10 AM	11:50 – 12:30 PM	N/A	2:20 PM
5th	7:45 AM	9:50-10:10 AM	11:50 – 12:30 PM	N/A	2:20 PM
6th	7:45 AM	9:50-10:10 AM	11:50 – 12:30 PM	N/A	2:20 PM

Minimum Days

EVERY Wednesday during the school year	
Parent Conferences: October 20-24, 2025	
Pre-School	No minimum days during the school year
TK (AM & PM)	9:05-11:50 am
Kindergarten	7:45-11:50 am
1 st -6 th Grades	7:45-11:50 am
Friday, December 19, 2025	
Pre-School	No minimum days during the school year
TK (AM & PM)	9:05-11:50 am
K-6 th Grade	7:45-11:50 am
Last Day of School: Thursday, May 28, 2026	
Pre-School	No minimum days during the school year

TK (AM & PM)	9:05-11:50 am
K-6 th Grades	7:45-11:50 am

Breakfast Schedule

Breakfast is free for all students daily from 7:20-7:45 am. Please do not drop off your student before 7:20 am. There is no supervision before 7:20 am. The cafeteria doors will be closed at 7:45 am. Students are given time to eat and time to play on the playground prior to school starting.

Visitor Policy

Parents/guardians are welcome to come for a scheduled classroom visit. Please notify the teacher at least one day in advance prior to a visit. Upon arrival, **each visitor must check-in through the office**, sign the visitor's log and pick up a visitor's pass/sticker. The classroom teacher will notify the principal and office staff of all visits. The principal may accompany the visitor for the length of the visit. Considerations to be made by the principal include the following:

- The impact the visit will have on the teacher's time with students.
- The possible breach of rights to privacy for other students in the class.
- The distraction that the presence of a visitor may create.

Picking Up Students During the School Day Or Late

Check in at the office to pick up and sign out your child early or to pick up a student late. OMSD policy states that only parents or people listed on the emergency card with a photo ID, may pick up a student. For your child's safety, we will not make exceptions to this rule. If you have special conditions, please note these on the emergency card and inform your child's teacher. When students are picked up early, it is a disruption to the student's education. Please keep this in mind when deciding to pick up your child early. Students who are picked up more than 30 minutes early will not be eligible for perfect attendance.

Library

Our Locust library strengthens the instructional program of the school and provides students opportunities to select books. Students visit the library on a weekly basis and are allowed to check books out of the library. The librarian is available to help students find information or materials that will help meet instructional needs.

Lost or Damaged Books and Laptops: Textbooks, laptops, and other reading materials are furnished to your child by the school district on a loan basis and should be treated as borrowed property. According to California Education Code, Section 489809, parents are liable for the damage or loss of books that have been loaned to their child during the given school year. Students must pay for the loss or abuse of textbooks and laptops. All lost or damaged books and laptops will be charged at the replacement fee for the book(s) or laptop. Parents are liable for paying to replace or repair all lost or damaged library books and laptops.

Lost and Found

Lost items, including clothing, may be claimed at the Lost and Found rack in the cafeteria. We highly recommend that parents clearly label lunch pails, jackets, etc., easy identification. This also allows us the opportunity to return the item to its owner, rather than just putting it in the Lost and Found.

Personal Belongings

We recognize that it is important and natural for children of this age group to want to bring personal items to school. A problem arises when the item becomes lost, damaged, or stolen. These items also cause distractions during class time. For this reason, students may only bring supplies for school, such as backpacks, pencils, crayons, folders, and notebooks.

Please note the following school policies:

- **The school is not responsible for any personal items brought from home.**
- It is at your own risk if items are brought to school.
- Toys (which include guns, swords, knives, or other types of weapons, real or imitation) are never allowed at school.

Cell Phone & Electronics Policy

Students are not allowed to use personal cell phones, electronic devices, or any other item not necessary for classroom instruction, **while on campus**. Cell phones/smart watches are not to be used during school hours and must remain in the “off” position and placed in the student’s backpack **while at school, during school hours**. Students must not text or receive phone calls during school hours. In addition, students shall not take photographs or videos with cell phones **while on campus**. Students who bring cell phones on campus are responsible for them; school staff is not responsible for lost or damaged cell phones. **IF THESE ITEMS ARE BROUGHT TO SCHOOL AND ARE LOST OR STOLEN, THE INCIDENT WILL NOT BE INVESTIGATED. STUDENTS BRING THESE DEVICES AT THEIR OWN RISK. THE SCHOOL IS NOT RESPONSIBLE FOR ANY PERSONAL ELECTRONIC DEVICES BEING LOST, STOLEN OR BROKEN AT SCHOOL.**

Disciplinary actions for use of any and all personal electronic devices:

1st Offense	• Confiscate device & turn it into the office • Student can pick up at end of day • Incident will be logged into discipline file on Q • Parent/Guardian will be contacted by teacher
2nd Offense	• Confiscate device & turn it into the office • Incident will be logged into discipline file on Q • Parent/Guardian will be contacted by office staff • Parent/Guardian must pick up from office at the end of the day
3rd Offense	• Confiscate device & turn it into Administration/School Police • Incident will be logged into discipline file on Q • Parent/Guardian will be contacted by Administrator • Parent/Guardian must pick up from Administrator/School

	Police • STUDENT'S CELL PHONE PRIVILEGES WILL BE REVOKED FOR THE REMAINDER OF THE SCHOOL YEAR
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Internet Access and Appropriate Use

The Fontana Unified School District believes in the educational value of technology and recognizes its importance for supporting curriculum, instruction and management. Parents must sign and return the "Acceptable Use of Technology Agreement" for each of their children. This form outlines the guidelines for student use of computers, the Internet and cell phones. It is the district's intent to protect students, staff and volunteers from inappropriate information.

Computers and Media

All students must sign the Network Agreement form and abide by the district policy for acceptable use. Students must utilize technology appropriately at school and home. Students must not post inappropriate messages about other students or school staff on the Internet. Students who act inappropriately through the use of websites such as Snapchat, Instagram, Facebook, Twitter or other media outlets may receive consequences. Any threats or safety issues will be handled on a case-by-case basis.

Pet & Animal Policy

For the safety of all children, staff members, and visitors, animals and pets are NOT allowed on school property unless given prior permission by an administrator.

ARRIVAL PROCEDURES

Arrival Procedures

GRADE	ARRIVAL & DISMISSAL GATE
Pre-School	AM & PM Classes: North gate to the left of the office door
TK & Kindergarten	Cafeteria
1 st -6 th Grades	Cafeteria

Student supervision begins at 7:20 am in the cafeteria. There is no student supervision prior to 7:20 am, so please DO NOT drop off students earlier than 7:20 am. Students in TK-6th grade begin school at 7:45 am and are expected to be on campus and lined up for class by 7:45 am. Students arriving after the 7:45 am tardy bell are required to enter through the office to receive a tardy slip.

At 7:35 am the morning recess bell will ring, and students will be allowed to walk directly to the playground. Students eating breakfast, arriving between 7:20-7:45 am, will be dismissed to the playground after they have finished eating breakfast.

TK and Kindergarten students should go directly to the cafeteria when arriving at school. TK and Kindergarten students are supervised in the cafeteria until the teachers

come to the cafeteria to pick them up in the cafeteria at 7:45 am. The teachers will walk their classes to their classrooms to begin the school day.

To ensure student safety, the **entry doors into the cafeteria** are supervised by a Locust staff member daily. **The doors** are monitored, and parents/guardians are restricted to stay **outside of the cafeteria**. For the safety of our students and staff, parents/guardians are not permitted to walk their students to class. If a parent/guardian needs to talk to a teacher or go to the classroom, they must check in at the office, get **permission from an office staff member** and a visitor sticker. We have Locust staff members on duty daily to monitor and supervise students and ensure student safety.

	Locust Elementary PBIS School Wide Matrix ARRIVAL & DISMISSAL
Be Respectful	• Follow directions of adults • Treat others with kindness • Voice Level 2: Table Talk
Be Responsible	• Arrival: Arrive on time for school before the tardy bell at 7:45 am • Arrival: Walk through cafeteria doors • Dismissal: Stay w/teacher until you are released by the teacher • Dismissal: Bus riders go directly to the bus line • Dismissal: Go directly to your designated area • Take your personal belongings with you • Dismissal: Exit the gate after the 2:20 pm bell has rung
Be Safe	• Use crosswalk to cross the drive thru • Keep body parts and other objects to yourself • Stand or walk in the dismissal area • Dismissal: Walk safely out of the gate

Student Drop Off

When dropping off students by car, please enter the drive thru lane slowly and carefully. Remind your child to exit the vehicle carefully and walk to the cafeteria. When using the drive thru lane, use the right lane to unload/load passengers, leaving the left lane open for cars that are leaving. **Drivers must remain with their cars in the drive thru lane. If you wish to leave your car, please park in the specified parking area. Pre-school, TK, and Kindergarten parents should not park behind vehicles or on the red curb in the parking lot when dropping off and picking up students.** Students who are dropped off on the East side of Locust Avenue, should use the crosswalk. Please use all crosswalks and proceed safely through our parking lot. **To ensure the safety of our school community, please do not double park on Locust Avenue—it is dangerous! For everyone's safety, please follow the directions of the Locust staff members on duty.**

Bicycle Information

Students in the 4th-6th grades may ride bicycles to school. Bicycles are to be locked in the bicycle rack by the cafeteria. In case of theft or damage, the school will not be responsible. Skateboards and skate shoes are not allowed at school. Scooters may be brought only if they can be folded and put in the student's backpack. If students do not have a helmet, they will NOT be allowed to ride their bicycle.

Bus Procedures

The busses pull in using the south drive thru lane to drop off and pick up students. Parents are not permitted to park in the bus lane. Students going home on the bus are dismissed by their teachers to go directly to the bus line at the south gate. The bus line and bus drive thru lane are supervised by Locust staff members at dismissal. Parents of bus students in Special Education classes are provided with a bus pass to show to Locust staff when picking up their students by car. This pass allows the parent to pull up and park behind the busses. All students in Special Education classes are picked up in the bus area to ensure that these students are supervised by his/her teacher. For the safety of your child, our staff and yourself, please be cautious and extra safe when driving thru the bus drive thru.

Behavior Expectations for Bus Riders:

- Listen and follow directions of the bus driver at all times
- Wait at bus stop in an orderly manner
- Remain seated while the bus is in motion
- Refrain from eating or chewing gum on the bus
- Keep your hands to yourself
- Avoid loud talking or shouting on the bus

Failure to comply with bus rules may result in permanent removal from the bus.
Parents will be responsible for arranging alternate transportation.

DISMISSAL PROCEDURES

Dismissal Procedures

GRADE	ARRIVAL & DISMISSAL GATE
Pre-School	AM & PM Classes: North gate to the left of the office door
TK & Kindergarten	ALL Classes: North gate to the left of the office door
1 st -6 th Grades	Main gate, South of the office door

Student Dismissal

Locust staff members are on duty each afternoon to supervise the “horseshoe” area and the bus line. Students are dismissed by their teachers to either walk home, ride the bus, or be picked up by parents. Parents are asked to ensure that their children are picked up on time each day. It is stressful for children when they are unsure of who is picking them up and when. **If a parent arrives late to pick up their child, they will need to come into the office, show their ID and sign their child out.** If a student is not

picked up and we are unable to reach the parent or someone on the Emergency Card, FUSD School Police will be contacted. See page 5 for the daily bell schedules for each grade.

Pre-School: Students must be signed out at the classroom by a parent or person authorized to pick up the student on the Emergency Card daily. Students are required to walk home with an adult.

TK & Kindergarten: Students are required to stay with their teacher until someone comes to the gate to pick them up. TK and Kindergarten students are not released until someone on the Emergency Card with Photo ID in hand picks them up from the teacher.

1st-3rd Grades: Teachers dismiss the bus riders to the bus line and walk the remaining students out through the main gate to the “horseshoe” area. Teachers monitor students in the “horseshoe” area to ensure that they are picked up by someone on the Emergency Card.

4th-6th Grades: Teachers dismiss students at the dismissal bell and the students walk to the bus line or out through the main gate to be picked up or walk home.

	Locust Elementary PBIS School Wide Matrix ARRIVAL & DISMISSAL
Be Respectful	• Follow directions of adults • Treat others with kindness • Voice Level 2: Table Talk
Be Responsible	• Arrival: Arrive on time for school before the tardy bell at 7:45 am • Arrival: Walk through cafeteria doors • Dismissal: Stay w/teacher until you are released by the teacher • Dismissal: Bus riders go directly to the bus line • Dismissal: Go directly to your designated area • Take your personal belongings with you • Dismissal: Exit the gate after the 2:20 pm bell has rung
Be Safe	• Use crosswalk to cross the drive thru • Keep body parts and other objects to yourself • Stand or walk in the dismissal area • Dismissal: Walk safely out of the gate

Students Walking Home

For your child’s safety we recommend that your child walk home with an adult or a large group of students. Additionally, students should walk home immediately after dismissal so that there are other students walking home at the same time.

Students Picked Up by Car

Students being picked up by car are directed to go to the drive thru line to look for their cars. Please make sure your child knows if he/she is being picked up by car to reduce confusion and keep your child safe. **Additionally, DO NOT leave your car unattended in the drive thru lane.**

Rainy Day Dismissal

Students are escorted to the cafeteria at 2:10 pm on rainy days. The dismissal process is started as soon as possible (often earlier than 2:20 pm) to help relieve traffic. Teachers escort their students to the cafeteria and seat them at their assigned grade level tables and send bus riders to the bus rider line to wait under the overhang until the busses come. Teachers who are on-duty, remain in the cafeteria to help supervise students and call/send students to the exit doors. **Rainy weather always causes routines to be changed. Please be patient and cautious during these occasions. We will notify parents via Parent Square when we will be following the rainy day dismissal procedures.**

Drive Thru: The principal or designee will stand at the drive thru, with a radio to direct traffic and call the cafeteria for students, one car at a time. The teachers on duty will send the student(s) to the drive thru lane once their name has been called.

Walk Up Pick Up: Parents may walk up to the main cafeteria doors to pick up their student. Parents need to ask the teacher on duty to call for their student. The teacher will call for the student and the student will be released to the parent.

STUDENT HEALTH & WELFARE

Emergency Information

You are urged to keep the School Emergency Information Card up to date. Please notify the school immediately and make the necessary updates in person when your address or phone number has been changed. ID is required at all times when making updates or picking up students during school hours or picked up late. It is of utmost importance that we have your contact information or that of a relative, friend, neighbor, or landlord. If we are unable to reach you in an emergency, the police will be notified to assist in getting proper emergency care. No child will be sent home in the absence of parents. If a medical emergency appears serious in nature, the school will notify 9-1-1 and an ambulance will be called. Parents will assume financial responsibility for this medical assistance.

Health Services

Each school is assigned a permanent Health Clerk who attends to minor injury/illness. A School Nurse is on call for emergencies only. Students are to notify a teacher or staff member immediately should an injury occur. In the event of an injury or sudden illness at school, emergency/first aid treatment will be administered to the child, and the parent/guardian will be notified immediately. Since the school does not have facilities or

staff to care for sick children, a child not well enough to participate in the classroom may not remain at school (i.e. fever, vomiting). This is not only in the best interest of your child, but serves as a protection for other children as well. Parents should make prior arrangements for someone to transport and care for their child if such a situation should arise.

Medications

Parents/Guardians are to notify the health office about serious health concerns and regularly prescribed medication. Legislation prohibits schools from administering medication to students without a medical statement from a physician. In order to administer medication to any child a form, "Administration of Prescribed Medication for Pupil", must be filled out by the child's physician and be on file in the school office. Forms are available upon request. All medications must have a prescription label.

STUDENT SAFETY

Change of Address or Telephone Number

Please notify the office immediately of any change of address and/or telephone number. This is extremely important should it be necessary to contact you regarding your child. If your home, work or emergency contacts change, you will be asked to complete a new emergency card for your student.

Closed Campus

To ensure student safety, Locust is a closed campus. During student arrival and dismissal entry/exit doors and gates are monitored by staff members to ensure the safety of our school community. All gates and classroom doors are closed and locked during the school day. Parents, guardians, siblings, and other adults are not allowed on campus without going through the office to sign in and obtain a visitor's pass/sticker.

Campus Security Surveillance

There are two 24-hour surveillance cameras on school grounds. Both cameras are monitored by school police and district/site administration. Signs are posted informing the public that the school is monitored using cameras.

Parking Lot Safety

To ensure your child's safety, we require that you accompany your child when walking through the parking lot. Additionally, we require that students, parents, and staff use the crosswalks to avoid accidents and injuries. **Lastly, please DRIVE SLOWLY AND CAUTIOUSLY through the parking lot and drive thru lane.**

Safety on Locust Avenue

To ensure safety of our school community and avoid accidents, please DO NOT double park when dropping off your child on the East side of Locust Avenue. Please park your car safely and ensure that your child exits the vehicle on the sidewalk side safely.

Comprehensive School Wide Safety Plan

Locust Elementary implements a comprehensive school wide safety plan that meets the requirements of the state, district, and local police and fire departments in an effort to keep children safe. All Locust staff members are provided safety training annually. Additionally, the Fontana Unified School District Police, local police departments and Fire Departments conduct annual safety assessments of the campus. The safety plan is updated yearly and includes a disaster plan for earthquakes and fires. It also includes a plan for violent intruders. Fire, earthquake, and lockdown drills are conducted each month with all students and all staff. Students and staff practice the appropriate procedures for each type of drill in accordance with state, district, FUSD School Police and local police and fire departments. Evacuation routes and an evacuation map are included in the safety plan and evacuations are also practiced during the monthly safety drills. OMSD provides emergency supplies. In the event of an emergency, all Locust staff will follow the safety plan. Students will be monitored and cared for at school until the district or local authorities direct Locust staff to release students to parents. At that time, school personnel will release students. Anyone picking up students must be listed on the student's Emergency Card and show appropriate ID.

INSTRUCTIONAL PROGRAM

Maximizing Instructional Minutes

We value every minute of our instructional program. We refrain from interrupting class time for parents to speak with their student either in person or by phone. Each time we call a classroom, the instruction for all students is interrupted. Please leave messages for your student before lunch. This allows us to put a message in the teacher's mailbox for your child without interrupting the classroom. We appreciate your understanding and cooperation to help us maintain our instructional programs.

Curriculum & Materials

Our priority is to maximize student learning through the implementation of our programs and curriculum materials. In order to provide strong instruction, the following materials and programs are California and Fontana Unified School District board approved programs in place at our school.

Language Arts: McGraw-Hill- "Wonders" is a comprehensive Language Arts/ELD program used **TK-5**. It includes phonics instruction, writing and comprehension strategies, and a wealth of excellent literature choices. **6th grade students use the Study Sync materials which also provides reading comprehension and writing instruction as well as excellent literature choices. All teachers ensure equitable instructional time in each classroom by following the FUSD Curriculum Guides.** Students are tested on vocabulary, fluency rate, comprehension, and writing on a regular basis and placed in **an** enrichment/intervention **classes** if needed.

English Language Development Program (ELD): English language support is given to all students who have limited English skills. This support is given in the classroom

through specific English language instructional programs, **Designated ELD instruction and Integrated ELD instruction**. The state-mandated English Learner Proficiency Assessments for California (ELPAC) is given to each student annually **in the Spring** to determine his/her level of fluency in English. Locust uses McGraw Hills – Wonders - English Language Development Program.

Enrichment Program: All students participate in a weekly enrichment program. **TK through 3rd grade students receive** Art education. Students in 4th-5th grades receive enrichment focusing on science and music. Sixth grade students have the option to participate in our instrumental music program. Teaching specialists in these fields come to the school site to provide enrichment instruction.

Special Education: Special Education services are provided by our district for students with exceptional needs. The needs may be physical, speech and language, developmental or cognitive. Our resource program offers individual or small group support for students who qualify for specialized support based on their IEP (Individualized Educational Plan).

Speech & Language: Speech and language services are provided for those students who experience speech and language needs based on his/her IEP (Individualized Education Plan). A speech therapist is on site several days a week. The speech therapist works with a team of professionals to assess students who have been referred by the Student Study Team (SST).

Gifted and Talented Program (GATE): Students who are identified as “gifted and/or talented” may participate in the GATE program. Instruction in the classroom is differentiated to meet the needs of the GATE students. **Each year 3rd and 5th grade Students are administered a GATE assessment to determine which students qualify for the GATE program. All 3rd and 5th grade students are** screened for GATE qualification in October-November. Parents will be notified before GATE testing and given the opportunity to have their student exempted from the testing. Students in 3rd-6th grades may be recommended for testing by teacher recommendation or parent request. The GATE program starts in the third grade for students at Locust.

Teacher Qualifications

Your child is attending a school that receives Title I federal funds through the Elementary and Secondary Education Act (ESEA). This Federal law requires that parents be notified of their right to know the professional qualifications of their child's teacher(s) in core academic subject areas, including the following: 1. The type of state credential or license that the teacher holds. 2. The education level and subject area of the teacher's college degree(s). In addition, if a paraprofessional (teacher's aide) provides services to your child, you may also request information about his or her qualifications. Many paraprofessionals have two years of college, and others have passed a test that verifies their qualifications. If you would like this information, please contact the school office at (909)357-5650.

STUDENT ACADEMICS

Meeting with Teachers & Parent Conferences

All teachers are available to meet with parents throughout the year. Formal Parent Teacher Conferences are scheduled during the week of October 20-24, 2025. Teachers send home appointment letters to work with parents/guardians to set up conference appointments. If you need to meet with a teacher prior to the formal Parent Teacher Conference, please feel free to set up an appointment with the teacher. You may call or stop by the office to make an appointment. Conferences can be scheduled in the morning between 7:05 - 7:40 am or after school. You may also contact our teachers via Parent Square or email.

Parent Teacher Conference appointments are scheduled for twenty-minute sessions and during this time the teacher provides an update on your child's academic progress. Teachers provide grades for each of the following subject areas: English Language Arts, English Language Development, writing, math, history/social-studies, science, and physical education.

Progress Reports & Report Cards

Locust staff is committed to partnering with parents in the education process and for the well-being of all our students. In an effort to provide parents information regarding their child's progress, progress reports are sent home at the conclusion of the 1st and 3rd quarters (mid-semester). Report cards are sent home at the end of the 1st semester and 2nd semester.

iReady Reading & Math Expectations

i-Ready is an online program for Kinder-6th grade students for reading and math that will help your child's teacher(s) determine your child's needs, personalize their learning, and monitor progress throughout the school year. i-Ready allows your child's teacher(s) to meet your child exactly where they are and provides data to increase your child's learning gains. i-Ready consists of two parts: Diagnostic and Personalized Instruction. Students take the iReady Diagnostic Assessment in the Fall, Winter, and Spring to assess students' reading and math skills and identify individual learning needs. The iReady program creates a personalized learning plan based on your child's needs after the completion of each diagnostic assessment. **The Locust school-wide expectation is that ALL students complete at least 2 lessons per week in reading and 2 lessons per week in math.** Students access iReady through Classlink on their student laptops. Students are able to earn the following iReady Growth Awards after the Winter and Spring Diagnostic Assessments: Snarg's Club = 50-74 points growth, Yoop's Club = 75-99 points growth, and Plory's Club = 100+ points growth. Students who meet the iReady Expectations for the month receive a iReady Champion Award at the monthly Pride Rally.

Literacy Pro - Reading Expectations

The Locust school-wide expectation is that ALL students read each day. K-2nd grade students are expected to read at least 20 minutes per day/100 minutes per week on

Literacy Pro. 3rd-6th grade students are expected to read at least 30 minutes per day/150 minutes per week on Literacy Pro. Students access Literacy Pro through Classlink on their student laptops. If your child is learning to read, they can access grade level appropriate books on Literacy Pro and set it up to have the text read aloud to your child via the computer to fulfill the reading expectation. Students who meet the Literacy Pro Expectations for the month receive a Literacy Pro Champion Award at the monthly Pride Rally.

Homework

Each teacher will provide parents with their classroom homework policies at the beginning of the school year. Please read the homework policy for each of your child's teachers (they may differ). We ask that parents supervise homework and to follow-up regarding any notices of any missed homework.

College & Career Ready

We are focused on preparing our students for success in college, their careers and the 21st century! In order to be ready for college and their future careers students need to learn how to be responsible, organized, and prepared with their materials. Students in 3rd-6th grades will be provided and use a daily agenda/planner.

AWARDS & INCENTIVES

Semester Awards

Students are recognized for outstanding academic performance and attendance during our Semester Awards Assembly. Teachers send home parent letters to inform parents when their student will be honored at the Semester Awards Assembly. We encourage and welcome parents to attend awards assemblies when their student is being honored. The following awards are given to students who meet the criteria.

Principal's Honor Roll: This award is given to students who earned 4's in each ELA Strand, with no 1's, 2's or 3's and have earned 4's in each math domain and the Standards for Mathematical Practices with no 1's, 2's, or 3's.

Academic Award: This award is given to students who earned 3's or higher in each ELA Strand with no 1's or 2's and earned 3's or higher in each Math Domain and the Standards for Mathematical Practices with no 1's or 2's.

iReady Awards: This award is given to students who have shown significant growth in their iReady reading and math scores. iReady Growth Awards are given after the Winter and Spring Diagnostic Assessments. Students may earn the following awards: Snarg's Club = 50-74 points growth, Yoop's Club = 75-99 points growth, and Plory's Club = 100+ points growth.

Perfect Attendance: This award is given to students who have had zero absences and

zero tardies during the entire semester and have missed no days due to independent study.

Most Improved: This award is given to a student that has demonstrated tremendous growth in either their academics or behavior.

Teacher's Choice: Teachers may select 2 students to give this award to for any reason they choose.

End of Year Awards

Students are recognized for excellent academic performance and attendance during our End of the Year Awards Assembly. Teachers send home parent letters to inform parents when their student will be honored at the End of the Year Awards Assembly. We encourage and welcome parents to attend awards assemblies when their student is being honored.

The second semester awards are given out (see list above) at the End of the Year Awards Assembly in addition to the End of the Year Awards. Students who earned Principal's Honor Roll for both the first and second semesters are given an honor roll medal. Students who earned perfect attendance for both the first and second semesters are given a perfect attendance medal. Students who earned excellent attendance for both the first and second semesters are given an excellent attendance medal. Teachers also give out End of the Year Most Improved medals and Teacher's Choice medals.

Pride Rallies

Each month we host a Pride Rally to recognize student successes. Each month teachers honor a Student of the Month. The Student of the Month is recognized for excellent citizenship, showing kindness, respect, compassion, empathy and being a "bucketfiller". Students who have earned Perfect Attendance for the month will be recognized with a certificate. Additionally, class level and school wide attendance incentives are given out during Pride Rallies.

Purple Paw Points

Students earn Purple Paw Points (tickets) by following our Locust Behavior Expectations. Our entire staff is on the lookout for students who are being respectful, responsible and/or safe. Students collect their Purple Paw Points and redeem them for prizes in our student store, the Lions' Den. Students are given opportunities to shop in the Lions' Den twice a week during their first recess.

Spirit Days

Each month, on the day of the Pride Rallies, Locust hosts a Spirit Day. On Spirit Days students are encouraged to show their school spirit by wearing something special. Examples of possible Spirit Days: Disney Day, Sports Day, Pajama Day, Formal Dress Up Day, Superhero Day, Rainbow Colors Day, etc. Students who participate in Spirit Day are given a Spirit Ticket and their ticket is put into a drawing for prizes at the Pride Rallies.

STUDENT ATTENDANCE

Attendance

Student attendance at school is crucial for student success. Research shows that there is a direct correlation between good school attendance and student achievement. The continuity of learning is built when students are here every day, and on time. The school district receives funding for students daily, so it is very important for learning and funding that you have your student in school every day. Because attendance at school is so important, we encourage you to reinforce good school attendance by ensuring that your child is at school on time each day. We strongly recommend that parents schedule doctor/dental appointments after school and family vacations/day trips should be scheduled on weekends or during Thanksgiving, winter, spring, and summer breaks.

Parents are responsible for ensuring that their child/children attend school regularly in accordance with California law. California defines excessive absenteeism/chronic absenteeism as:

A "chronic absentee" has been defined in EC Section 60901(c)(1) as "a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays."

This includes both excused and unexcused absences. Once a student has accrued enough absences, meeting the above criteria, the parent will be required to attend a School Attendance Review Team (SART) Meeting at the school. If absence patterns do not improve and excessive tardies and absences continue, the parent will be referred to the district School Attendance Review Board (SARB). Except for medical reasons, ALL students must attend school every day. State law requires parents to report absences.

Procedures for Clearing Your Child's Absence(s)

1. Call the school if your child is absent. If the office is closed, you may leave a message on the automated message service to clear your child's absence. The school phone number is (909) 357-5650. You may also send an email message to JaccJM@fusd.net to clear an absence.
2. If you do not contact the office, the school will try to reach you by telephone or by note.
3. If you have not contacted the school and the school has not been able to reach you your child's absence will remain unexcused.

Truancy

If an absence is not cleared by the parent, it will be marked unexcused (truant). Any student who has been absent without a valid excuse for more than three (3) days in a school year or tardy in excess of thirty (30) minutes on three (3) occasions in a school

year, is considered truant. After five unexcused absences, a district liaison will attempt to contact you via a home visit—if there is no verification of approved absence, your child may be dropped from enrollment.

Excused & Unexcused Absences

The following are considered *excused absences*:

- Illness of student
- Doctor appointment for student
- Dental appointment for student
- Funeral of immediate family member

★ **All other absences are considered unexcused by California state law.**

The following are examples of common *unexcused absences*:

- Vacation
- Personal problem
- Lack of childcare
- Rainy day

Tardiness

All students are expected to be at school **ON TIME EVERY DAY**. This means that students are expected to be on campus and lined up for class by their grade level start time. When students/parents arrive late, past the 7:45 am tardy bell, students must obtain a tardy slip from the front office before being admitted to their classroom.

Repeated tardiness is considered truancy under California law. In order to meet Perfect Attendance criteria, students may not have any tardies.

Perfect Attendance & Excellent Attendance

Perfect attendance requires that a student is here, on time each day. **Please remember that Independent Study does not qualify for perfect attendance**, as the school calendar provides ample opportunities for vacations throughout the year without having to miss school.

Perfect Attendance Criteria:

- Zero tardies
- Zero absences
- Zero Independent Study Days
- Absences cleared by attending Saturday School are allowed

Attendance Incentives

Since we have set such high expectations for student attendance, we want to reward our students and families for working hard to meet these expectations.

Classroom Incentives:

- The class with the best attendance in the whole school, will earn the Lion Award- Leo, the school's stuffed lion, and have the privilege of displaying it proudly in their classroom for the next month.
- The classes that beat their attendance percentage from the previous month will earn extra recess w/music.
- When a class completes their "WE'RE ALL HERE ON TIME" poster, the class will earn a popcorn party.
- When a class has perfect attendance, they post their "Proud to Be Lions Perfect Attendance" sign on their door.

Attendance Incentives:

- Students who have perfect attendance for the month will receive a certificate at the monthly Pride Rally.
- Students who have perfect attendance for the quarter will be invited to participate in the Quarterly Attendance Celebration.
- Students who have perfect attendance for the semester will receive a certificate at the awards assemblies.
- Students who earn perfect attendance for the year will receive a certificate, at the End of the Year Awards Assembly and be invited to participate in the special End of the Year Attendance Celebration.

Saturday School

FUSD and Locust Elementary will be participating in the Saturday School Program as a way to increase learning and generate funding for our school and district. If your child is absent for any reason (except school suspension), they may attend Saturday School. Parent letters/permission slips will be provided to children who have been absent. Only students who have been absent may attend. Students may not clear tardies by attending Saturday School. Saturday school will assist your child in gaining perfect attendance awards at the end of the year. When a student attends Saturday School he/she is rewarded with a "Golden Paw" (Golden Paws are worth 5 points in the student store).

Independent Study

If a student is going to miss school for 5 or more days, he/she may apply for an Independent Study Contract. Students will receive classroom work that must be completed and submitted upon returning to school. Students will be credited for absences if the assigned work is completed in its entirety. Independent Study can be arranged by contacting the school office. The parent will be given an application for Independent Study. Arrangements will be made through the Independent Study Coordinator on site. **Applications for Independent Study must be made at least one week in advance in order to allow teachers adequate time to prepare work for the student to complete during the independent study time.** If the absence is due to a family trip or vacation and arrangements are not made for Independent Study, the student may be dropped or receive unexcused absences for the entire period. A student who has three days of unexcused absences is legally truant. Please remember

that Independent Study does not qualify for perfect attendance, as the school calendar provides ample opportunities for vacations throughout the year without having to miss school.

POSITIVE SCHOOL CLIMATE

Behavior Expectations

Locust Elementary is a PBIS (Positive Behavior Intervention and Supports) School. As a school community we partner together to create an environment of mutual respect, responsibility, and safety, in order to educate and empower our students to thrive socially and academically. **We want to create a school environment where students are beating down the doors to get in- not out!** To support a positive school climate, we expect our students to follow our 3 school-wide rules: (1) Be Respectful, (2) Be Responsible and (3) Be Safe. Additionally, we (staff and students) pledge to be “Bucketfillers” not “Bucketdippers.” “Bucketfillers” are people who show kindness to others through their words and actions. “Bucketdippers” are disrespectful, irresponsible and/or unsafe through their words or actions. Teachers set clear expectations to support our students in following the rules. A copy of the classroom rules and discipline plan are sent home during the first week of school.

Locust School Wide PBIS Matrix

 Locust Elementary PBIS School Wide Matrix						
	Cafeteria	Restroom	Playground	Office	RTI & Pathway Time	Arrival & Dismissal
Be Respectful	- Follow directions of adults - Wait quietly and calmly in line - Use Voice Level 2: Table Talk - Use good manners - Clean up after yourself - Put trash in a trashcan - Treat others with kindness	- Give others privacy - Use Voice Level 2: Table Talk - Leave it clean ~~Use good manners at all times~~ - Wait patiently for your turn - Leave the area better than you found it	- Follow directions of adults - Stop playing when the bell rings - Walk to your line - Follow Line Basics when in line (Voice Level 0) - Walk around other's games and lines - Wait your turn in line - Be aware of personal space - Include others	- Walk into the office quietly - Wait quietly and patiently to be helped - Use good manners when interacting with others - Voice Level 2: Table Talk	- Voice Level 2 (table talk) during transitions - Leave others' property alone - Use good manners - Show kindness to others and use kind words - Follow directions of adults	- Follow directions of adults - Treat others with kindness - Voice Level 2: Table Talk
Be Responsible	- Know your lunch number - Put trash in a trashcan - Clean up your area	- Use for appropriate reasons - Put toilet paper in the toilet - Flush toilet when finished - Keep floor clean - Put trash in a trashcan - Return to classroom or playground promptly - Report issues or unsafe behavior to a staff member	- Play fairly - Use playground equipment appropriately - Follow game/equipment rules - Leave woodchips on the ground - Only use the playground restroom and drinking fountain - Put trash in a trashcan - Keep food at the purple tables - Stay in your designated playground area	- Have a purpose for going into the office - Ask for help from a staff member before walking through the swinging office door - Make sure you have a teacher or a staff members permission - At recess time or lunch time, you must have permission from a staff member or teacher to go to the office	- Be prepared with your own materials - Use all materials appropriately - Clean up your area - Get permission to move around the room/leave the room - Use time wisely - Stay focused and on task - Participate actively	- Arrival: Arrive on time for school before the tardy bell @ 7:45 am - Arrival: Walk through cafeteria doors - Dismissal: Stay w/teacher until you are released by the teacher - Dismissal: Bus riders go directly to the bus line - Dismissal: Go directly to your designated area - Take your personal belongings with you - Dismissal: Exit the gate after the bell has rung
Be Safe	- Walk quietly and safely when entering and exiting the cafeteria - Stay seated and keep body parts and other objects to yourself - Get permission to be out of your seat - Use the restroom symbol to request to go to the restroom - Wait to be dismissed by a staff member	- Keep body parts and other objects to yourself - Keep floor dry - Wash hands when finished - Enter and exit restroom by walking correctly up and down the ramp - Sign out when leaving the classroom & sign in when you return	- Play games using school rules - Walk to and from the playground - Walk on the blacktop - Be aware of activities and games around you - Slide down seated, feet first, one at a time - Keep body parts and other objects to yourself	- Wait only in the front of the office - Keep body parts and other objects to yourself - Stay seated	- Walk safely to and from class - Go straight to and from class - Use line basics during transition times - Keep body parts and other objects to yourself	- Use crosswalk to cross the drive thru - Keep body parts and other objects to yourself - Stand or walk in the dismissal area - Dismissal: Walk safely out of the gate

Minor & Major Behaviors

Behavior	Minor	Major
Theft	• “Finders Keepers” • School Supplies (Pencils/Erasers) • Classroom Toys	• Money • Any personal items belonging to the teacher • Repeated incidents of theft
Bullying	• Excluding others (“Not my friend” “You can’t play”) Ignoring	• Threatening • Sexual Harassment • Cyber bullying • Repeated incidents of bullying
Defiance	• Not following directions • Refusing to do work	• Arguing • Repeated incidents of refusal to do work
Disrespect	• Talking back • Negative attitude • Rolling eyes	• Damaging school/others property • Talking disrespectfully about the teacher
Inappropriate Language	• Name calling • Put downs	• Vulgar language • Obscene gestures • Obscene comments
Being Disruptive	• Talking without permission • Out of seat without permission • Passing notes • Being off task • Making noises	• Yelling/shouting out in class • Knocking over furniture
Physical Contact	• Not respecting personal space • Poking • Pushing	• Physical fighting • Punching/Hitting/Kicking • Tripping • Spitting • Biting

Consequences for Misconduct

When students do not follow our Locust Behavior Expectations, the incident is investigated to determine whether the infraction is a “Minor” or “Major”. If the behavior is determined to be minor, the teacher will issue the student an MDR- Minor Discipline Referral. If the behavior is determined to be major, the principal or Administrative Designee will issue an ODR- Office Discipline Referral. Parent/guardian is notified via phone and/or by sending home a copy of the MDR or ODR to be signed by the parent and returned to the teacher the following day. When the principal issues an ODR, any of the consequences listed below may be used to correct the behavior and provide a safe and orderly campus.

- Restorative Practices
- Classroom Time Out
- Parent Contact
- Parent Conference
- Loss of Privilege
- Campus Beautification
- Behavior Contract
- Parent Shadow in Class
- In-School Suspension
- Off Campus Suspension
- Referral for Support Services

Suspension

The offenses listed below are violations of the California Education Code and may result in suspensions of up to 5 days.

1. Caused, attempted to cause, or threatened physical injury to another person.
2. Possessed, sold, or furnished any firearm, knife, explosive or weapon.
3. Possessed, used, sold or otherwise furnished or been under influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
4. Offered, arranged, or negotiated to sell and/or sold, delivered, or furnished any controlled substance, alcoholic beverage, intoxicant, or material represented to be a controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to steal school or private property.
7. Stole or attempted to steal school or private property.
8. Possessed or used tobacco or any products containing tobacco.
9. Committed obscene acts or engaged in habitual profanity or vulgarity.
10. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
11. Disrupted school activities or willfully defied valid authority.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm.
14. Committed or attempted to commit a sexual assault or a sexual battery.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for preventing that student from being a witness and/or retaliating against the student for being a witness.
16. Made a terrorist threat against school officials and or school property.
17. Committed sexual harassment.
18. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
19. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonable expected effect of disrupting class work, creating substantial disorder, and invading students' rights by creating an intimidating or hostile educational environment.

Fighting

Fighting is a major infraction. Fighting may result in students being sent home for the remainder of the day on the first offense. **“Play fighting”** may also result in consequences. Parents are notified when their child is involved in a fight. A second offense may result in a suspension from school from 1 to 5 days. The principal or Administrative Designee will determine the seriousness of a fight based on whether there was intent to cause physical harm to another person as well as other details from the incident and investigation.

Bullying

Bullying is exposing a person to abusive actions **repeatedly over time.**¹ Being aware of children's teasing and acknowledging injured feelings are always important. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.

Bullying is a form of *violence*. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be *physical* (hitting, kicking, spitting, pushing), *verbal* (taunting, malicious teasing, name calling, threatening), or *emotional* (spreading rumors, manipulating social relationships, extorting, or intimidating). Bullying can occur face-to-face or in the online world.

Bullying is also one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined.

An "electronic act" is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

Bullying and cyber-bullying will not be tolerated at Locust Elementary School. Students who engage in bullying or cyber-bullying will be disciplined according to education code and the school will utilize a progressive discipline plan of action.

Dress Code

All staff members are expected to actively enforce the dress code policy. Violators or possible violators are to be referred to the office. Dress code for students in grades K-12, Article 5, and Section 5326.1 of the Fontana Unified Board Policy states:

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 student, is disruptive to school operations and the education process in general or is contrary to law.

Student Dress Code Standards: The Governing Board of the 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 to 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 that would interfere with the educational process. Clothes shall be sufficient to conceal undergarments at all times.

Pants/Shorts/Culottes/Skirts/Jumpers: Students may wear pants, shorts, culottes, skirts, dresses or jumpers. Clothing must fit at the waist and must not be more than one size too large. If belts are worn, they must not be more than one size too large. Walking shorts and skirts must be mid-thigh length or longer. Jogging shorts or bicycle shorts are not acceptable. Leggings and tights are acceptable only under skirts, shorts or culottes.

Shirts/Blouses: Students are encouraged to wear shirts and blouses tucked into their pants, shorts, culottes or skirts. 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 fabrics, halter tops, bare midriffs or tank tops are not acceptable.

Sweaters/Sweatshirts/Jackets/Coats: Sweaters, sweatshirts, jackets and coats may be any style or color. Jackets and coats must not have writing or pictures that are sexually suggestive, derogatory, profane, gang related, insulting or can be construed to have a “double meaning” or which advocate the use of drugs or alcohol. Athletic team jackets that display emblems that could become disruptive to school operations and the educational process are not acceptable.

Shoes: Shoes must be worn at all times, may be any color and should be appropriate for school activities. Sandals must have heel straps and toe straps. Thongs, backless shoes, backless sandals, bedroom slippers, moccasins, footies or high heels are not acceptable.

Hats/Caps: Students may wear hats or caps to school, as long as the writing on them is appropriate and not reflective of gang affiliation. Students will remove hats and caps at flag ceremonies. Hats or caps may not be worn backwards. Students may not trade or share hats or caps.

Jewelry: Large hoop earrings or spikes are not permitted for student safety.

Other Dress Code Information: Classroom/grade level/school activities will be announced prior to the special events. Students may wear special clothes when they participate in these activities. Clothing should be suitable and comfortable for normal school activities. Use health and safety as guides to help determine acceptable school attire.

Students are permitted to wear buttons, armbands or other accouterments to exercise the right to freedom of expression as provided by Ed. Code 48907, unless the button, armband or other accouterment signifies or is related to gangs, gang membership, or gang activity as provided by Ed. Code 35183.

"Dress should be appropriate for normal school activities; it should reflect pride and respect. Health and safety are guides to acceptable school attire. It is the responsibility of all employees to adhere to and enforce the Dress Code."

PARENT COMMUNICATION & INVOLVEMENT

We understand that communication between the home and school is critical. We provide parents with regular updates regarding school information, events, minimum days, etc. in several ways. Information is provided in both English and Spanish.

Parent Square

Our school staff uses the Parent Square app and website to communicate with our

school community. Teachers and other school staff use Parent Square to post important information and updates throughout the week. Parent Square provides an option for teachers and parents to send each other private, direct messages. Parents may also send direct private messages to other school staff. We highly encourage parents to download the free mobile app for Android or iOS from their app store to access information and messages easily on their cell phones. Parents can also access Parent Square from a computer at: www.parentsquare.com. If you are not receiving Parent Square messages, please contact the office so that we can help resolve the issue.

Monday Message

Every Friday the Principal posts a Friday Message on Parent Square with reminders, important information, student events, parent meetings, parent workshops, etc. for the following week.

Parent Involvement Opportunities

We believe that parents and community partnerships are critical to student success. We invite you to participate in the educational experiences of your child! We have many opportunities for parents and families to become involved at **Locust Elementary School**. Spanish translation and childcare are provided for parent meetings.

Locust ASB

Events- Locust Gear (t-shirt, jackets, beanies, water bottle sells), Worlds Finest Chocolate Fundraiser, Pacific Fund Raisers (POPCORN), Holiday Grams (Christmas, Valentines, Halloween, Spring, etc.)

Use of funds – Transportation for Field Trips, incentives, pizza and popcorn parties, etc.

School Site Council (SSC)

This parent group meets regularly throughout the year and represents parents and community members. Each year elections are held for officer positions. Parents may participate as an elected officer or attend the meeting as a member of the SSC. All parents are welcome to attend our SSC meetings. The SSC plays a vital role in the planning, implementation and evaluation of the School Plan and Locust's state funded programs.

English Learner Advisory Committee (ELAC)

This parent group meets regularly throughout the year and represents parents of students who are learning English. Each year elections are held for officer positions. Parents may participate as an elected officer or attend the meeting as a member of the ELAC. All parents are welcome to attend our ELAC meetings. The ELAC plays a vital role in the planning, implementation and evaluation of our English Learner Program. The ELAC makes recommendations to the SSC regarding our English Learner Program.

Community Connection

Community Connection is a wonderful opportunity for parents to meet with the principal and counselor to receive updates regarding the progress of the school. Community Connection meetings are scheduled regularly throughout the school year.

Parent Volunteers

Your time and talents are valuable to our students, staff and school! We appreciate and encourage parents to volunteer in a number of ways at Locust. We have parents volunteering to take projects home for teachers, come into the classroom to help teachers, chaperone field trips, help with ASB and school events and much more. In order to volunteer, parents must have a current TB test on file and come into the office to complete and/or update a Parent Volunteer Application. Once the application is FUSD Board approved, the office staff notifies the parent that they can begin volunteering. Please come into the front office to pick up a Parent Volunteer Application- your student will love seeing you involved at school!

We ask that you follow these guidelines:

1. All volunteers must check in at the office.
2. All volunteers must sign in and out on the Volunteer Log. Volunteers are given a badge authorizing your visit to our campus.
3. Schedule your volunteer work ahead of time with the teacher/staff member. The teacher/staff member will arrange the length of your volunteer stay.
4. Please leave siblings or other small children at home while you are volunteering.
5. Keep student information confidential when volunteering.
6. Be a positive influence throughout the school.

FUSD POLICIES & PROCEDURES

Non-Discrimination/Harassment Information

District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin and physical or mental disability, age or sexual orientation. The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. Sex education classes may be separate in order to protect student modesty. In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards shall be used to measure achievement and create comparable educational opportunities.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct, which may interfere with another student's ability to participate in or benefit from school services, activities or privileges. Students who harass other students shall be subject to appropriate discipline, up to and including counseling,

suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal. The Board hereby designates the following position as Title IX Coordinator for Nondiscrimination:

Director, Child Welfare and Attendance

9680 Citrus, Fontana, CA 92335

(909) 357-5000 x7095

Any student who feels that he/she is being harassed should immediately contact either the principal or Administrative Designee. If the situation involving harassment is not resolved promptly, a complaint may be filed with the Superintendent or designee who shall determine which complaint procedure is appropriate.

Non-Discrimination Notice

“The Fontana Unified School District is committed to the protection of employees and students from violation of human rights and discrimination. Alleged charges relative to school sites pertaining to students shall be directed to the site principal and alleged charges relative to any employee of the District may be directed to The Associate Superintendent, Human Resources, for investigation as the initial step in the complaint procedure.”

Sexual Harassment

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the District. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another District administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. If the principal or Administrative Designee does not promptly remedy a situation involving sexual harassment, a complaint of harassment can be filed in accordance with AR 1312.1- Complaints Concerning School Personnel or AR 1312.2- Complaint Procedures. The principal or Administrative Designee shall determine which procedure is appropriate.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Other types of conduct that are prohibited in the District 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, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access or educational tools.
9. Displaying sexually suggestive objects in the educational environment.
10. Any act of retaliation against an individual who reports a violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Uniform Complaint Procedures

For stakeholders including students, employees, parents/guardians of its pupils, district advisory committees, school advisory committees, private school officials or representatives, and other interested parties

The Fontana Unified School District has the primary responsibility for compliance with federal and state laws and regulations. The District has established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, bullying, student lactation accommodations, pregnant and parenting students, and Lesbian, Gay, Bisexual, Transgender, and Question (LGBTQ) resources; and noncompliance with laws relating to pupil fees.

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

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

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program
- Consolidated Categorical Aid Programs
- Foster and Homeless Students
- Local Control Funding Formula (LCFF) and Local Control Accountability Plans (LCAP) 16
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs

- Child Nutrition Programs
- Migrant Education
- Physical Education instructional minutes
- Pupil Instruction – course periods without educational content
- Regional Occupational Program
- Special Education Programs
- Titles I-IV programs, including improving academic achievement, compensatory education, English Learners programs replaced by Every Student Succeeds Act (ESSA) 2016-17
- Tobacco-Use Prevention Education
- Unlawful pupil fees

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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

Foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the District Liaison for Foster and Homeless Youth to assist the student in ensuring proper transfer of credits, records, and grades when transfers occur between school or between districts.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Chief of Staff
9680 Citrus Avenue
Fontana, CA 92335
(909)357-5000

A pupil fees complaint is filed with the District and/or the principal of the school. Complaints alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination,

harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the decision regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the decision. The appeal must be accompanied by a copy of the originally filed complaint and a copy of the decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. A copy of the District's UCP policies and procedures is available free of charge at the District Office or on the District website: www.fusd.net.

PARENT SIGNATURE PAGE

Please return this page to your child's teacher

Student Name: _____ Teacher: _____

To ensure a successful school year, we ask that parents read and discuss this Parent & Student Handbook with their child/children.

- My signature below indicates that I have read and discussed the contents of this handbook with my child/children.
- My signature below indicates both knowledge and support of Locust School Policies and Procedures.
- I hereby acknowledge receipt of the Locust Elementary Parent/Student Handbook. I am aware that I am responsible for following the legal requirements, policies, regulations and directives of the State of California, the Fontana Unified School District Board of Education and Locust Elementary School. I understand that a failure to abide by the laws of the State of California, policies of the Board of Education, or the rules and directions of Locust Elementary School, whether received in written or verbal form, may result in disciplinary consequences.

Parent Signature _____ Date _____

Student Signature _____ Date _____