

REDWOOD ELEMENTARY

Student-Parent Handbook



Home of the Eagles

8570 Redwood Avenue Fontana, California 92335 Phone 909-357-5740

Office Hours 8:00 am 4:30 pm

School Gates open 8:25 am

School Website <https://www.fusd.net/Domain/30>

Principal-Jorge Arauz, Ed. D

Assistant Principal- Ana Zoque

Counselor - Eduardo Valencia

Mission Statement:

At REDWOOD ELEMENTARY, we believe that education is a shared responsibility, strengthened by the partnership between families, educators, and the community. Together, we are committed to creating a nurturing and academically rigorous environment where every child is empowered to reach their full potential. Our mission is to foster a school culture rooted in our four core expectations: students are **Safe**, take **Ownership** of their actions, come to school with a positive **Attitude**, and consistently show **Respect** for themselves and others. These values guide our daily work and shape the character of our Eagles as they strive to meet their academic, social, and emotional goals in a space where they feel seen, supported, and inspired to soar.

WELCOME MESSAGE

Dear Families,

Welcome to Redwood Elementary, home of the Mighty Eagles! It is an honor and a privilege to serve the students and the community of Redwood. This year, students at Redwood will be challenged academically, and they will learn like never before as they prepare for their path to college.

We have three focus areas at Redwood:

1. College going Culture 2. Building Positive Character 3. Love of Reading. Please support our vision with these three areas. 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. Here are some important facts to remember:

Safety will continue to be a top priority at Redwood Elementary. All gates to the campus will be closed after the morning bell rings at 8:45 am. If your child is late, they will need to enter through the office and receive a tardy slip.

Students who are enrolled in ELEVO morning program may come to school at 7:30 am. Help us keep our students safe by not dropping off students before 8:25 am if they are not in the ELEVO morning program.

If you haven't already done so, make sure you update the emergency contact info in our system. For the safety of your child, we will not allow phone calls requesting that individuals be added to the emergency list. Only primary guardians are allowed to add or delete emergency contacts. If you need to make changes, come to the office with your ID and request the change. In addition, calling and requesting permission for your child to be dismissed to someone who is not on your emergency list will not be allowed.

Furthermore, parents and individuals picking up students must provide i.d. No exceptions!

All gates and entries to our campus will be closed during school hours. All visitors must sign in with the office and have a pass to be on campus after the 8:45 a.m. bell rings. Learning cannot occur if your child is not in school. Attendance will continue to be a high priority at Redwood, and the Eagles that come to school every day, are Eagles that LEARN every day! So please have your child at school every day so that their academic progress isn't impacted. Additionally, please try to schedule any doctor's or dentist's appointments late in the afternoon, as picking them up early can impact their education as well.

Become involved at Redwood by joining the Parent-Teacher Association (PTA), School Site Council (SSC), our WATCH D.O.G.S (Dads of Great Students) 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 grades Kindergarten to second grade must be picked up by an adult for their safety. Students in Kindergarten, First and Second grade will not be allowed to walk home by themselves under any circumstances. Please reach out to the teacher or school admin for more information.

Please take note of the adopted Wellness Policy for the Fontana Unified School District, which has nutritional guidelines and standards. We are preparing to have a great year.

If you have any questions, please stop by the office to discuss any concerns or comments that you may have or call me at (909) 357-5740.

Sincerely,

Dr. Jorge Arauz

Principal

AREAS OF RESPONSIBILITY

Principal

The principal reports directly to the Superintendent of Schools and is responsible for the overall leadership and administration of the school. This role involves fostering a safe, inclusive, and academically rigorous environment; supporting high-quality instruction; and promoting student achievement. The principal collaborates with staff, students, and families to establish and implement school policies, procedures, and programs.

Additionally, the principal oversees daily operations, provides professional guidance to faculty and staff, ensures compliance with district and state regulations, and cultivates partnerships that support student growth and well-being.

Teachers

Teachers are responsible for providing high-quality instruction and creating a safe, supportive, and engaging classroom environment where all students can learn and succeed. This responsibility includes planning and delivering effective lessons, assessing student progress, and maintaining appropriate classroom and campus behavior.

Teachers are expected to enforce school rules consistently and fairly, while also fostering positive relationships with students, families, and colleagues. In partnership with the school community, teachers play a vital role in promoting academic growth, social-emotional development, and respect for others.

Students

Students are expected to follow our schoolwide expectations of **Safety, Ownership, Attitude, and Respect**. This means making safe choices for themselves and others, taking responsibility for their actions and learning, showing a positive attitude toward school and challenges, and treating classmates, staff, and school property with respect. By practicing these values each day, students help create a welcoming school where everyone can learn and succeed.

Parents/Guardians

Parents and guardians play an essential role in their child's education. They are responsible for supporting regular attendance, encouraging positive study habits, and reinforcing the values of **Safety, Ownership, Attitude, and Respect** at home and at school. Parents and guardians are encouraged to communicate regularly with teachers, participate in school activities, and attend conferences to support their child's academic and social growth. By working in partnership with school staff, families help ensure a safe, respectful, and successful learning environment for all students.

GENERAL SITE INFORMATION

SCHOOL HOURS

The school campus is open to students at 8:25 a.m., breakfast is served until 8:40 a.m., supervision on the playground is provided for students in grades 1st-6th and in the cafeteria for TK/Kindergarten students.

Throughout the week, students in grade 1-6 can participate in our morning walk and talk, where students will walk the perimeter of the playground while chatting with peers. Students will line up in preparation for school at 8:40 a.m. The class instruction begins at 8:45 a.m. All entry gates will be locked promptly at 8:45 a.m. Students arriving late at school must enter the front office. Children may not leave the school grounds during the school day without parent/guardian accompaniment and the approval of the school. The end of the school day is 3:20 p.m. (12:50 p.m. on Wednesdays), at which time students are expected to go directly home. Students should not go home with a friend without the parent/guardian's knowledge. If there is a change in your child's pick-up schedule, please communicate that to your child before they arrive at school that morning, as we are not permitted to communicate such telephone messages to students. There is no way to verify the identity of the caller, and we will not place students in a potentially unsafe situation. Should you have an emergency and will need

to communicate a change in dismissal routines to your child, please come to the front office so that our staff can assist you.

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 Redwood. Children may not leave the school grounds during the school day without prior written permission from parents and the approval of the school. At the end of the school day, students are expected to go directly home. Students should not go home with a friend without the parent's knowledge. Students who are NOT picked up within 15 minutes of dismissal will be checked into the office. Only adults 18 years and older and on the Emergency list, with a valid picture identification card will be allowed to pick them up at this time. Our school office closes at 4:30 p.m. and if your child has not been picked up, the school police department and/or city police will be contacted to pick up your child. **(Please keep all contact information current).**

SCHOOL VISITORS

Redwood Elementary is a closed campus committed to maintaining a safe and focused learning environment. All visitors must first check in at the front office and obtain authorization to be on school grounds. Upon entry, visitors will be issued a visible visitor badge, which must be worn at all times while on campus. Unauthorized visitors or individuals who fail to follow these procedures may be subject to action by school police or local law enforcement.

Parents also have the right to request a classroom observation. This must be coordinated in advance with a site administrator. Once approved, a 25-minute classroom observation will be scheduled, and an administrator will accompany the parent during the visit to ensure it is conducted respectfully and with minimal disruption to instruction. All visitors are expected to go directly to their approved location and

follow all school guidelines to ensure a safe and respectful environment for students and staff.

VOLUNTEERS

Volunteers are wanted and appreciated. Community members can volunteer helping out with classroom projects, special events, library time, on field trips, etc. A volunteer may have special talents that will supplement the school curriculum and enrich our instructional program. Please contact your children's teacher if you are interested in volunteering for your services. Please note that FUSD requires that all volunteers must be screened prior to volunteering in the school.

Once approved by the classroom teacher, the office can provide interested volunteers with the appropriate paperwork to initiate the process. Additionally, site guidelines have been established to honor our learning environment:

1. Please sign in and out at the office anytime you are volunteering and obtain a visitors' badge.
2. Volunteers must be under the direct supervision of a credentialed teacher when in contact with children.
3. Please avoid questions or discussions about your child while volunteering in the classroom.
4. Small children are not allowed to accompany parents while volunteering at school.
5. Parents and family members who volunteer throughout the year will be given priority for end of the year fieldtrips.

ATTENDANCE PROCEDURES

At Redwood Elementary, we believe that consistent attendance is key to student success. Students are expected to be in their seats and ready to learn by 8:45 a.m. every

day. Attendance is carefully monitored and includes absences, tardies, early dismissals, and early-outs (leaving before the school day ends). The following outlines our expectations and procedures:

Absences

Daily attendance is essential for student success. If your child will be absent, please notify the school by sending a message through Parent Square, calling (909) 357-5740, or submitting a written note on the day your child returns. If your child is absent due to illness, a doctor's note is recommended. While a doctor's note will excuse the absence, it will still be recorded and counted as part of your child's overall attendance record.

Students who are absent for ten percent or more of the school year are considered chronically absent, which negatively affects academic progress. Chronic absenteeism may result in a referral to the School Attendance Review Board (SARB).

If your child is absent for five or more days for reasons other than illness, please contact the teacher/office in advance to request an Independent Study Contract (three days' notice is required). Completed contracts will convert absences from unexcused to excused.

Tardies

Being on time is essential for classroom success and helps students start the day ready to learn. Students arriving after 8:45 a.m. must check in at the front office before going to class. All tardies are recorded, and repeated tardiness—especially instances of arriving more than 30 minutes late without a valid excuse—will result in a meeting with the school principal and family to develop a plan for improving punctuality.

Early Outs (Early Dismissals)

If a student must leave before the regular dismissal time of 3:20 p.m. (12:50 p.m. on Wednesdays), the parent/guardian must check them out through the front office with **proper identification**. We cannot dismiss students based on phone calls, and **no early dismissals will be permitted during the last 20 minutes** of the school day except for

emergencies. Early dismissals will be reflected in attendance records and may impact eligibility for attendance awards. Only primary guardians or adult emergency contacts can check out a student early.

Saturday School (SOAR)

To support improved attendance, we offer Saturday School opportunities throughout the year for students to make up missed days. Attending Saturday School allows students to recover absences and still qualify for perfect attendance recognition. Scheduled dates for Saturday School include:

9/13, 9/27, 10/25, 11/8, 12/6, 1/31, 2/28, 3/14, 4/11, 4/25.

If your student is not able to come to Saturday school to make up absences, contact the admin team for support, we might be able to help. We strongly encourage all families to take advantage of this program to support student achievement.

Independent Study, Saturday School & Perfect Attendance

If your child will be absent for two or more days for reasons other than illness, please contact the school office to request an **Independent Study plan**. This allows students to complete assigned work while away and receive credit for their absences—**as long as all work is completed and returned on time**.

To help students recover the missed instructional time, **Saturday School** is offered throughout the year. While it provides an opportunity to make up absences and remain eligible for attendance awards, it is not a substitute for daily classroom instruction. Students who attend Saturday School still benefit from structured learning activities, but they may miss critical grade-level content taught during regular school hours.

Perfect Attendance means **zero absences, with a maximum of 3 tardies and 3 early-outs**. We encourage families to plan vacations and appointments around the school calendar, which includes several breaks throughout the year.

Thank you for helping us support consistent attendance and academic success!

TRANSPORTATION/PARKING

It is imperative you follow all traffic safety laws. Double parking or asking students to cross the street is dangerous. If you must park, please do not park in the red zone or in the school driveway as this is a drop-off and pick-up zone. Parking in this area may result in a citation. You may park on the south side parking lot or on the street. In addition, we would like to remind everyone about parking near the school crosswalk. According to Section 22500(n) of the state vehicle code, vehicles can no longer park within 20 feet of a marked or unmarked crosswalk or within 15 feet of a crosswalk with a curb extension. Please help us keep our students safe by following these new guidelines.

LOST AND FOUND

Items found on the playground and around the school are taken to the main office. Items that remain there, unclaimed, will be donated to charity. If your child is missing an item, please check the lost and found first. Please make sure to label your items with first and last names.

ANIMALS ON CAMPUS

For the safety and well-being of all students, staff, and visitors, animals are not permitted on campus. Even well-trained pets may become unpredictable when surrounded by large groups of children. If a loose animal is found on campus, staff will notify the custodian or principal, and animal control will be contacted. Families are asked not to bring pets when dropping off or picking up students, as animals are not allowed on school grounds.

ADDRESS CHANGE

If your family moves during the school year, you must notify the school within five days. Please come to the office to complete a change of address form and provide proof of your new address, such as a utility bill, along with a valid photo ID. Timely updates are critical to ensure we can contact parents or guardians in case of an emergency.

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 up to date. Please notify the school at once when your address or phone number has been changed. It is of utmost importance that we have your phone number

or that of a friend, neighbor, landlord, or relative in case of an emergency. If we are unable to reach you promptly in case of emergency, the police department will be notified to assist in getting proper emergency care. 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.

HEALTH SERVICES

A school nurse/health clerk is on call for emergencies only. When an accident occurs at school, emergency treatment is given, and the parent is notified. Since the school does not have facilities or staff to care for sick children, a child not well enough to participate in the classroom may not remain at school. This is not only in the best interests of your child but serves as protection for other children as well. Parents should make prior arrangements for someone to transport and care for their child if such a situation should arise. Please make sure we always have a correct phone number for emergencies.

Medication

Legislation prohibits schools from administering medication to students without a medical statement from a physician. In order to administer medication to any child a form, "Administration of Prescribed Medication for Pupil", must be filled out by the child's physician and be on file in the school office. Forms are available upon request. All medications must have a prescription label. Children should not share non-prescription medication with other students (i.e. cough drops)

INCLEMENT WEATHER PROCEDURES

At Redwood Elementary, student safety and comfort are top priorities. In the event of **extreme weather conditions**, including high heat, heavy rain, strong winds, or unhealthy air quality—the principal may implement an **Inclement Weather Schedule**. During this time, students will remain indoors during recess and lunch to avoid exposure to unsafe conditions.

To help keep students safe and comfortable, families are encouraged to:

- Send a **refillable water bottle** with their child, especially during hot weather
- Dress children in **weather-appropriate clothing**, such as lightweight clothing on hot days or jackets and closed-toe shoes on rainy days
- Ensure students have **layers** they can adjust throughout the day as temperatures change

We monitor weather conditions closely and follow district guidance to make decisions that prioritize student health. Thank you for your support in helping us maintain a safe and responsive school environment.

HOMEWORK

Homework is an important part of the educational program of the Fontana Unified School District. Homework in the elementary years should provide practice, review and/or enrichment of concepts or skills introduced by the classroom teacher. Your child's teacher will provide information for you regarding his/her homework requirements. Parents are encouraged to provide an appropriate space and a quiet time conducive to the completion of homework each evening. When children do not have assigned homework, they should be encouraged to spend a block of time reading.

HOME/HOSPITAL INSTRUCTION

Any pupil with a temporary illness or disability (2 weeks or longer) which makes attendance in regular day classes or alternative education program impossible or inadvisable may receive individual or home instruction. Instruction in the home/hospital program will be provided by the Fontana Unified School District. Contact the district office, department of alternative education.

FIELD TRIPS

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

SCHOOL LIBRARY

The Redwood Elementary School Library is a vital part of our students' instructional program and academic success. Staffed by a full-time Library Specialist, the library provides a welcoming space where students and staff can study, conduct research, locate resources, and enjoy reading for pleasure.

Students have access to the library during their regularly scheduled library periods. It is also available on a limited basis during recess, lunch periods, and after school providing additional opportunities to engage with books and learning materials.

All students are financially responsible for textbooks, library books and laptops checked out to them. If an item is lost, it must either be returned or paid for. This applies especially to laptops or textbooks, as students are expected to have full access to all instructional materials. Ensuring the return or replacement of these resources helps maintain equitable access for all students.

ACADEMIC STUDENT RECOGNITION

Students are recognized throughout the year for achievement in academics, attendance, and behavior. Awards Assemblies are held at the end of each semester to recognize students for their efforts. Students meeting the Honor Roll, Principal's Honor Roll and Perfect Attendance criteria will be acknowledged. Attendance awards are based on daily attendance, tardies, and early-outs. **Picking your child up before the school day is over might make him/her ineligible for the attendance awards.** It is important that we keep these recognition awards in perspective and realize that all children will not receive an award. Encourage your child to do his/her best regardless of an award.

PARENT ORGANIZATIONS AND PTA

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

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

SCHOOL SITE COUNCIL (SSC)

The Redwood School Site Council includes representatives of the school community - parents, and school staff who are elected and meet several times a year to develop the local school plan in order to meet the needs of Redwood Elementary students. An essential part of this School Site Council is the development of a working partnership between the school community and staff. The School Site Council meetings are held monthly on the school campus.

ENGLISH LEARNERS ADVISORY COUNCIL (ELAC)

This committee is composed of parents and school staff. The committee advises and assists in planning an appropriate educational program to meet the needs of students of non - or limited - English proficiency as well as students learning Spanish as a second language. The committee also serves as a liaison between the school and the parent community.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Redwood Elementary is proud to be a PBIS (Positive Behavioral Interventions and Supports) school. This means we focus on creating a positive and safe school environment by teaching and supporting good behavior for all students. Our approach includes three levels of support: **Tier 1** – for all students, promoting positive behaviors schoolwide; **Tier 2** – for small groups who need extra support; and **Tier 3** – for

individual students who need targeted assistance. By emphasizing these supports, we help students make better choices, build strong relationships, and succeed both in school and in life.

SCHOOL EXPECTATIONS

All school rules at Redwood Elementary are based on our core expectations: **Safety, Ownership, Attitude, and Respect**. These expectations guide how students and staff behave, helping create a safe, positive, and productive learning environment. Everyone in our school community is expected to follow and model these values every day.

In order to help us, we asked not to bring personal items from home to school. The school and district are not responsible for lost, stolen, or damaged items. Please help us by reminding your child not to bring items such as gum, candy, sunflower seeds, or other snack items meant for sharing. Glass containers or breakable objects, toys, balls, expensive key chains, stuffed animals, or trading cards. Game Consoles/Electronic devices, including smartwatches used for communication. Items that cause distractions or disruptions may be collected by school staff and returned to a parent/guardian at a later time. Thank you for helping us maintain a positive and safe school environment for all students.

Return of Confiscated Items:

- 1st Offense- Item returned to student at the end of the school day.
- 2nd Offense- Item returned to parent at the end of the school day.
- 3rd Offense- Item returned to parent at teacher student conference.
- All incidents will be documented on the student personal record.

Consequences of Student Misconduct

At Redwood Elementary, our focus is on **teaching students our expectations**—Safety, Ownership, Attitude, and Respect—and providing support to help them succeed. When students make poor choices, staff use interventions to guide positive behavior.

If needed, disciplinary actions may include:

- Verbal warnings or staff conferences
- Before school or after-school interventions
- Restorative Circles and practices
- Think Reflection Sheet and Behavior Reflections
- Parent contact or conferences
- Referral to administration
- Temporary removal from class, special events, or school

Our goal is always to help students learn from their actions while maintaining a **safe and respectful learning environment** for everyone.

FIGHTING & PHYSICAL ALTERCATIONS

Fighting is strictly prohibited at Redwood and is addressed under California Education Code 48900 (a)(1) and (a)(2). Any student who throws punches or engages in a physical altercation will be considered at fault—there is no “self-defense” exception in school discipline. All students involved will receive a referral, and the incident will be documented. Students are expected to seek adult help if they feel unsafe or threatened.

RESPECTFUL LANGUAGE AND BEHAVIOR

Redwood Elementary is committed to a **safe, respectful, and inclusive environment** for all students and staff. Using kind and appropriate language is an important part of showing respect and responsibility.

The following behaviors are not allowed and may result in consequences:

- Speaking to adults or peers in a defiant, disrespectful, or argumentative manner
- Using profanity, obscene language, or inappropriate gestures
- Using hurtful or derogatory names, including racial slurs, homophobic language, or any comments that demean someone’s identity, race, culture, or background

- Bringing items such as imitation firearms, knives, or drugs/alcohol is strictly prohibited and may result in suspension, referral to administration, or a recommendation for expulsion. School police will be notified if necessary.

Students are expected to **speak kindly and respectfully** to everyone. When mistakes happen, staff will address them through **restorative practices and appropriate consequences** that teach accountability and help students learn from their actions.

Classroom Behavior Expectations at Redwood

Our school focus on creating a safe, respectful, and inclusive learning environment. In every classroom, students are encouraged to Be Safe, Take Ownership, Have a Positive Attitude, and Show Respect. Each teacher has a behavior plan with clear rules and consequences to support learning and consistency. During Back to School Night, families will receive details about their child's classroom expectations. We encourage parents to review these together with their child to help reinforce positive choices and build a strong home-school connection.

Cafeteria Behavior Expectations at Redwood

At Redwood Elementary, we aim to make breakfast and lunch a calm, respectful, and enjoyable part of the school day. Nutritious meals are provided daily, and monthly menus are sent home to help families plan ahead. During mealtimes, students are expected to stay seated until dismissed, clean up after themselves, and use quiet voices while chatting with friends. To support student health and safety, we kindly ask that students not share food or snacks brought from home, as some classmates may have allergies or dietary restrictions. In accordance with state guidelines, students also select their own meal items independently.

STUDENT DRESS CODE

At Redwood Elementary, we believe that appropriate dress helps create a safe, respectful, and focused learning environment. Our dress code follows Fontana Unified

School District's Board Policy and is designed to ensure student safety, support positive behavior, and minimize distractions during the school day.

To help families understand and follow the guidelines, here are the key expectations:

General Guidelines

- Clothing must be clean, appropriate for school activities, and free from offensive or disruptive images or language.
- Clothes must **fully cover undergarments** at all times.
- Students should wear clothing that fits properly—not excessively baggy or tight.

Bottoms

- Shorts and skirts must be **mid-thigh length or longer**.
- Leggings and tights are allowed **only when worn under skirts or shorts**.
- Jogging shorts, bicycle shorts, or excessively short-short items are not permitted.

Tops

- Shirts and blouses should be tucked in when possible and must not be oversized or too long.
- **Tank tops, halter tops, bare midriffs, see-through fabrics, or fishnet materials are not allowed.**
- Clothing should not pose a safety hazard during play or physical activity.

Outerwear

- Sweaters, sweatshirts, jackets, and coats may be any style or color.
- Outerwear must not display images or messages that are gang-related, profane, sexually suggestive, or promote drugs or alcohol.

Footwear

- Shoes must be always worn and be appropriate for school activities.
- **No flip-flops, backless shoes, slippers, or high heels.**
- Sandals must have both heel and toe straps.

Hats & Accessories

- Hats and caps may be worn outdoors only and must have appropriate messaging.
- Students must remove hats during flag ceremonies and inside classrooms.
- Trading or sharing hats is not allowed.
- Large hoop earrings, spikes, or other unsafe jewelry are not permitted.

Special Events: Students may wear themed or special attire for school-approved events (e.g., Spirit Days), which will be announced in advance. All clothing must still meet safety and appropriate standards.

Important Reminder for Families: We ask for your support in ensuring your child arrives at school dressed according to these guidelines. **Staff will actively enforce the dress code, and students who are out of compliance may be referred to the office.** If needed, parents may be contacted to bring a change of clothes.

If you have questions or need clarification, please reach out to your child's teacher or the school office. Thank you for helping us maintain a safe and respectful school environment for all students.

TO AND FROM SCHOOL

General Rules

For safety, scooters and skateboards are not allowed on campus at any time, including before and after school.

Students Who Walk

- Use only designated walkways and crosswalks. Obey crossing guards and do not trespass on private property.
- Go directly home after school unless supervised by an adult.
- Do not harass others in the neighborhood or on the way to/from school.
- Walk with a buddy or in a group whenever possible.

Bus Riders

- Wait at the bus stop in an orderly manner.
- Remain seated while the bus is moving.
- No eating, drinking, or chewing gum on the bus.
- Keep hands and belongings to yourself.
- Speak quietly and respectfully; avoid loud talking or shouting.

Bicycle Safety & Procedures

At Redwood Elementary, student safety is our top priority—especially for those who ride bicycles to and from school. At Redwood Elementary, we highly discourage **Students in grades K–3 to ride bicycles to school. Students in grade 4 and above may ride bicycles** only after submitting a signed parent permission slip. Once approved, the office will issue a bicycle pass.

To ensure safety:

- **Helmets are required by law** and must be worn at all times while riding.
- Students must follow all traffic and safety rules and show courtesy to drivers, pedestrians, and other riders.
- Bicycles must be parked in the designated area and **should be secured with a lock.**
- The school and district are **not responsible for lost, stolen, or damaged bicycles or helmets.**

We appreciate your partnership in helping students stay safe and responsible while commuting to school.

USE OF PERSONAL ELECTRONIC DEVICES

At Redwood Elementary, we are committed to maintaining a safe, respectful, and focused learning environment. If students must bring personal electronic devices (cell phones, smartwatches, earbuds, headphones) to school, they must be turned off and stored in backpacks. Device use is not permitted during the school day—including recess, lunch, passing periods, and breaks—and may only resume after dismissal at 3:20 p.m. **Phones and smartwatches may not be used for calling, texting, social media, gaming, photography, or video.** Students needing to contact home must do so through the front office. Earbuds and headphones may be used only under teacher supervision for instructional purposes. By following these guidelines, students help ensure a distraction-free environment that supports learning and well-being.

Student Responsibility: Students are solely responsible for the care and safekeeping of their devices. Redwood Elementary is not responsible for lost, stolen, or damaged items. Lost or stolen devices will not be investigated.

Progressive Discipline for Misuse

To support responsible technology use, Redwood Elementary follows a progressive discipline policy for improper use of personal electronic devices:

- **1st Offense:** Verbal warning; student secures the device in their backpack. Parents are contacted.
- **2nd Offense:** Device is confiscated, held in the office, and returned to the student at the end of the day. Parent/guardian is notified.

- **3rd Offense:** Device is confiscated and must be picked up by a parent or guardian. Behavior referral is logged into the discipline record.
- **4th Offense and Beyond:** Device is confiscated and must be picked up by a parent or guardian. A parent meeting will be scheduled with teacher and administrators.

This policy is designed to teach students responsibility, ensure equity, and preserve the integrity of our learning environment.

USE OF SCHOOL TELEPHONES

Students must request permission in advance to use the school phone and may only use it for essential needs like forgotten lunches or homework—with a teacher’s note. The phone located on the front office counter is designated for student use. Calls about personal or social matters, such as asking if a friend can come over, are not permitted. If a student hasn’t been picked up within 15 minutes after dismissal, office staff will assist by contacting home.

SUPERVISED SUSPENSION CLASSROOM

As part of our commitment to keeping students engaged in learning, Redwood offers a supervised suspension classroom as an alternative to at-home suspension. When assigned, students continue their schoolwork in a structured setting under staff supervision. The in-class suspension will be documented, and parents will receive written notification if their child is placed in this program, ensuring transparency and continued partnership.

PREVENTING SEXUAL HARRASSMENT

Redwood Elementary is committed to providing a safe and respectful learning environment for all students. In accordance with Board Policy (BP 5145.7), any form of

sexual harassment—including unwelcome advances, inappropriate comments, or physical conduct—is strictly prohibited. Each year, students receive age-appropriate discussions on how to recognize, prevent, and report sexual harassment. We encourage students to speak with trusted adults such as a teacher, administrator, or staff member—if they ever feel uncomfortable or need support. Together, we work to ensure every child feels safe, valued, and protected at school.

BEHAVIOR INCENTIVES

Students may receive the following incentives for demonstrating SOAR traits! Students who follow behavioral expectations will receive daily and monthly recognition in the form of certificates, surprise principal lunches, SOAR points, shopping trips in our PBIS Store, extra recess, etc. Redwood Elementary is a PBIS school, which is a program that helps us create an awareness of the individual's responsibility for our students' own actions in accordance with the rules of socially accepted behavior. Rules of discipline exist to ensure orderly, healthy, and productive environments in the school and classroom. The rules are designed and administered so they promote self-discipline, civility, and respect for self and others.

CARE FOR SCHOOL PROPERTY

At Redwood Elementary, we teach students to take pride in their school and treat all materials and equipment with care. Intentional damage to school property—such as books, desks, computers, or graffiti—may result in disciplinary action, and families may be held financially responsible for repairs or replacements. We appreciate your support in reinforcing respectful behavior and responsibility.

SCHOOL PROGRAMS

INSTRUCTIONAL SUPPORT TEACHER

The Instructional Support Teacher provides teachers support in helping to utilize effective teaching strategies, as well as working with students in a small group setting.

STUDENT SUCCESS TEAM

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

TUTORING

At Redwood, our tutoring programs are led by our own dedicated teachers. These programs are offered before or after school and focus primarily on Language Arts and Math. Some examples of tutoring that may be offered include:

- Foundational skills support
- Homework help
- Targeted intervention based on assessment data

Tutoring opportunities are based on teacher availability, interest, and willingness to lead a program. When a teacher is interested in offering tutoring, they notify the administrative team, and together we design a program that meets student needs. Because these programs depend on staff availability, we may not be able to always offer tutoring for every grade level or subject area.

SPECIAL EDUCATION

The Resource Specialist Program (RSP) and Designated Instructional Services

(DIS)Speech and Language programs provide support to students who meet specific criteria as defined in the Individuals with Disabilities Education Act (IDEA).

ENRICHMENT CLASSES

Enrichment classes are for the 4th, 5th and 6th grades. Science, Music and Physical Education classes are offered to these students.

ADAPTED PHYSICAL EDUCATION (APE)

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

GIFTED & TALENTED EDUCATION (GATE)

Redwood Elementary is proud to support advanced learners through the district's Gifted and Talented Education (GATE) program. Selected grade levels are assessed to determine eligibility, and students who qualify receive enriched learning experiences both in the classroom and through after-school opportunities. GATE students are clustered together and benefit from differentiated instruction designed to challenge and support their unique academic needs.

STUDENT LEADERSHIP & ASB

Redwood Elementary offers leadership opportunities for 3rd, 4th, 5th, and 6th grade students through our Associated Student Body (ASB) program. These student leaders actively participate in organizing and supporting school-wide events such as Red Ribbon Week, Testing Week, Canned Food Drives, and Spirit Days. To be considered, students must participate in a interview process, demonstrate grade-level academic performance and consistently model positive behavior. This program helps students build confidence, responsibility, and teamwork skills while contributing to our school

community.

DISASTER PREPAREDNESS

Each school in Fontana Unified School District is required to have a disaster plan in readiness in the event of a major emergency such as an earthquake, flood, fire, chemical spill, etc. Students would remain at school and would be released only to a parent or other persons listed on the registration/emergency card. Each year, the school sends home a registration/emergency form asking parents to update and list the persons allowed to pick up their children. Be sure you return this information to school. **It is imperative that you notify the office when changes are made to your phone numbers or emergency contacts.** In the event of an actual emergency, your child will only be released to an individual(s) listed as emergency contacts.

WELLNESS POLICY

Redwood Elementary follows the Fontana Unified School District's Wellness Policy, which promotes healthy eating and active lifestyles for all students. To support student health and safety, any food brought to school for classroom events must be **commercially prepared** and include a visible ingredient label—this helps protect students with food allergies. Homemade food items are not allowed for sharing during school-related activities. To maintain a safe and disruption-free learning environment, we strongly discourage the use of food delivery services such as **Uber Eats, DoorDash, or Food Drop-off during school hours.** These deliveries can interrupt instructional time and create logistical challenges, especially when students are called out of class to retrieve items. We encourage families to plan ahead and ensure students arrive at school with their meals or lunch arrangements already in place.

We appreciate your support in helping us send a consistent message that wellness and nutrition are important parts of your child's education.

For more details, you can contact the school office or visit the district website at www.fusd.net.

Classroom Celebrations & Birthday Guidelines

At Redwood Elementary, we value celebrating special moments while keeping our focus on learning and student well-being. To maintain a consistent and safe environment, each classroom may host up to three celebrations per school year, scheduled after lunch or during the last 30 minutes of the day. These events are planned in coordination with classroom teacher.

We understand that birthdays are exciting for students and families, and many teachers recognize them during classroom morning announcements. However, individual birthday parties—including cupcakes, cakes, balloons, or other treats—are not permitted during the school day. This policy helps us protect students with food allergies and maintain a respectful, inclusive environment for all.

Please note:

- **Food for birthday celebrations is not allowed**
- **Birthday invitations may not be distributed at school**, to avoid hurt feelings or disruptions.

If you have questions about what's allowed, please contact your child's teacher or the school principal. We appreciate your understanding and support in helping us create a safe and welcoming school community.

Child Online Safety

At Redwood Elementary, we are committed to teaching students how to use technology responsibly and safely. All students must follow the Fontana Unified School

District's **Student Acceptable Use Policy** when using school devices and accessing the internet. This policy helps protect students and promotes positive digital citizenship. To ensure online safety, students are expected to:

- Use the internet only for educational purposes
- Avoid sharing personal information (like addresses or phone numbers)
- Report any messages or content that make them feel uncomfortable
- Never agree to meet someone they've met online without parent permission
- Respect school technology and avoid any malicious or harmful use

Important Reminder: Students are **not allowed to intentionally access inappropriate websites or attempt to download unauthorized content**—including games, apps, or media—onto district laptops or devices. These actions violate district policy and may result in disciplinary consequences and restricted access to technology.

We encourage families to talk with their children about safe online habits and monitor their use of technology at home. For a full copy of the Acceptable Use Policy, please call (909) 357-5075 or visit www.fontana.k12.ca.us.

STUDENT INSURANCE

Although Redwood ES exercises care to prevent accidents, neither the school nor the district can assume responsibility for accidents or injuries to students. Parents are encouraged to carry personal insurance coverage. Insurance coverage information is available through the District's Child Welfare and Attendance office.

REPORT CARDS & PROGRESS REPORTS

To keep families informed about student progress, Redwood Elementary provides **four academic updates each year**—one **progress report** and one **report card** per

semester. These reports reflect your child's academic performance, behavior, and attendance.

Parents can access both progress reports and report cards online through **Q-Parent Connect**. If your address has changed, please update it with the front office to ensure you receive all school communications.

If you have questions or concerns about your child's progress, we encourage you to schedule a conference with their teacher. Regular communication between home and school helps support student success.

PARENT CONFERENCES

Parent conferences are held for all students during the first semester. Parents/guardians are strongly encouraged to attend. It is critical that everyone work together to best meet the needs of our students. Additional conferences with teachers may be arranged by calling the school at (909) 357-5480. Conferences with the school administration may also be arranged by calling the school office. Protocol is for parents to address questions, comments and/or concerns directly with the teacher prior to requesting intervention from the site administration.

STUDENT DISMISSAL

All grade levels have designated dismissal gates. Parents must pick up each student at their designated dismissal gates, as all students will be dismissed by their classroom teachers. This is to ensure the safety of all students. Parent cooperation and understanding is expected.

LOCKDOWNS

In the event of police activity in the local community or on school grounds, school police and site administration will call a lockdown. In the event of an actual lockdown,

students and staff will take immediate action to guard against harm. The school police, working in conjunction with local law enforcement, will secure the perimeter of the school and assume responsibility for communicating with the public regarding the status of the lockdown once it is safe to do so. The school will not disseminate information to the public during or after the lockdown situation; the school police department will provide parents and the community with relevant information. Please direct all questions or concerns to the Fontana Unified School District Police Department.

SAFETY DRILLS

Throughout the course of the year, safety drills are scheduled and practiced on a monthly basis in conjunction with school police. Staff and students are trained to respond in the event of a natural disaster, fire, or an armed intruder. It is imperative that everyone understands the necessary and timely procedures should we be placed in a compromised situation.

TEACHER & PARAPROFESSIONAL QUALIFICATIONS

Redwood Elementary receives federal Title I funding, which means families have the right to know the professional qualifications of their child's teacher(s) in core academic subjects. This includes:

- The type of state credential or license the teacher holds
- The college degree(s) the teacher earned, including subject areas and level of education

If your child receives support from a paraprofessional (teacher's aide), you may also request information about their qualifications. Many paraprofessionals have completed two years of college or passed a district-approved assessment verifying their readiness to support students.

To request this information, please contact the school administration team at **(909) 357-5740**. We are happy to provide details and answer any questions you may have.