



**Ted J. Porter
Elementary School
8330 Locust Ave
Fontana, CA 92335
(909) 357-5320**

Parent Student Handbook 2026-2027

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Jawad G. Pearson

Assistant Principal

Donna Soderman

MESSAGE FROM ADMINISTRATION

Dear Porter Families,

We want to welcome you to the 2026-2027 school year. The entire staff is looking forward to working with you and your children this year. This year, we will continue to strive to provide the best instructional environment for your students, preparing them for high school and beyond. Our focus will be: Critical Thinking, Collaboration, Communication skills, and Creativity while at the same time, providing an environment that is empathetic and culturally responsible.

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. Here are some important facts to remember:

- For the safety of your child, we **will not** allow phone calls requesting that individuals be added to the emergency list. Any changes that need to be made must be made in the office. Calling and requesting permission for your child to be dismissed to someone who is not on your emergency list will not be allowed. Any individual picking up your child **must** provide ID.
- All students must be picked up by an adult for their safety. If you wish for these students to walk home with an older sibling, please complete the student walking form available in our office.
- Only individuals **18 years and older** with a valid picture identification card, and who are listed on the Emergency List will be allowed to pick up your child once they are checked into the office. This is for their safety and your cooperation is appreciated.
- Learning cannot occur if your child is not in school. Attendance is a high priority. Please have your child at school every day so that their academic progress isn't negatively impacted. Please remember to schedule any doctor or dentist appointments late in the afternoon, as picking them up early can negatively impact their education as well.
- We encourage parents to become active members of our school community. Please join PTA and help enrich our students' experience here at Ted Porter Elementary.
- Please adhere to all traffic rules and use crosswalks in designated areas. Double parked cars create a safety hazard for students exiting vehicles and do not allow for continuous traffic flow. Your cooperation is expected and greatly appreciated.
- Our school hours are 7:45 a.m. to 2:20 p.m. on regular days. Minimum days, Wednesday, school hours are 7:45 a.m. to 11:50 a.m.

We are preparing to have a great year this year. If you have any questions, please stop by the office to meet with us.

Sincerely,

Jawad G. Pearson

Principal

Donna Soderman

Assistant Principal



Our Shared Vision

Fontana Unified is a community united to ensure that every student is prepared for success in college, career, and life.

Our Core Values

Teamwork and Respect
 Excellence and Achievement
 Responsibility and Accountability
 Equity and Opportunity
 Dedication and Commitment

Our Three Cornerstones of Success



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

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

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

Our Goals and Budget Priorities



1. Increase proficiency and strategic thinking
2. Promote multilingualism and multiculturalism
3. Increase graduation and college and career readiness



4. Cultivate effective teachers and leaders
5. Engage students and decrease dropout rates



6. Strengthen family and community engagement
7. Promote healthy environments

Adopted by the Fontana Unified School District Board of Education on June 15, 2016.



Porter Student Success Criteria for Achieving Goals

Symbols	Student Statements	Observable Actions & Behaviors
	I need help learning this goal. I need more time and practice learning this goal. (I Need Help)	<i>I will achieve this goal by continuing to work with my teacher, classmates and others around me.</i>
	I am beginning to learn this goal. I can answer some of the questions correctly on my own. (Time to Practice)	<i>I will achieve this goal by continuing to practice, take my time and ask for help when I need it.</i>
	I have achieved this goal. (Goal!!!)	<i>I can successfully explain it, apply it, and solve it correctly on my own.</i>
	I have mastered this goal. (Above and Beyond)	<i>I can successfully teach it to others, explain it, apply it, and solve it correctly on my own.</i>



Why are we focusing on College & Career Readiness?

Local Education Agency (LEA) Goal 3: Increase Graduation and College & Career Readiness

Jawad G. Pearson, Principal

Linda Darling-Hammond – President, California State Board of Education

"There are currently more jobs available in the US economy than there are job-seekers to fill them. However, employers struggle to find qualified workers because our educational systems don't always prepare students for modern work. In 1970, the top three skills demanded by Fortune 500 companies were reading, writing, and arithmetic. **By 2000, they were collaboration, interpersonal skills, and communication.** In an era of rapid knowledge expansion and technology changes, employers need **critical thinkers and problem solvers** who can work together to create new solutions and products, not just follow routines.

"Over the last decade, California has adopted new standards, curriculum frameworks, and assessments emphasizing more of the skills our modern economy requires — the capacity to evaluate and use knowledge to solve problems, and to learn independently. In addition, educators around the state are working to develop in students other important skills, like self-management, personal and social responsibility, and resilience." *"Looking forward, we need to deepen these efforts to prepare our young people for the 21st century economy by investing in educators' knowledge and skills so they can create and spread the practices that will transform schools for these new demands."*

Porter's goal is to continue to teach students reading, writing, arithmetic and the rest of the High School A-G requirements. We will reach this goal by continuing to invest in some of the following college and career preparatory practices:

Critical Thinking, Collaboration & Communication (Self-management Skills) Critical Thinking-Definition(s):

*Making reasoned judgments that are logical and well-thought out.

*A way of **thinking** in which you don't simply accept all arguments, conclusions and information.

Some observable behaviors of what it may look like in a Porter classroom:

*think-time * Think-Pair-Share *students summarizing thoughts *students using tech devices to demonstrate their creative thoughts *Thinking Maps/Graphic Organizers *Number Talks *teacher models their thinking process to students *students engaged in hands-on activities*etc.

What it may look like when students join the workforce:

*Demonstrates intellect through flexibility, humility, curiosity, adaptability and openness to change.

***Avoids** making decisions based on personal biases, self-interest, or illogical perceptions.

Collaboration/Problem Solving-Definition(s):

*The process of two or more people working together to complete a task or achieve a goal.

Some observable behaviors of what it may look like in a Porter classroom:

*Cooperative learning *Blended Learning *Think-Pair-Share *students using tech devices to demonstrate teamwork *frequent student movement*etc.

What it may look like when students join the workforce:

*Give and receive feedback from peers or other team members in order to perform a task. *Share credit for good ideas with others.

*Acknowledge others' skill, experience, creativity, and contributions.

Communication/ Interpersonal Skills-Definition(s):

*Ability to convey information to another person or group in a successful and scholarly manner (*Verbal, Non-verbal & Visual/Written*).

*Ability to get along with others while getting the assigned task or job done.

Some observable behaviors of what it may look like in a Porter classroom:

*peer tutoring *classroom discussions *students presenting information *Think-Pair-Share *students using tech devices to share information *etc.

What it may look like when students join the workforce:

*Listen to and acknowledge the feelings, concerns, opinions and ideas of others.

*Successfully exchanges information and ideas, both verbal and non-verbal, within the organization.

*Successfully **exchanges information and ideas, both electronic and non-electronic, within the organization.**

PORTER BELL SCHEDULE 2026-2027

Office Hours: 7:00 AM – 3:30 PM

TRANSITIONAL KINDERGARTEN

	School Begins	Motor Skills	Lunch	Dismissal
Regular Day	7:45 am	8:50 – 9:05 am.	11:35am – 12:15pm	12:15pm
Wednesday	7:45 am	8:50 – 9:05 am	11:20am – 11:50 am	11:50

KINDERGARTEN

	School Begins	Recess	Lunch	Recess	Dismissal
Regular Day	8:05 a.m.	9:05 – 9:25 a.m.	10:35 – 11:15 a.m.	12:35 – 12:50 p.m.	2:10 p.m.
Wednesday	8:05 a.m.	9:05 – 9:15 a.m.	9:45 – 10:15 a.m.	N/A	11:15 a.m.

1ST – 5TH GRADE

Regular Day Monday, Tuesday, Thursday, Friday	
Breakfast	7:20 a.m. – 7:45 a.m.
1 st Bell/Line up	7:45 a.m.
School Begins/ Tardy Bell	7:45 a.m.
Recess: 1 st Grade	9:15 – 9:35 a.m.
Recess: 2 nd Grade	9:15 – 9:35 a.m.
Recess: 3 rd Grade	10:10 -10:25 a.m.
Recess: 4 th Grade	10:25 – 10:45 a.m.
Recess: 5 th Grade	10:25 – 10:45 a.m.
Lunch: 1 st Grade	10:40 – 11:20 a.m.
Lunch: 2 nd Grade	11:00 – 11:40 a.m.
Lunch: 3 rd Grade	11:20 – 12:00 p.m.
Lunch: 4 th Grade	11:40 – 12:20 p.m.
Lunch: 5 th Grade	12:00 – 12:40 p.m.
2 nd Recess: 1 st Grade	12:45 – 1:00 p.m.
2 nd Recess: 2 nd Grade	12:45 – 1:00 p.m.
2 nd Recess: 3 rd Grade	1:05 – 1:20 p.m.
Dismissal	2:20 p.m.

Minimum Day Wednesday	
Breakfast	7:20 a.m. – 7:45 a.m.
1 st Bell/Line up	7:45 a.m.
School Begins/ Tardy Bell	7:45 a.m.
Recess: 1 st Grade	9:15 – 9:25 a.m.
Recess: 2 nd Grade	9:15 – 9:25 a.m.
Recess: 3 rd Grade	9:30 – 9:40 a.m.
Recess: 4 th Grade	9:40 – 9:50 a.m.
Recess: 5 th Grade	9:40 – 9:50 a.m.
Lunch: 1 st Grade	10:00 – 10:30 a.m.
Lunch: 2 nd Grade	10:15 – 10:45 a.m.
Lunch: 3 rd Grade	10:30 – 11:00 a.m.
Lunch: 4 th Grade	10:45 – 11:15 a.m.
Lunch: 5 th Grade	11:00 – 11:30 a.m.
Dismissal	11:50 a.m.

PRESCHOOL

	SCHOOL BEGINS	BREAKFAST/LUNCH	DISMISSAL
AM	7:35 a.m.	8:15 - 8:45 a.m.	10:35 a.m.
PM	11:20 a.m.	12:20 – 12:55 p.m.	2:10 p.m.

PARENT AND COMMUNITY INFORMATION

SCHOOL HOURS

- Office Hours: 7:00 am to 3:30 pm daily
- Campus Opens 7:20 am daily
- Instruction Grades 1st – 5th: Regular Days – 7:45 am – 2:20 pm
- Instruction Grades 1st – 5th: Minimum Days – 7:45 am -11:50 am
- Instruction Kindergarten: 8:05 am–2:10 pm
- Instruction Kindergarten Minimum Days – 8:05 am -11:15 am
- Instruction Transitional Kindergarten Regular Days - 8:50 am – 12:15 pm
- Instruction Transitional Kindergarten Minimum Days – 8:50 am – 11:50 am

ARRIVALS

Students arrive through the front entrance door. School supervision is not provided prior to the opening of campus. The school campus opens at 7:20 a.m. Once students enter school, they report to the cafeteria where they can eat breakfast or proceed to the blacktop area.

Do not bring your students prior to 7:20 a.m., because there is no supervision until that time.

Students may not leave the school grounds during the school day. Students will only be dismissed to those listed on the emergency contact list. After a student is properly checked out, they will be called from class and released.

DISMISSALS

All students are dismissed from the front of the school. Students are dismissed from designated areas; Kindergarten from Kindergarten entrance points, First and Second Graders in front of Kinder Playground, Third, Fourth and Fifth in front of office, library and gate. At the end of the school day, students are expected to go directly home. All students **MUST** wait with teachers at the dismissal spot until picked up by an authorized adult, or an approved older sibling. If parents/guardians wish to give permission to their child to walk home, a form from the office (*renewable every year*) must be completed.

Students who are not picked up within 10 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.

In an effort to avoid classroom interruptions, please inform your student in the morning before school begins about any changes to their pick-up schedule.

To minimize interruptions, students will not be dismissed 15 minutes before the end of the instructional day. Students will not be called out of class after 2:05 pm on regular days and 11:35 am on minimum days, unless there is an emergency or prior arrangement made.

Please make every attempt to schedule doctor/dentist appointments after school or during off track times.

Students are not allowed to be picked up from classrooms. Students need to be checked out at the office. Students will then report to the office to be released.

SCHOOL VISITORS

Adults may visit the school whether they have a child enrolled or not AS LONG AS THEY HAVE LEGITIMATE BUSINESS ON CAMPUS AND HAVE PERMISSION FROM THE OFFICE AND THE PERSON BEING VISITED. If necessary, an administrator or designee will accompany the visitor. If an adult visitor becomes disruptive, disrespectful, or dangerous in any way, the office and possibly the police will be alerted. All visitors must check-in to the office before going to the classroom and all must have a visitor's pass. Visitors are required to have a valid form of Photo Identification. Visitors need a Visitor's Pass to be allowed on campus and in classrooms.

SITE POLICIES AND PROCEDURES

ADDRESS CHANGE PROCEDURES

If you move during the school year, you have five days to notify the school of the change. You will need to come to school to fill out a change of address form and bring a utility bill (as proof of address). If you move outside of FUSD boundaries, you will be required to complete an Inter-district transfer.

ANIMALS ON CAMPUS

Animals occasionally come on to school grounds. Students and visitors should not attempt to catch or pet the animal. Even the mildest animal may become frightened when children crowd around, call out, or corner it. Notify the office immediately if an animal is on campus.

When picking up students, please do not bring pets as they are not allowed on campus.

ATTENDANCE PROCEDURES

Absence notes are to be received from the parent/guardian for each absence. Telephone contacts from the office and verification forms may be accepted in lieu of parent notes.

Attendance calling is done daily in the office. Attendance is completed using the district's computer system (Q) each morning by 9:00 a.m. Students are expected to be in their seats and ready to learn at the start of class (7:45 a.m.) every day.

SART attendance forms and meetings with the principal/assistant principal/designee will be used to monitor students with chronic attendance problems, including tardies and early pick-ups.

ABSENCES

California has a positive attendance law: i.e. schools only receive funding for actual days of attendance. Please be sure your child attends school every day.

IMPORTANT

Whenever your child is absent, please call the school (357-5320) or send a dated note on the day of the child's return stating the reason for the absence.

You also have the option to complete an Independent Study Contract if your child will be out for a long period of time.

Upon the student's return, the homework will be verified, and credit will be assigned for the successful completion of that contract. Absences will reflect "Independent Study" school records.

Continuous absences may result in a SARB (School Attendance Review Board) referral.

TARDIES

Students are expected to be in their seats and ready to learn at the start of class (7:45 a.m.) every day. Students who are tardy must report to the Office Clerk. **Tardies in excess of thirty minutes on three or more days during the school year shall be classified as truancy. All truanies are reported to Child Welfare and Attendance (CWA) and trigger the SART process.**

EARLY DISMISSAL

Students who leave the school before the regular dismissal must be checked out through the office. We cannot dismiss a child early by telephone call. In addition, to avoid interruptions, **students will not be dismissed 15 minutes before the end of the instructional day, unless it is an emergency.**

TRUANCIES

Parents will be notified of absences. If you do not recognize an absence, contact the school immediately.

CalWORKs

Law AB1542, CalWORKs, became effective January 1, 1998. CalWORKs emphasizes personal responsibility. CalWORKs has rules that require regular school attendance by children ages 6 through 17, who receive CalWORKs cash aid. Schools are required to verify the attendance of children receiving CalWORKs cash aid. If the child is not regularly attending school, the family's cash aid will be decreased.

The purpose of CalWORKs school attendance verification is to encourage parents and children to maintain school attendance levels that support academic achievement and the socialization process. These results would better prepare children as future adults to successfully enter and maintain a self-supporting lifestyle.

SCHOOL ATTENDANCE REVIEW TEAM

Continuous absences will result in students becoming part of the SART process. The SART process is established as an intervention to improve student attendance. The goal of the SART process is to remedy negative student attendance through a partnership with the district, school, parents, and student. The SART process follows a series of steps as listed below:

SART 1: letter to the parent when the student has three (3) unexcused or unverified absences and/or three (3) tardies of 30 or more minutes.

SART 2: letter to the parent for further excessive absences and/or tardies. The parent is requested to set up a meeting with school personnel (Community Liaison/Counselor/Assistant Principal) to discuss the attendance problem.

SART 3: letter to the parent for still-continuing absences and/or tardies. A meeting time and date will be scheduled for the parent to meet with the assistant principal.

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

EXCESSIVE ABSENCES: letter to the parent for absences totaling over 10% of days enrolled. A meeting time and date will be scheduled for the parent to meet with the assistant principal.

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

CalWorks Notice (TAD) to the appropriate agency for the parents of students who receive public assistance is also sent when absences exceed 20 in any given school year. The family's public assistance could then be reduced.

- **Field Trips:** A field trip is any planned and prepared experience outside the classroom that is related to the learning process for the entire class group. ***Students may not go on a field trip without a permission slip signed by a parent.*** Only parents from the classroom or school employees may be chaperones upon approval by the principal. Preschool children and any child not enrolled in the participating class may not accompany chaperones on field trips. Teachers will select the chaperones and determine how many are needed on a trip. In the event more parents volunteer than actually needed, a lottery system may be used at the discretion of the principal. Students with severe physical conditions (e.g., diabetes, epilepsy, severe asthma) are encouraged to participate but will require the presence of a parent/guardian. Alternatively, prior arrangement upon parent request can be made with Comprehensive Health so that an assistant can be provided for the event.
- **Jay Walking:** Please remember to use the crosswalks at Owen Avenue and Arrow Route. It is a safety hazard to have small children darting between cars and running across the street.
- **Animals on Campus:** Animals are not allowed on campus. Anyone with a pet on campus will be asked to take the pet off campus. According to California Vehicle Code 21113(a), "No person shall drive any vehicle or animal, nor shall any person stop, park, or leave standing any vehicle or animal, whether attended or unattended, upon the driveways, paths, parking facilities, or the grounds of any public school."
- **Internet Policy:** FUSD has established a Student Internet Acceptable Use Policy that parents must sign and agree to follow for students to have access to the Internet. Supplementary Porter policy states that students may not communicate with anyone online. Also, specific sites are blocked, and additional sites are prohibited. Inappropriate Internet access will result in disciplinary action.

- **Cafeteria Services:** Ted J. Porter Elementary offers both a breakfast and lunch program for students. Both programs are free. The breakfast program is offered from 7:20 a.m. until school begins. Lunch occurs during the school day. Students with sack lunches may select milk from the cafeteria. We expect students to maintain a satisfactory standard of conduct and self-control in the cafeteria. We call this standard of conduct “restaurant manners.” Under the district wellness policy, students are permitted to bring **nutritious snacks** to the outdoor picnic tables during the first recess of the day. **(Note: Candy, gum, energy drinks, and canned/bottled soft drinks are not allowed).** Supper is available for students remaining after school beginning at 2:25 p.m.

Cafeteria/Lunch Rules: Students are expected to:

- Respect and obey school site aides at ALL times
- Pick up after themselves
- Remain seated and raise their hand to be excused.
- Not throw food or pop bags.
- Show good eating manners.
- Eat in a reasonable amount of time and leave the lunch area when finished.

Playground Rules: Students are expected to:

- Not push, shove, or engage in other rough horseplay.
- Place balls, jump ropes, etc. in the designated trash can or other container by the door—students may pick it up when they leave the cafeteria.
- Not remove other people’s play equipment from the ball container.
- Walk to and from the playground.
- Play safely on the playground after being excused.
- Not fight, hit, or chase. NO PLAYING TAG.

Food Policy:

The Fontana Unified School District Wellness Policy prohibits schools from allowing unhealthy foods on campus.

Change of Phone/Address Information:

- Please notify the school when there is a change of your address or home or work telephone number or when information changes about your child’s health status.

Emergencies:

It is especially important that we have accurate, up-to-date information including the name and telephone numbers of the person to contact in case of emergency concerning your child. It is important to list three contacts, if possible. We need to be notified immediately if this information changes. Students will only be released to persons listed on the student’s emergency information record.

Emergency Messages:

We are interested in the safety of your child. If you need to have your child go home with someone else or in a different manner than usual, please call the school in the morning and notify his/her teacher. Please do not call the office with a message unless it is an absolute emergency. We must verify each call that concerns a change in school directions for a student. Thank you for your help and understanding.

Cell Phones and Electronic Devices Policy for TK-8 Schools

Introduction

To promote a focused and engaging learning environment, students are expected to be fully present in their classes and school activities. This policy establishes guidelines for student use of cell phones and electronic devices during school hours. It is designed to minimize distractions, support student engagement, and ensure compliance with school safety and communication protocols. The following outlines the expectations for cell phone and electronic device use, which will be reviewed with students and parents annually.

Use Restrictions

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

Classroom and Emergency Use

- Cell phones and electronic devices may only be used in classrooms when explicitly authorized by the teacher for educational purposes. Students should refer to the teacher's course syllabus.

Definition of Educational Purposes

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

Filming and Photography

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

School-Related Off-Campus Activity Cell Phone Use

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

Policy Violations and Consequences

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

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

Confiscation and Security Protocols

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

Accountability & Security

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

Exemptions

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

Compliance

- Students are expected to follow all staff directives related to this policy. Repeated violations may result in progressive disciplinary action, including the revocation of device privileges for the remainder of the school year.
- This policy is reviewed annually and may be updated to reflect district regulations and evolving best practices in student safety, digital citizenship, and academic integrity.

Final Thought

This policy is designed to foster responsible digital habits while promoting student engagement and well-being. By minimizing distractions and encouraging participation in school activities, we are preparing students to develop the self-discipline and social skills necessary for success in high school and beyond.

Library:

The main purpose of the library is to help strengthen the instructional program of the school. Students will visit the library on a regularly scheduled basis. Students may be sent to the library with a specific assignment from their teacher and are assisted in finding information or materials to help them. Students are allowed to check books out of the library.

Lost/Damaged Books:

Textbooks and other reading materials are furnished to your child by the school system 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 any given school year. Students must pay for the loss or abuse of textbooks. All lost/damaged books will be charged at the replacement fee for the book(s). Parents are liable for paying to replace all lost or damaged library books.

Lost and Found:

Lost and found articles are kept for a reasonable time outside the cafeteria. Items left unclaimed for long periods of time will be donated to a charitable organization. Parents will be reminded through Parent Square to come and look for lost items before this occurs. Please label all outer clothing and other personal belongings such as backpacks with your child's name.

Non-Discrimination Notification (Board Policy 5145.3):

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

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

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Board Policy 5145.7 protects students at all grade levels. **E.C. 200-262.4 Prohibition of discrimination**

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. California Code of Regulations, Title 5 Section 4600 through 4671, Board Policy 4145.3(a)

Free inquiry and exchange of ideas are essential parts of a democratic education. The Governing Board respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not. Student liberties of expression shall be limited on a nondiscriminatory basis only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of all members of the school community. Prior restraint shall be exercised only when student expression violates the limitations set forth in this policy.

In keeping with the California Education Code, the Board prohibits any expressions or materials, which are obscene, libelous or slanderous according to current legal definitions. The Board, likewise, prohibits expression or materials,

which demonstrably incite students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the school's orderly operation.

Uniform Complaint Procedures (Board Policy 1312.4):

The Governing Board recognizes that the district has primary responsibility for ensuring that it complies with state and federal laws and regulations governing designated educational programs. The Board shall be informed of all complaints filed with the Superintendent's Office in a timely manner. The District Human Resources Office shall investigate and seek to resolve complaints at the local level. The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parents in a dispute. Whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent, or designee, shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent, or designee, shall ensure that mediation results are consistent with state and federal laws and regulations. All complaints concerning alleged violation of state or federal law or regulations shall be handled in accordance with legal requirements, Board policy and administrative regulations. The Superintendent or designee shall determine the appropriate method for investigating a complaint in compliance with this policy. An investigation of each complaint shall include all relevant evidence presented by the complainant and/or representative. The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures and shall protect the identity of the complainant as appropriate. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Transportation Services:

Transportation to and from school is available for students who qualify and pay. Students must comply with transportation rules and regulations, or bus privileges will be suspended. Other information concerning transportation may be obtained by calling the Transportation Department at 357-7510.

Conduct While on the Bus

1. Students shall respect and follow the direction of the driver. All school rules apply on the bus.
2. Students shall assist in keeping the bus safe and sanitary at all times.
3. Students shall sit and remain seated while the bus is in motion. If applicable, students will be seated in their assigned seats.
4. Students shall not throw anything inside the bus or out of the bus windows and should keep hands and head inside the bus at all times.
5. Students shall never tamper with the bus or any of its equipment. Damage shall be paid for by the offender.
6. Riders should keep the volume of their talking and laughing at conversational levels. Loudness and unnecessary confusion could divert the driver's attention and result in an accident. When approaching a railroad crossing stop, riders shall remain silent.
7. Students shall remain in the bus in case of road emergency, unless directed to do otherwise by the driver.
8. Students shall keep personal items out of the aisles.
9. Disrespectful, obscene or vulgar language and gestures are not allowed.
10. Food or beverages are not to be consumed on the bus, and use of tobacco is prohibited.
11. Students on trips must respect the instructions of the chaperones who have been appointed by school officials to accompany the bus drivers.

Disciplinary Procedures

Safety is a prime concern, and appropriate behavior is the expectation. Students who do not follow expectations shall be subject to disciplinary procedures which may include:

- Written warning
- Student/parent conference with administration
- Suspension of bus riding privileges
- Detention in the office
- Suspension in or out of school

INSTRUCTION AND RELATED PROGRAMS

Reporting Student Progress:

Individual parent conferences are held once each school year in the fall. Conferences provide parents and teachers with an opportunity to discuss each child as an individual. Through a free exchange of information and ideas the school becomes more effective in planning and carrying out programs that meet each child's individual needs. Either the teacher or parents may initiate additional conferences. Parents are encouraged to make communication a two-way process. Contact the school and make appointments for conferences whenever you deem it necessary. Report cards will be provided three times a year. In addition, communications from school personnel concerning behavior, homework, or other personal matters will be sent to you if the need arises.

Retention Information: State law dictates that students not achieving the grade level standards in specific content related skills are to be retained. The grade level standards have been established by the California Department of Education and are the basis for the statewide CST testing program. All students in grades 1-8 will be identified according to the specific curriculum components. The retention / promotion identifying areas are the MAPS standardized tests, district assessments, and grades. Students and parent/guardians will be notified if the student is at risk of failing a grade. Students who are notified that they may be failing can change their status by earning passing grades in their classes and earning passing marks on the district assessments. Additionally, students who are notified they may be failing a grade may be assigned to receive additional help in reading, writing, or math. This extra help may be held before or after school. It is important that all students take their classes seriously, and work to their full potential. If you have any questions about this policy or how your child is doing compared to the standards, please see their teacher.

Counseling: A counselor may be available to help all students. Some of the services available include working out problems with friends, family, schoolwork, parents, teachers, or classes.

Curriculum/Units of Study: The Fontana Unified School District has developed and adopted Curriculum/Pacing Guides. A Curriculum/Pacing Guide provides a framework that specifies the content of district curriculum. Although individual teaching strategies are left to the discretion of the school and the teacher, course content as outlined in the Curriculum/Pacing Guide is mandated. All teachers use these Curriculum/Pacing Guides in their long- and short-range planning to ensure curriculum is being introduced and taught at appropriate grade levels.

English Language Learner Program (ELL):

The ELL program provides opportunities for non-English or limited English-speaking students to develop English language skills while continuing to make progress in their grade level curriculum. All Porter Elementary students who are limited in their English language development are assisted to develop fluency in English and have equal opportunity for academic achievement and access to the core curriculum.

Reading:

For reading success, it is important that students read outside of the classroom. A good amount of time is between 20-30 minutes each day. Students should read books at their reading levels. See your child's teacher for information about his/her reading level and appropriate book choices. Porter Elementary has implemented the Accelerated Reader Program school wide.

Single Plan for Student Achievement: The Single Plan for Student Achievement (SPSA) is a state program that requires the school to coordinate services to students. For example, if we have limited English proficient (LEP) students, resource specialist (RSP) students, and gifted (GATE) students, we work to coordinate the services to these students so that they all receive the basic core curriculum and so that they are not out of the general education classroom often.

School Improvement: School Improvement is a state-funded program serving all children. This program is based on a philosophy that recognizes each student as a unique individual, requiring activities appropriate to age, interests, needs, and talents. Parents and staff on the School Site Council work together to plan and evaluate curricular programs which provide rich educational experiences for students.

Title I: Title I is a federally funded program. The goal of the Title I program is to provide extra help and instruction for those students who need it the most. Porter Elementary is a school wide Title I school, therefore, all students benefit from extra help and instruction. At Porter Elementary, classroom teachers, instructional aides, and Title I Support teacher will work with all students to provide additional support in language arts.

Special Education: Special Education is provided by our district for students with exceptional needs. These needs may be physical, developmental, or cognitive. They may involve extra support or enrichment. Admission to these special programs is based upon an individual study made by an Individualized Education Planning Team. Referrals for participation may be made by a teacher, administrator, or parent.

Speech, Language, and Hearing: Speech and language services are provided for identified students whose speech and language needs cannot be sufficiently addressed in the general education classroom. The classroom teacher, parent, or administrator refers a student for these services. A trained speech and language therapist assesses the student; if a significant language/speech disorder is found, a program is established to meet the needs of the student.

Coordination of Services Team (COST): In order to provide the best education program for all Porter Elementary students, a Coordination of Services Team has been organized to make suggestions regarding educational services for students. Members of this team include the principal or designee, classroom teachers, counselor, school psychologist, and the parents of the student who is having school difficulties that impede his or her learning. They meet to discuss strategies for helping a student experience learning success.

Vocal Music and Chorus: Chorus and vocal music are provided for students on a weekly basis for interested students, as well as through the district enrichment program for grades 4-5.

Wednesday Minimum Days: Every Wednesday through the school year is a minimum day. Transitional Kindergarten is dismissed at 11:50 a.m. Kindergarten is dismissed at 11:15 a.m. Grades 1-5 are dismissed at 11:50 a.m. Please confirm either walking or transportation for this early dismissal time.

Intervention Classes: Porter offers support for students who are at-risk of retention or are candidates for retention through Intervention classes contingent upon funding. Classes are offered in Math and Language Arts. Grade levels and subjects are scheduled according to program availability and/or teachers. Daily attendance is required.

Attendance at Intervention does not guarantee promotion to the next grade level, however, it is recommended to assist and support those students in need.

SCHOOL CLIMATE:

A Safe, Caring and Disciplined School Environment

Philosophy of Discipline: We view a safe and orderly campus as an essential component for successful education. Student discipline at Porter Elementary helps each student to act responsibly. All students will comply with the Porter Elementary School Rules, pursue the Fontana Unified School District Curriculum Guides and Curriculum Standards, maintain proper standards of dress and appearance, and be accountable for their conduct to and from school. The following behavior standards are taught to support students in achieving these goals:

PORTER ELEMENTARY SCHOOL RULES

1. Come to school every day, on time.
2. While you are at school, always do your **PERSONAL BEST**.
3. Respect yourself and others.
4. Always walk when in any school building or on the walkways.
5. Never chew gum at school; gum chewing is NOT allowed.
6. Leave toys, equipment, and other personal items at home unless you have prior permission from your teacher.

SCHOOL CLIMATE:

Campus Exclusions

Students are not allowed to bring cell phones, smart watches, video type games, markers, toys, cameras, trading cards, hard balls, skates, scooters, rollerblades, skateboards, laser pointers/pens or any other item not necessary for class instruction. These items will be confiscated, and parents/guardians will be notified. Furthermore, the following items will be confiscated with disciplinary action and a citation issued: explosive devices (including firecrackers, cherry bombs, stink bombs, caps/snaps, etc.), weapons, look-a-like weapons, guns, knives, screwdrivers and other tools, sling shots, brass knuckles, and/or any other items designed to easily be used to cause physical harm. The school/district is not responsible for lost or damaged personal property.

Areas of Responsibility in Discipline

The Principal: The school principal shall be responsible to the superintendent of schools for the conduct of the students. The principal shall have the responsibility and authority to form a school rules committee, review and approve rules and regulations submitted by that committee and implement district policies related to standards of student behavior.

Principal's Designee: The principal's designee is an administrator or other certificated person at the school site, specifically designated in writing by the principal to assist with disciplinary procedures.

Teachers: Teachers shall be directly responsible for adequate control of students under the supervision of the school staff. This responsibility shall extend to the active and effective enforcement of school rules and appropriate classroom and campus behavior.

Students: Each student will maintain a satisfactory standard of conduct and self-control and will be diligent in study and will adhere to the rules and regulations of the school.

Parents and Guardians: Parents or guardians shall be held responsible for cooperating with the school authorities and seeing that their children are diligent in study and attendance. Parents or guardians are expected to participate in conferences regarding the behavior of their children. Parents/guardians shall be held responsible for the willful misbehavior of their children and damage to school property as provided for in the Education and Administrative Codes of the State of California.

Specific School Rules

The following specific school rules are also necessary for creating and maintaining a safe and productive school environment.

Arrival/Dismissal: The school opens at 7:20 a.m. Students are *not* to arrive before then. Parents/Guardians are advised that there is *no supervision* provided on the playground before that time. Students eating breakfast at school may be in the supervised eating area from 7:20 a.m. to 7:45 a.m. Students will leave school promptly after dismissal.

Student Drop-Off Procedures: Students may be dropped off at 7:20 a.m. at the entrance gate. The lane closest to the curb is for drop-off. Please do not use the other lane for drop-offs because that is a passing lane. Please drop off your students and exit through the exit gate. If you need to park your car, please park in a parking space in the lot.

Student Pick-Up Procedures: The Entrance Gate will be locked until dismissal time although parents may wait in front of the gate until dismissal. To provide a safe environment for our students, only use the lane closest to the curb for picking up your students. Please **DO NOT** double park your car or park your car in the passing lane. Students will be supervised and released to parents by Porter staff. Do not, under any circumstances, drive in through the exit gate.

Car Riders: The following traffic rules have been established for the safety of our students. Remember to drive no more than 5 mph in the school parking lot. Only drop-off and pick-up students in the front of the school where there is supervision. Stop for all school buses with flashing lights. Please remember to obey all signs and directions by school personnel.

Assemblies: Periodically students have opportunities to participate in scheduled assemblies. The purpose of the assemblies is to enhance the educational program. Students are required to demonstrate appropriate behavior and follow the Code of Conduct. Students are to enter and exit in an orderly manner under the teacher's supervision. Students are to give respectful attention to the presentation. **Booing and whistling are not appropriate assembly behaviors.** Students may be dismissed from the assembly if eligibility requirements for participation are not met and/or improper behavior is demonstrated.

Courtesy and Respect: Students will always show courtesy and respect toward themselves, adults and other students.

Lunch Areas: Students will wait quietly in line and exercise good manners. Shouting and screaming will not be allowed. Students will not throw food or remove food from the lunch area. Students will clean up after themselves. Students will be dismissed from the lunch tables by the school site aides and are to walk to the playground once they are dismissed.

Playground Activities: Students are expected to always conduct themselves in a safe and orderly manner and to follow playground rules. No physical contact is allowed on the playground unless permitted by official game rules. Games are to be played in designated areas. Equipment is to be used properly. Students are to get drinks from the water fountain before the bell rings. When the bell rings, students are to line up at the designated area on the playground and wait for their teachers.

Restroom Use: Students will not play in the restrooms or disturb others who are there at the same time. Students should respect others using the restroom. Used paper towels will be placed in the trashcans. Toilets will be flushed after using an appropriate amount of paper. Students will be responsible for keeping the restrooms clean and neat. ***Students will be allowed to use the restrooms when they ask.*** This policy should be administered in a reasonable manner in regard to the student and to the teacher's instruction.

School/Classroom/Library Rules: Students will obey all rules, participate in school activities and follow the directions of all school personnel. Students will promptly obey the directions of all school personnel.

Playground Rules

Playground rules for games, behavior and equipment have been developed based on a need for safety and respect for others. All students will be taught the appropriate rules, and all adults will enforce them.

1. Students will freeze when the first recess bell rings. When yard duty personnel blow their whistles, students will walk to their respective lines, whether on the grass or asphalt.

2. Students will get drinks or use the restroom **before** the bell has rung.
3. Skateboards, roller blades, scooters, bats, or hardballs are not allowed at school.
4. Students will use balls correctly. Playground balls, basketballs, and volleyballs should not be kicked.
5. Rocks, sand, dirt, or any other dangerous objects should never be thrown.
6. Students will respect the rights of our school neighbors by staying away from fences, leaving pets alone, and not throwing objects over the fences.
7. Climbing trees, buildings, poles, or climbing or walking ON TOP OF playground equipment is not permitted.
8. Students may toss a football but are not to play tackle games. No tackle games of any sort are allowed.
9. Students are expected to obtain permission and get a note from the adult on duty prior to coming to the office. If students are on the playground, they are to see the adult on duty and to follow the instructions given to them.
10. Students are not to play games of chase/tag on the playground equipment (jungle gym, etc.)
11. Pushing, kicking, hitting, or fighting with others, serious or playing around will not be tolerated.
12. Baseball/softball bats are to be used ONLY during supervised physical education.

Other rules that may not be listed in the Playground Rules list but should be followed:

- No food on the playground at any time,
- No leaving campus without permission from the office
- No toys that resemble weapons
- Students must allow any other student to join a game in progress. No fair excluding others!
- Students may only go across on the bars—no chicken fights!

Consequences: Students who become involved in misconduct while under the jurisdiction of the school will be subject to appropriate disciplinary action. Depending on the nature or frequency of the misconduct, one or more of the following options may be exercised.

- The teacher may have a special conference with the student.
- The teacher may initiate telephone or letter contact with parent/guardian.
- The student may be sent to a partner teacher.
- The teacher may initiate a special conference with a parent/guardian.
- The student may lose classroom, assembly or field trip privileges.
- The teacher may refer the student to the principal/designee for disciplinary action.
- The principal/designee will initiate an Office Referral or personal contact with a parent/guardian. If the principal/designee determines consequences are necessary to change behavior, students will be given consequences related to the misconduct. (Example: after school detention, behavior contract)
- The parent may be requested to shadow the student.
- The student may be suspended from school by the principal/designee.
- The student may be referred to the School Attendance Review Board (SARB) by the principal/designee.
- The student may be expelled from school by the Board of Education.

Definition of Suspension: Suspension means the removal of a student from ongoing instruction for behavioral adjustment purposes.

Suspension by Principal/Designee: Suspension shall be imposed only when other means of correction fail to bring about proper conduct; however, a student, including students with exceptional needs, may be suspended on a first offense for any of the reasons in Education Code 48900. As in the case of suspension from class, the student has the right to know the charges and to offer an explanation of what happened.

Students may be suspended or expelled whenever the principal/designee determines the student has committed an act in violation of Education Code 48900 in the district or in another district, and the act is related to a school activity or school attendance which occurs at any time ***including but not limited to*** any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During lunch period whether on or off campus.
4. During or while going to or coming from school-sponsored activities.

Sexual Harassment: All staff and students at Porter are required to review the district's sexual harassment policy, view a video and Grades 2-5 will sign an NCR form indicating they received the training. When an allegation comes forward of sexual harassment, a red file is initiated, and a complete investigation is conducted. Upon completion of the investigation, a disposition is forwarded to the appropriate personnel at the district office.

No-Discrimination Policy: At Porter, we believe diversity is a source of strength for both our school and the community at large. Therefore, any use of derogatory language, discrimination, or slur on the basis of race may lead to suspension of the offender with mandatory parent conference (Education Code 48900 section i).

Education Code Section 48900, Grounds for Suspension: A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (q), inclusive:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performances of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. “Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - 1. While on school grounds.
 - 2. While going to or coming from school.
 - 3. During the lunch period whether on or off campus.
 - 4. During, or while going to or coming from, a school sponsored activity.
- r. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section. Except that a pupil who has been adjusted by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- s. As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- t. A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- u. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

EC48900.2, Suspension – Sexual Harassment: In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment.

EC48900.3, Suspension For Hate Violence: In addition to the reasons set forth in Sections 48900 and 48900.s, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.

Due Process: Prior to the decision to suspend a student (except under emergency conditions) an informal conference must be held with the principal/designee and student to afford the student an opportunity to know the charges and to offer an explanation of what happened.

The parent/guardian shall be notified as soon as possible by telephone, letter or other reasonable means of the decision to suspend a student from school. A notice of the suspension will be mailed or given to the student's parent/guardian.

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

Search and Seizure: The principal/designee has the authority to conduct searches when reasonable grounds exist that the student has violated a rule, regulation or statute. The following regulations apply:

Personal Search: A personal search shall be defined as any inspection of a student's desk, purse, pocket, book bag or similar receptacle used for the student's belongings.

1. The decision to search may be made by the principal/designee whenever there is reasonable suspicion that a student has violated a rule, regulation, or statute.
2. The principal/designee may call the police to conduct or assist in any search.
3. No "strip search" shall be conducted by any school employee.

Street Gang Definition: A street gang is defined as a group or subgroup which has two or more members who socialize on a continuous basis, has a name, claims a geographic territory and whose members plan or engage in criminal conduct.

Street Gang Prevention: Articles of attire and the display of symbols, emblems or signs related to gangs or gang affiliations are strictly prohibited on the school campus.

Gang symbols, signs and attire may cause rival gang members to be openly hostile to each other or create an atmosphere of intimidation, encourage the commission of illegal acts or intimidation, encourage the commission of illegal acts or disrupt the educational process and are therefore prohibited.

Continued acts of defiance and disruption of the educational process may result in disciplinary actions including suspension/expulsion.

Use of Electronic Devices: Use of electronic listening or recording devices without the consent of the principal/designee and teacher is illegal and may be grounds for disciplinary action.

Cell Phones, Smart Watches or Mobile Devices:

Students are not allowed to use cell phones, smart watches or mobile devices during school hours which include recess and lunch. All communication between students and third parties must be made through Porter staff. The school understands parent concerns and will not take action as long as cell phones, smartwatches and mobile devices remain out of view. Cell phones, smart watches or mobile devices in plain view will be confiscated and logged in the front office. Parent will be notified, and device will be released only to an adult.

Laser Pointers and Shock Instruments: Any student who possesses a laser pointer/shock instrument shall have the pointer/instrument removed from his/her possession. The act shall be reported to the principal/designee and the Fontana School Police and student will be suspended.

Weapons: Any FUSD personnel may remove from the possession of any student any firearm, knife, explosive or other dangerous object while the student is on school premises or engaged in any school sponsored activity or under the authority of the school. This act shall be reported to the principal/designee. The student will surrender all dangerous objects and will be subject to disciplinary action. Parents and appropriate law enforcement officials shall be notified by the principal/designee of the taking of weapons and the disciplinary action followed. Weapons or illegal objects will be turned over to the police.

Replica Weapons: Any student who possesses a replica of a firearm or other deadly weapon is subject to the same rules and disciplinary action that apply to weapons. Replica weapons are not allowed on any campus in the Fontana Unified School District.

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.

Earrings: Studs, stretchers, spikes, and over-sized earrings may not be worn at school for safety reasons.

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.

Shirts/Blouses: Oversized shirts or blouses that are too long are not acceptable because it presents a safety hazard when students are playing. See-through or fishnet fabrics, halter tops, spaghetti straps, 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, 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 and should be appropriate for school activities. Sandals must have heel straps and toe straps. Heelys, flip flops, backless shoes, backless sandals, bedroom slippers, moccasins, footsies 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, caps and hoods at flag ceremonies and inside classrooms or buildings. Hats or caps may not be worn backwards at Porter Elementary. Students may not trade or share hats or caps.

****In case of questionable dress (not covered in the rules listed above), the site administrator will make the final decision. Appropriate action will be taken at the time. When necessary, a home contract will be made seeking parental cooperation and assistance.**

Special Comments: Classroom or grade level special events and activities will be announced prior to the special events and students may wear special clothes when they participate on these special days. Students may wear special clothes on picture days. Dress should be suitable and comfortable for normal school activities. Health and safety are guides to acceptable school attire.

STUDENT RECOGNITION

Porter Elementary School has many outstanding students. In order to recognize student achievements and improvement, we have established a student recognition program. A student may be recognized in one or more of the following areas:

Student of the Month Award: Each month teachers will have an opportunity to recognize one student as "Student of the Month". This student will be selected on the basis of academic achievement or improved effort.

Perfect Attendance: Students who have not missed a single day of school for any reason for an entire semester will receive a Perfect Attendance certificate at each semester's awards assembly. Students who have perfect attendance for the entire year will receive a special award at the end of year awards assembly. Absences due to doctor visits may not be cleared to obtain perfect attendance. Therefore, parents are encouraged to make appointments outside of the school day.

Saturday school participation WILL NOT make up for lost days of attendance for the purpose of receiving a Perfect Attendance Award.

Principal's Honor Roll Awards: This award is given each semester grades 1-5, all "4's" on their report card.

Teacher Recognition Awards: These awards are given to selected students at each semester awards assembly to recognize students who have made academic or behavioral growth. The specific areas are determined by the individual teacher.

Certificates of Completion: All fifth-grade students being promoted to middle school are recognized and given a certificate at the end of year special assemblies.

EMERGENCY PLAN

Porter Elementary School has a Disaster Preparedness Plan. It provides for the safety of children and staff in a variety of emergencies. Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and disaster drills are scheduled to practice proper safety procedures and adhere to all safety guidelines. If a disaster occurs, we realize parents and children will want to be together. Until this can be safely accomplished, however, children will be cared for at school. The school will maintain strict accountability for the release of students and will have a process that includes a checkout procedure that requires a signature for student release to an adult listed as an emergency contact on the student data card. Parents need to assist the school in this plan by ***providing accurate information on addresses, telephone numbers, baby-sitters, medical conditions, doctors, etc. Information needs to be updated as it changes.*** Parents coming on the campus during an emergency will need to strictly adhere to the emergency procedures in effect.

HEALTH SERVICES

A health clerk is available daily to answer your general health-related questions. A school nurse is on call for emergencies only. When an accident or illness 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 classroom activities will be sent home. This is not only in the best interests of the ill 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. ***You are urged to see that the emergency contacts are kept up to date. Please notify the school at once when your address or phone number or that of a contact person has been changed.***

Medication: Legislation prohibits schools from administering medication to students without a medical statement from a physician. Students needing occasional medications, such as penicillin, etc., for colds, earaches and sore throats are to take these medications at home, when possible. Medication that is prescribed three times a day can be given before the student comes to school, after school and again at bedtime. However, if medication ***MUST*** be given at school, an adult must personally deliver it and the district form, "Administration of Prescribed Medication for Students," filled out by the physician and returned to the health office. Forms are available in the health office. The health assistant or the school nurse will then administer the medication accordingly.

Required Immunization Against Communicable Disease: Senate Bill 535 added to the Health and Safety Code Division 4, Chapter 10, Section 3480 and 3489, requires that:

All students entering California schools must produce proof of immunization against:

- | | |
|---------------|-----------------|
| a. diphtheria | e. measles |
| b. pertussis | f. mumps |
| c. tetanus | g. tuberculosis |
| d. polio | h. varicella |

Child Health and Disability Prevention Program: The State of California requires that all students entering kindergarten have a health screening prior to school entry which includes the following:

1. Health and developmental evaluation
2. Physical examination
3. Vision and hearing evaluation
4. Tuberculin Test
5. Blood and urine screening
6. Necessary immunizations

7. Nutritional evaluation

When screening is complete the child receives a certificate which should be given to the school at the time of school entry. Those parents who do not want their children to have the examination must sign a waiver certificate that must be filed in the school office. The State of California will pay for the health screening of children who are in the following groups:

1. All Medi-Cal recipients.
2. All kindergarten age children whose parents'/guardians' income falls below a specific level (check with the Department of Public Health for eligibility).

Insurance: Although Porter will exercise 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.

Smog Alert and High Heat Procedures: When Porter Elementary School is notified that a health advisory or smog alert exists, the staff will be notified. Staff members will inform their students of the health advisory or smog alert, advise them of the dangers and take the necessary action to ensure the curtailment of student participation in strenuous play or exercise during a smog alert.

Parents are urged to explain to their children why they should avoid anything that causes hard breathing or mouth breathing during a smog alert.

When temperatures are excessive, 100 degrees Fahrenheit or above, "hot weather precautions" shall be observed. Encourage your children to:

- a. wear light clothing
- b. limit their physical activity both indoors and outdoors
- c. remain in areas protected from the sun
- d. drink large amounts of liquid

NO SMOKING POLICY

SMOKING IS PROHIBITED ON SCHOOL PROPERTY PER BOARD POLICY 3513.3:

"In the best interests of students, employees and the general public, the Governing Board therefore prohibits the use of tobacco products at all times on district property and in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from the district."

"This policy shall be extended to include outside areas on the grounds of buildings and structures owned and operated by the Fontana Unified School District on July 1, 1995." Policy Adopted: May 19, 1993

PARENT INVOLVEMENT

Visiting School: If you have a particular activity you wish to see, it would be wise to consult with the teacher ahead of time. The office is pleased to assist you in this matter where they will be issued a visitor's badge. ***We require that any person coming to the Porter Elementary campus check in through the office.*** This procedure is a precaution for the safety of our students.

Volunteer Requirements: All volunteers must complete a Volunteer Authorization form in the office.

Parent Volunteers: Volunteers at Porter are very much wanted and appreciated. The following guidelines have been prepared for you:

- Please sign in and out at the office anytime you are on campus and obtain volunteer identification to wear.
- Please avoid questions or discussions with teachers about your individual child while volunteering in the classroom. This is not an appropriate time to conduct a conference.
- Smoking is not allowed on campus or campus parking lots.
- The use of profane language at school is inappropriate.
- Please refrain from making negative comments about students, staff, or other volunteers. If concerns should arise, please discuss the matter with the staff involved or notify the office.
- Small children are not allowed to accompany parents volunteering in the classroom.

Parent/Teacher Association (PTA): The PTA is Parents, Teachers, and Students working together to:

- Promote the education, health and welfare of children in the home, and community.
- Raise the standards of home life.
- Secure adequate laws for the protection of children and youth.
- Improve the public schools that children attend.

Distributing Invitations: Occasionally, students want to invite other students to non-school sponsored parties and wish to hand out their invitations at school. This process creates a variety of problems. Therefore, we have established the practice that unless the entire class is invited, these invitations should not be distributed at school.

English Language Learner Advisory Committee (ELAC): ELAC consists of parents and staff members who meet to discuss the planning and implementation of the bilingual and language development programs. The committee advises the principal and staff on the development of school needs in English language development, as well as learning about curricular and school procedures. In addition, training opportunities are provided to parents to assist them in furthering their children's education.

School Site Council (SSC): The School Site Council consists of parents and staff who work together to plan and evaluate Porter Elementary School programs which receive special funding. Members on the council are elected. However, the meetings are open to all parents, and all parents are encouraged to attend and participate.

Uniform Complaint Procedures (Board Policy 1312.4):

The Governing Board recognizes that the district has primary responsibility for ensuring that it complies with state and federal laws and regulations governing designated educational programs. The Board shall be informed of all complaints filed with the Superintendent's Office in a timely manner. The District Human Resources Office shall investigate and seek to resolve complaints at the local level. The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. Whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent, or designee, shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent, or designee, shall ensure that mediation results are consistent with state and federal laws and regulations. All complaints concerning alleged violation of state or federal law or regulations shall be handled in accordance with legal requirements, Board policy and administrative regulations. The Superintendent or designee shall determine the appropriate method for investigating a complaint in compliance with this policy. An investigation of each complaint shall include all relevant evidence presented by the complainant and/or representative. The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures and shall protect the identity of the complainant as appropriate. Such participation shall not in any way affect the status, grades or work assignments of the complainant.