

O'DAY SHORT ELEMENTARY

PARENT/STUDENT HANDBOOK

2026-2027



BE RESPECTFUL
BE SAFE
BE RESPONSIBLE

Nondiscrimination Statement

The Fontana Unified School District prohibits unlawful discrimination, including discriminatory intimidation, harassment and bullying of anyone based on a person's actual or perceived ancestry, color, physical or mental disability, medical condition, race, ethnicity, religion, parental, marital, and family status, gender, gender expression, gender identity, genetic information, immigration status, nationality, ethnic group identification, age, pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery, national origin, sex, sex stereotypes, sex characteristics, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer: Associate Superintendent, Student Services at 9680 Citrus Avenue, Fontana CA 92335; (909) 357-5000, extension 29194; email: TitleIX@fusd.net; Title IX Coordinator: Executive Director, Certificated Human Resources, at 9680 Citrus Avenue, Fontana CA 92335 (909) 357-5000, extension 29045; email: TitleIX@fusd.net; and 504 Coordinator: Associate Superintendent, Student Services, at 9680 Citrus Avenue, Fontana, CA 92335; (909) 357-5000, extension 29194; email: 504Coordinator@fusd.net.

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O'Day Short Vision

O'Day Short staff will work collaboratively to educate and enrich students' lives by providing a school environment that is rigorous, engaging, relevant, nurturing and safe. By doing so, students will become productive, resilient, and thriving individuals that are equipped to be change makers in the 21st century.

O'Day Short Mission

The mission of O'Day Short Elementary, a diverse school community, is to ensure the academic achievement of all students in reaching and exceeding state standards in a collaborative partnership with parents, community, students and staff.

2026-2027 Important Dates (Subject to Change)

August 6	First Day of School
	Back-to-School Night, 4:00-7:00 pm
August 19-Sep 4	Chocolate Fundraiser
August 20	Fall Picture Day
September 7	Labor Day—No School
October 19-23	Parent Teacher Conference Week (MINIMUM DAY ALL WEEK)
October 26-30	Red Ribbon Week
October 16	Harvest Festival 4:00-6:00 pm
October 30	Parade 8:30-9:00 am
November 11	Veteran's Day—No School
November 23 - 27	Fall Break—No School
December 4	Movie Night 5:00-7:00 pm
December 18	End of Semester One, Minimum Day
December 21 – January 11	Winter Break—No School
January 12	Students return to school from winter break
January 18	Martin Luther King, Jr. Day—No School
January 28	Spring Picture Day
January 29	Semester One Awards (time TBD)
February 5	Father/Daughter Dance 5:00-7:00 pm
February 8	Lincoln's Birthday—No School
February 15	Presidents Day—No School
March 1-5	Read Across America Week
February 18	5 th Grade Promotion Picture Day 5 th Grade Panoramic Picture
March 22-26	Spring Break—No School
April 2	Mother/Son Dance 5:00-7:00 pm
May 21 <i>(date and time tentative)</i>	5 th Grade Promotion and Gr. K-4 Semester Two Awards
May 27	Last Day of School: Minimum Day End of Semester Two

Coffee with the Principal

8:00 am (in person)	5:00 pm (on-line)
8/14/26	9/10/26
10/16/26	11/12/26
12/18/26	1/28/27
2/12/27	3/18/27
4/16/27	5/6/27

School Site Council (SSC) Meetings (3:45 pm on TEAMS)

8/25/26	11/18/26	3/30/27
9/29/26	1/26/27	4/13/27
10/22/26	2/23/27	5/6/27

English Learner Advisory Committee (ELAC) Meetings (8:00 am in person)

9/18/26	11/13/26	2/26/27	4/9/27
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DAILY PROCEDURES

EARLY MORNING PROCEDURE:

To ensure the safety of students, please do not drop off students before 7:15 since there is no supervision of students before 7:15. Parents, guardians, and caregivers/babysitters **must adhere** to these times. Administrators may contact parents of students who continually violate school policy.

- Parents are not allowed through the front gates. All adults need to check in to the office before coming onto campus.
- TK - 5th grade students will enter the school campus through the front gates between the office and cafeteria. Students eating breakfast will go to the cafeteria at 7:20. Students not eating breakfast will enter campus at 7:35. Both breakfast and lunch are free and are available to all students.
- Traffic Flow: The front driveway is organized into one lane for morning drop off. Students are to be dropped off at the front of the school. Please do not park to get out and drop off your child(ren).
- See the bell schedule for beginning and ending times. **Wednesdays are always minimum days.** Please note that the dismissal time for TK -5th grades is at 11:50. (See bell schedule for preschool students)
- Instruction will begin at 7:45 am. **Students are expected to be at school on time every day!**
- Students who arrive late after 7:45 a.m. must obtain a pass BEFORE going to class.

DISMISSAL TIME PROCEDURES:

- At the end of the day students in grades TK-3rd will be dismissed from the assigned gates by their teacher. Parents are not allowed on campus during dismissal.
- Preschool parents need to go to the gate, and they need to sign the students out. **You must have a pass to enter the campus.** If the gate is locked, please come into the office and we will alert the teacher to open the gate.
- Students will remain with their teacher for up to ten minutes after dismissal and will be walked to gate 2. If a student is picked up late, parent or emergency contact needs to have I.D in order for the child to be released.
- A meeting with administration may occur if student is habitually picked up late.
- Please make arrangements for caregivers and babysitters to pick them up on time.
- Students and parents are to always use the sidewalks and crosswalks. **Please do not cross in the middle of the street.**
- Do not park in the driveway or block the driveways if parked on the street. Please do not double park on the street, it is still a public street, and you may get ticketed.

RELEASING STUDENTS EARLY:

- To alleviate students missing out on the end of lessons, review of daily lessons, and explanations of homework assignments, we ask that parents not to pick up children or check them out early *during the final 20 minutes of the instructional day.* That time would be after 2:00 pm on regular days and after 11:30 am on minimum days.
- Please try to schedule appointments after school hours as much as possible.
- Students must be checked out through the office by a parent/guardian only. If you need your child picked up early throughout the day by another, you need to contact the office in advance. **Changes in pick up procedure by phone will only be admitted if it is followed up with an email verifying parent identification. Remember that this is by emergency only and should not happen frequently.**
- Once a student is counted as present at school, they are not allowed to leave without being checked out of the office by a parent/guardian.

INCLEMENT WEATHER:

- When inclement weather is noted by an administrator or designee, it is communicated to teachers. If it occurs when students are entering the campus in the morning, the students will be directed by staff to go immediately to the cafeteria whether they are eating breakfast or not. Students will remain there in the sheltered area.
- At 7:30 A.M. classrooms will be opened by teachers and students will be sent to them.
- The school will follow the Inclement Weather schedule for the rest of the day or until an administrator or designee notifies teachers and students of the change to regular schedule.

- Lunch follows the regular schedule during inclement weather. The school site aides will supervise the students during this time in the cafeteria or another designated room. Teachers will pick the students up from the designated area at the end of the lunch period.

RECESS

- It is the responsibility of each student to remember to use recess time as an opportunity to use the bathroom facilities or get a drink if needed. During recess, students are to use the restrooms by the playground at the back of the library building.
- Students are to play on the playground during recess and they need to follow the playground rules. They are not to play in the grass area behind or between the F buildings or between any other buildings.
- Students may bring a healthy snack from home. Takis, Hot Cheetos, soda and candy are not allowed at school. Students must sit at one of the tables on the playground area to eat their healthy snack.
- If students experience a problem on the playground, they need to alert one of the school site aides or teachers on duty.

SAFETY:

Both the school and parents share the responsibility of training children to go directly to and from school. It is important to know what time your child is due home. Teach your child to:

- CROSS the street at the corner or in a crosswalk.
- WATCH for cars before crossing a street and cross only when it is safe.
- STAY alert while crossing a street. Drivers can make mistakes.
- WALK on the side of the road facing oncoming traffic if there is no sidewalk.
- FOLLOW the safest route to school. Go with your child the first few days and point out the hazards.
- USE safe areas for playing. Stress the importance of NOT playing in the street.
- RESPECT the property of people on the way to and from school.
- AVOID strangers and NEVER get into a car with someone that he/she does not know.

If your child is threatened or harmed on the way to or from school, call the police and notify the school. *Parents are encouraged to send a note if the child is to change his/her regular routine.* If students are allowed to walk home, a Walking Home Permission Slip is needed.

CHANGE OF EMERGENCY INFORMATION AND EMERGENCY MESSAGES FOR STUDENTS:

Please notify the school IMMEDIATELY when you have a change of address, new home or work telephone number, or when any health or other information regarding your child changes.

EMERGENCIES/NATURAL DISASTERS:

- ✓ 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 an emergency concerning your child.
- ✓ 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 with proper ID.

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 remind your child in the morning and send a note to his/her teacher.

Please do not call the office with the message unless it is an absolute emergency. A follow up email is necessary attaching appropriate identification to be able to verify parent/guardian. Thank you for your help and understanding.

Cell Phone/Smart Watch Policy:

We recognize that cell phones and smart watches have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone or wear a smart watch **only if it is absolutely necessary.**

Students are allowed to bring cell phones and smart watches during school. However, **phones and smart watches must be turned off and stored out of sight during school hours.** Phones and smart watches may not be used to talk, take pictures, play games, record or text during school hours, including recesses and lunch.

1st infraction: Student will have their cell phone taken away and returned to student at the end of the day.

2nd infraction: Student will have their cell phone taken away and locked up in the office until a parent can come to school to conference with administration and retrieve it.

3rd infraction: Student will no longer be allowed to bring a cell phone or wear a smart watch to school.

O'Day Short Elementary and the Fontana Unified School District are not responsible for lost, damaged, or stolen phones or other electronic devices, such as digital cameras, iPads, or electronic gaming devices. Digital cameras, iPads, or electronic gaming devices are not permitted at school.

LIBRARY:

The main purpose of the library is to help strengthen the instructional program of the school. Students visit the library on a regular scheduled basis and/or as need arises. Students may be sent to the library with a specific assignment from their teacher and they are assisted in finding information or materials to help them. Students also get support for their laptops (for example the student is unable to log on, missing charger, not charging). Students are allowed to check books out of the library. The library is open before school and after school. Parents are welcome to come into the library and to help their students check out books during this time with approval of the office staff.

Lost/Damaged Books/Laptops: Laptops, 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 damaged or loss of books and laptops/chargers that have been loaned to their child during any given school year. Students must pay for the loss or abuse of textbooks/laptops/chargers. 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/laptops/chargers. All fines are to be paid to the librarian.

LOST AND FOUND:

Lost items, including clothing, may be claimed at the Lost and Found rack/box outside of the cafeteria or front of the office. Lunch pails, jackets, etc. should be clearly labeled for easy identification.

WILLIAMS SETTLEMENT:

In 2000, the American Civil Liberties Union and other public interest advocates representing students across the state claimed that the state had failed to provide adequate facilities, lack of sufficient educational tools (textbooks, instructional materials) and lack of credentialed teachers or misassignment of teachers. As a result, a random sample of schools are inspected every year. Parents have a right to file a complaint if they have a concern regarding instructional materials, teacher credentials, or conditions of the facilities. If you have a concern, we advise you to speak with a school administrator first. Williams uniform complaint procedure forms are available in the school office

BICYCLES AND BICYCLE SAFETY:

ONLY students in grades 4th -5th may ride their bicycles to school. All bicycles must be stored and locked in the bike racks. Bicycles will not be ridden on school grounds. For the first violation of breaking bicycle safety rules student will be given a warning and the parent will be contacted. A second violation will result in the loss of the privilege of riding a bike to school for the rest of the year. Skateboards, roller skates, roller shoes, etc., may not be brought to school at any time. The school is not responsible for stolen bikes.

- Register the bike at the local police department with parent present. It's the LAW. Check the bike brakes before starting.
- Wear a helmet. Wear proper clothing for riding. Use proper hand signals before turning.
- Ride with traffic NEVER against traffic and stop at all stop signs.
- Have both hands on the handlebars while pedaling.

ATTENDANCE

Regular attendance in school accompanied by the responsibility to study and participate in school activities is essential to the learning process and to academic success. All students between the ages of 6 and 18 must comply with the compulsory school attendance laws. Once students have arrived at school, they cannot leave the grounds unless signed out by an adult. The following rules and regulations apply:

Excused Absences: Absences are excused for the following reasons:

- Illness
- Quarantine
- Observance of a holiday or religious ceremony
- Funeral service for a member of the immediate family or close friend
- Medical, dental or eye appointment
- Court appearance

Unexcused Absences: Unexcused absences are all absences not listed above.

Excessive Absences: Students are considered to have excessive absences after missing 10% or more days during the school year. If a student has excessive absences or is in danger of having excessive absences, the school will contact the parent. **IMPORTANT: Whenever your child is absent please call the school (357-5730) or send a brief note on the day of the child's return stating specifically the reason for the absence.**

Parents must furnish the school with a written or verbal excuse for each student absence. If absences become excessive, the school may request verification from a recognized medical practitioner. Continued irregular attendance is a violation of Education 48200 and may be cause for a referral to the School Attendance Review Board (SARB) and/or to the San Bernardino County District Attorney.

Ten or more absences, even if they are excused, are considered excessive. The Fontana Unified School District follows the **School Attendance Review Team (SART) and School Attendance Review Board (SARB)** process to monitor and intervene on student absences. Additionally, O'Day Short staff would like to support families with ensuring students attend school daily and on time. If you need any assistance, please contact our Bilingual Community Aide to discuss your situation and needs. In addition, the school administrators and attendance clerk can assist you with resources and other strategies to improve your child's attendance.

SART/SARB Process

- 3 Absences – Parent receive SART 1 letter and will be contacted by school staff.
- 6 Absences – Parent receives a SART 2 letter and a meeting may be scheduled with administration.
- 9 Absences – Parent receives a SART 3 letter and a meeting will be scheduled with administration.
- 10+ Absences – A LAMP Referral is made to the Child Welfare and Attendance (CWA) Liaison. If students continue to be absent after a LAMP Referral has been made, parents may be referred to SARB and required to attend a SARB hearing at the district office.

Truancy: Any student who has been absent without a valid excuse for more than 3 days in a school year or is tardy in excess of 30 minutes on more than 3 occasions in a school year is considered truant.

The principal/designee shall prepare a report of truancy and sent it to the office of Child, Welfare and Attendance and to the Parent/Guardian. The letter shall include the following information:

- The student is deemed truant.
- The parent/guardian is obligated under the law to clear the attendance of the student.
- Parents/guardians not complying with the law will be subject to penalties prescribed in Education Code Section 48293.
- A meeting with school officials is necessary to review alternative programs available to help resolve the student's truancy.

The principal/designee shall be responsible for sending a second notice of habitual truancy to the parents/guardians of a student who is truant again following the initial notice of truancy as well as the third notice following the second notice of truancy.

The principal/designee may refer the student's case to the School Attendance Review Board (SARB) upon a declaration of habitual truancy, provided a conscientious effort has been made to meet with the parents/guardians to develop remedies for the student's attendance. The principal/designee may refer any student who is persistently insubordinate or disorderly during attendance at school to the School Attendance Review Board (SARB). The district may refer the student's case to the San Bernardino County District Attorney for investigation and possible prosecution.

Tardiness Policy and Procedure: Instruction begins at 7:45 A.M. Students are considered tardy if they arrive after that time. **If a student is tardy in excess of thirty minutes on three or more days during the school year**, they will be classified as trancies and will be reported to the Office of Child, Welfare and Attendance (Education Code 48260).

To monitor and deter tardiness, O'Day Short Elementary will use the following procedure:

- **Step 1:** On any student's third tardy in a school month, the attendance clerk may mail home a letter giving the dates the child has been tardy.
- **Step 2:** On subsequent tardies in a school month, the attendance clerk may notify the School Outreach Liaison who will make a parent contact.
- **Step 3:** Should further tardiness occur in the same month or should there be continuous tardies each month, the child will be referred to the principal/designee for a conference. A FUSD attendance contract will be signed.
- **Step 4:** The principal/designee may refer any student who continues to be tardy to the School Attendance Review Board (SARB).

Independent Study Contract: If your child will be absent for 1 to 15 days for any reason other than illness, you may request an independent study. Parents need to make an independent study request in the school's office at least one week prior to leaving. Upon the student's return, student work must be returned to the Independent Study Coordinator within the contract's required timelines. A meeting with the coordinator needs to take place to sign off the contract.

Make-up Work: Tests and daily assignments missed during an excused absence may be made up. Requests for missed work should be submitted to the teacher within two (2) days of the student's return to school.

HEALTH SERVICES AND REQUIREMENTS

GENERAL INFORMATION:

The Health Office is staffed by a health assistant. The health assistant's major task is to make sure all immunizations are up to date, to administer medications, to help with health screenings, and to perform first aid services for injuries and illnesses that occur at school. A district registered nurse is on site at least once a week and is always available via phone in case of an emergency. When a child becomes ill at school, it is standard practice to try to contact a parent first. If we are unsuccessful in reaching a parent, we will then try to contact an alternative person listed on the child's emergency card. The health office is not equipped to take care of sick or injured patients for extended periods of time so it is important that parent guardian and/or emergency contacts are available via phone at all times.

Parents are responsible for their children and they MUST pick up their student or have someone listed on the emergency card do so when this is requested by the school. Failure to pick up a sick/injured child could result in a referral to Child Protective Services (or School Police after school hours).

It is imperative that emergency phone numbers be kept up to date. Sick children should not be sent to school. Symptoms such as fever, stomach aches, cough or vomiting during the night or previous evening may indicate a contagious condition. If your son/daughter is not covered by your private health insurance, short-term insurance is available at a low cost and it will cover injuries that may occur at school.

PHYSICAL EXAMINATIONS:

All students entering Kindergarten and First grade must have a physical exam. Physicals done within 6 months of entering Kindergarten will be acceptable for the first grade. The child must be at least four years and three months old at THE time of the physical exam. Students who had a physical exam in pre-school may start Kindergarten without another physical exam. However, a new physical exam will be required prior to enrollment in first grade.

IMMUNIZATIONS:

Upon enrollment, students must present documented evidence of full immunization by a physician, nurse, or clinic in the manner prescribed by the State Department of Health. Students seven years old or older shall not be required to be immunized against pertussis or diphtheria. (Health & Safety Code 3381)

Immunizations are a state requirement and your child's protection from certain diseases is dependent upon getting these immunizations. Parents are urged to keep accurate health records from birth to present. It is frequently necessary to research a child's health history. Each time your child transfers to another school you will need to present documented proof of immunizations. *(Health & Safety Code 3381.3385.3388) In the event any student is diagnosed with one of the diseases for which immunizations are available, all students who are not protected with immunizations will be excluded from school for the duration of the incubation period (10-21 days).*

Any student without such evidence shall be excluded from school until the immunization is obtained or until the student presents a letter or affidavit of exemption from his/her parent guardian or physician. Exemption is also allowed to the extent indicated by a physician's written statement describing the medical condition of the child and probable duration of the medical condition or circumstances, which contraindicate immunization.

CONTAGIOUS DISEASES:

Please notify the school immediately if your child has a contagious disease. The Health Assistant or the school nurse will advise you about what is required depending on the particular disease. If your child has a contagious disease, the school will take steps to prevent a possible epidemic. A physician or the health department needs to verify in writing that a student has had the measles and is ready to return to school. **Contagious diseases may be life threatening to some of our students. Your child may be re-admitted to school when the contagious period of the disease is past.** If you suspect your child may be coming down with something, PLEASE keep your child home. All students with a contagious disease must see the health assistant or school nurse before returning to class.

HEAD LICE:

Students who have been identified with head lice will be excluded from school until all NITS (eggs) are removed from the hair per district policy. These students must be seen in the health office, accompanied by an adult, prior to re-admission to school. A pamphlet of instructions will be provided by the health assistant.

PHYSICAL LIMITATIONS:

Students who have casts, splints, or crutches, have serious injuries, or have had recent operations will not be able to use the playground (recess or PE) until released by a doctor for regular physical activity. This is necessary to minimize any further injury and to maintain maximum safety for each student.

DRUGS AND MEDICATION:

If it is necessary for your son/daughter to take medication of any kind at school, it MUST BE DISPENSED BY THE SCHOOL NURSE, HEALTH ASSISTANT OR OFFICE PERSONNEL. Any medication including over the counter medications such as aspirin, cough drops, etc. that needs to be given at school, must be turned into the office. Medication must be kept in the health office and must be dispensed by the nurse, health assistant, or school secretary. **Parents must obtain written directions from a physician concerning the dispensing of any medication including any over-the-counter medications. Parents are required to sign a district medication form to authorize school personnel to give the medication. The form must be completed by physician. These forms are available in the health office. Medication should be in the original pharmacy container with the directions written on it.**

VISION AND HEARING SCREENING:

District school nurses conduct a vision and hearing screening clinic each year which seeks to identify those students who may have either vision or hearing disorders. They screen all students in the first, second, and fifth grades. All special education students, students new to the state of California and those referred by their teachers are screened. If any problems are discovered, the parents are notified.

HOME AND HOSPITAL INSTRUCTION:

Home and Hospital Instruction is provided for any student physically unable to attend school for a period of at least two weeks due to a temporary disability. To qualify for Home Instruction the disability must be diagnosed and verified in writing by a licensed physician. A student receiving the services of Special Education may also be placed on Home Instruction by recommendation of the Individualized Education Plan (IEP) team and the school psychologist. Forms for requesting this service are available in the Health Office. Home Instruction will not be assigned later than 20 days prior to the end of the year. While on Home Instruction the student may not participate in extra/co-curricular activities. A physicians' clearance to return to school must be submitted prior to the student returning to the school.

INSTRUCTION AND RELATED PROGRAMS

It is our goal that each child attain, to the fullest of his/her capabilities, the fundamental knowledge and skills that will allow him or her to function effectively as a participating and contributing citizen in our society. The following documents, activities, and programs are designed to help each child achieve his/her personal best.

Title I School-wide Program

As a O'Day Short student, your child is attending a school which receives Title I federal funds through the Elementary and Secondary Education Act (ESEA). This Federal law requires that parents be notified of their right to know the professional qualifications of their child's teacher(s) in core academic subject areas, including the following:

1. The type of state credential or license that the teacher holds. Some teachers will have a credential in a particular subject area, such as English or mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects, such as in elementary schools.
2. The education level and subject area of the teacher's college degree(s). All teachers have a bachelor's degree, and many teachers have graduate degrees beyond the bachelor's, such as a masters or doctoral degree.

In addition to the qualifications of the teacher, if a paraprofessional (teacher's aide) provides your child services, you may also request information about his or her qualifications. Many paraprofessionals have two years of college, and others have passed a test that verifies their qualifications.

English Language Arts and Mathematics:

The Fontana Unified School District adopted the California: Wonders language arts program and My Math, both by McGraw-Hill and the programs have been fully implemented. Teachers receive continuous intensive training each year to improve their subject matter knowledge and instructional practice. Standards guidance documents are provided to teachers to ensure students complete the curriculum for a given year.

Homework:

Homework is an important part of our educational program. The assignment of homework is a practice supported by the Board of Education in Fontana Unified School District. For specific homework policy and procedures please see the section under Homework Policy.

English Language Development Program (ELD):

The integrated and designated ELD program provides opportunities for English Learners to develop their English language skills while continuing to make academic progress in order to provide equal opportunity for academic achievement and access to the core curriculum. Students in the Fontana Unified School District utilized the *California: Wonders* program by McGraw-Hill combined with diversified instruction to meet the needs of the students' identified English ability levels. Teachers use Specially Designed Academic Instructional

Education (SDAIE) strategies with the students to help them access the curriculum. Bilingual instructional aides provide primarily in-class support and small group reinforcement in literacy for English Language Learners at Levels 1 and 2. They also tutor students before and after school.

Title I (NCLB):

Title I is a federally funded program. The goal of the Title I program is to ensure that all students have a fair, equal, and significant opportunity to obtain a high-quality education and to reach proficiency on challenging state academic content and performance standards. Expenditures under this program are focused on the areas of reading, language arts, math and science to ensure that all students make adequate yearly progress and reach proficiency or above. O'Day Short Elementary is designated as a school wide program under Title I and all students are participants in the program.

State Preschool Program: The State Preschool Program provides quality preschool instruction at O'Day Short for three and four year old students. Teachers and their aides instruct the morning classes and one afternoon class five days a week under the direction of the district's Early Education department. Parents are required to volunteer time as part of the program. For information on the program please call the enrollment center at the district office.

FUSD Wellness Policy: The Board of Education of the Fontana Unified School District adopted a Student Wellness Policy (Board Policy 5030) in order to comply with new state and federal laws. The new policy recognizes the link between student health and learning. Board Policy – Student Wellness outlines the components of a comprehensive health literacy program designed to build the skill and knowledge that all students need to maintain a healthy lifestyle and includes: physical activity; health education; nutrition service counseling services; safe and healthy school environments; and parent/guardian and community involvement.

A major component of the policy outlines the new nutrition standards for foods and beverages sold to students during the day and after the school day, including sales from vending machines, student stores and fundraisers as well as for food and beverages offered to students during celebrations, classroom parties and as rewards. With these required changes, we believe that we are developing a better nutrition/wellness program for our students and sending them a consistent message that proper health and nutrition are an important part of their education. Takis, Hot Cheetos, cupcakes, cake, cookies are not in compliance with the Wellness Policy. Please keep these food items at home.

We appreciate your understanding and support of this policy. Parents who might like additional information about Board Policy 5030 may contact their school principal or access the policy and other information on the District website at <http://www.fusd.net>.

SCHOOL PROGRAMS AND SERVICES

GENERAL PROGRAMS:

Internet: As part of the Fontana Unified School District, both students and parents need to understand the nature of the Internet and its available services. The rules and guidelines set forth are to ensure the safety of all students wishing to use the Internet. You may request a complete copy of this policy by calling (909) 357-7600 or visit FUSD's website at www.fusd.net.

WHAT ARE THE RISKS?

Parents and students need to be aware of the potential risk involved with using the Internet and online services.

- Exposure to inappropriate material: A child may be exposed to material of a sexual or violent nature.
- Harassment: A child may encounter E-mail or bulletin board messages that are harassing, demeaning or belligerent.
- Encounters with other users: A child may trust someone and arrange an encounter that may risk his/her safety.

Student Rules for Online Safety: To help protect students, the District has established the following rules for online safety:

- I will not give out personal information about other people or myself. Personal information includes my address, telephone number, school address, work address, etc.
- I will use the system for educational activities.
- I will not attempt to gain unauthorized access to the District or any other computer system.
- I will never agree to get together with someone I “meet” online without parental permission and guidance.
- I will never send a person my picture or anything else without first checking with my parents.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. If I receive a message like this, I will tell my parents right away so they can contact my teacher.
- I will talk with my parents so that we can set up rules for going online such as the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit.
- I will respect my privilege of using the Internet and not engage in any use that is malicious or harmful.

Technology: Every student in each classroom (K – 5th grades) is provided a laptop with case and charger that is networked and internet accessible. Classrooms are also equipped with the document cameras and projectors so teachers can better present the curriculum to students and meet all their needs. Several online programs are implemented to enhance student language, math, writing, and problem-solving skills.

Enrichment Program: Students attend “hands-on” science, choral music or VAPA classes on a weekly basis that coordinate with and enhance the classroom curriculum. Students have the opportunity to perform at different school events throughout the year.

GATE Program: The GATE Program is a program designed for our Gifted and Talented students. To qualify for the GATE Program, 2nd grade students are tested by the district in the spring. Upon acceptance into the program, they may attend any or all of the activities provided by our school and by the Fontana Unified School District. Students are clustered at each grade level.

INTERVENTION PROGRAMS:

Intervention Block/WIN:

Grade level teams collaborate and form student intervention classes where they can focus on a particular skill that the students need more practice. At least four times a week, students meet for 40 minutes in their intervention classes where the teacher can monitor their progress and increase their achievement.

Student Success Team (SST): To provide the best education program for all students, a Student Success Team has been organized to make suggestions regarding educational services for students who are having academic, attendance, or social difficulties that impede his/her learning. Members of this team include the principal or designee, classroom teachers, the intervention support teacher, the referred student and his/her parents of the student and other support staff members. The team meets to discuss strategies for helping the student meet grade, district, and state standards.

Section 504 Plan:

A committee shall meet to evaluate the student's eligibility, and the parent/guardian shall be invited to participate. If the student is found to have a defined disability that significantly interferes with his/her learning, the school will develop a Section 504 Plan to provide reasonable accommodations to ensure the student a free appropriate education.

Comprehensive School Support Program:

Our Bilingual Community Aide works with students and their families in the areas of **attitude, attendance, and academics**. She also is available to assist families with accessing community resources to support families who are in crisis or are in need of referrals to community agencies.

Psychologist: Parent written permission is needed for a child to be assessed. The psychologist evaluates the student to determine if he/she is eligible for special education services per state criteria after being referred by the parent or the Student Success Team.

Instructional Support Teacher: An Instructional Support Teacher (IST) provides in-class support and intervention strategies for at-risk students in both language arts and math. She additionally provides intensive small group instruction and tutoring for targeted students. She also serves as a resource for teachers and parents.

Fontana Expanded Learning Program (FELP): This after school program operates from 2:35 P.M.- 6:00 P.M. Monday through Friday. Students receive homework help, enrichment activities, and physical education. The program is for grades K-5. Students are referred by teachers, but parents may request this type of help by completing an application that can be obtained at the school office.

Special Education Services

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. Qualification for these special programs is based upon an individualized study and an Individualized Education Plan is made by for each qualifying student. An administrator, teacher, or parent may make referrals.

Resource Specialist Program (RSP): Students with an Individual Education Plan (IEP) receive support from the Resource Specialist in language arts and math in the general education classroom or in the resource room in small groups. A five-hour resource aide also works provides students with support in order to meet IEP goals.

Speech, Language, and Hearing (SLH): Speech and language services are provided for identified students identified with speech and/or language impairment. The classroom teacher, parent, or administrator refers a student for testing.

HOMEWORK POLICY FOR ELEMENTARY STUDENTS

Homework is an important part of the O'Day Short Elementary School's educational program. The Fontana Unified School District Board of Education policy (BP 6154) states that work shall be designed to ensure students will:

- ✓ Develop regular study habits.
- ✓ Develop responsibility and self-discipline to work independently.
- ✓ Have the opportunity to reinforce, extend, or enrich learning.
- ✓ Learn to budget time effectively.

Assignments:

- Students in grades K-2nd grade will be required to spend approximately 30 minutes each day on homework. In addition, the student is to read 15 minutes every night.
- Students in grades 3rd - 5th will be required to spend approximately 60 minutes on homework each day. In addition, the student is to read a minimum of 30 minutes every night.
- Since it is important for students to learn to use their time effectively, on-going assignments may emphasize independent research, special reading, and problem-solving activities.
- All 4th and 5th grade students may also be required to complete projects as assigned by their teacher.

Missed Work:

- Students will be given the opportunity to make up missed work and to receive credit.
- Students who are absent from school for any reason may receive full credit for assignments that are completed within a reasonable time.
- Students who do not complete and return their homework are not fulfilling the requirements of their grade level and their grades may be affected as a result.
- Students who miss work because of a suspension will be allowed to complete all missed assignments that can reasonably be provided.

ACADEMIC RECOGNITION

O'Day Short Elementary school has many outstanding students. In order to recognize these students in their academic efforts and their positive behavior, we have established a Student Recognition Program that honors outstanding students. At the end of every academic semester, students from each class are awarded various certificates at a grade level assembly. Parents of students receiving awards are invited to attend. A student may be recognized in one or more of the following areas:

Perfect Attendance:

This award is given to the student who has not missed any days of school for the entire semester with 0 tardies.

Excellent Attendance:

This award is given to the student who has not missed any days of school for the entire Semester and has 3 or less tardies.

Honor Roll:

This award is given to students who have received ALL 3s in each English Language Arts strand and all 3s in each Math domain. No 1s or 2s.

Principal's Honor Roll:

This award is given to students who have received all 4s in each English Language Arts strand or all 4s in each Math domain. No 1s, 2s, or 3s.

Teacher Recognition Award:

This award is given to students who the teacher would like to recognize.

SBAC Awards:

This award is given to students who meet, exceed, or show growth on the state assessment in ELA and/or Math.

Reclassification Awards:

This award is given to students who are reclassified as Fluent English Proficient in the current year.

WEEKLY RECOGNITION

Students will also be recognized throughout the year for exemplifying our school wide expectations by receiving the ODS All Star award during our weekly Rise and Shine Assembly.

PARENT INVOLVEMENT

Superintendent's Advisory Council:

Alternating FUSD School Board members, the Superintendent of Schools, administrators, and parent representatives from SSC and ELAC meet monthly. The meeting provides parents with a forum in which to communicate, forge ahead and make Fontana Unified School District the best district in the state. The Council serves to strengthen the partnership between parents and the district and to get parent input on various districts, instructional and budgetary issues. Parent concerns are answered and addressed. Parent representatives report back to their site advisories on the results of each meeting.

School Site Council (SSC)

A state mandated advisory group consisting of parents, students, certified teachers, and classified staff meet monthly to discuss areas of school strengths and growth needs. Members review and approve the school plan and categorical budgets based on needs. Members on the council are elected. However, all meetings are open to all parents and all parents are encouraged to attend. We encourage all parents to attend and receive information regarding school business.

English Learner Advisory Committee (ELAC)

The ELAC is an advisory group that consists of parents and staff members who meet to discuss the planning and implementation of the ELL 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. They also discuss the importance of attendance and review the results of the ELPAC

test and R-30 language census. A representative also attends the District's English Learner Advisory Committee (DELAC) meetings and reports back to the site committee on related issues.

Parent/Teacher Communication

Parent/Teacher Conferences

Parent conferences are held at the midway mark of the first semester. See "Dates to Remember" section for actual dates. There are scheduled conferences held at the school. The conferences give both teachers and parent an opportunity to sit down together and discuss your child's progress. You will receive a notification of the date and time for the conference from your child's teacher. Conferences may be scheduled at any time during the school year by contacting your child's teacher. We encourage parents to always communicate with teachers and be involved in their child's education.

Parent/Teacher Communication

It is important to check for teacher communication daily. Please check ParentSquare, your child's agenda, and/or your child's backpack daily for any important messages or papers.

Contacting your Child's Teacher:

If you wish to talk to a teacher...

- Email or message the teacher in Parent Square.
- Send a note with your child to the teacher to arrange an appointment.
- Contact the front office to leave a message for the teacher.

Teachers will be happy to talk to you and will respond within 24 hours. Teachers will not be called out of class for phone calls or are not available for conferences during instructional hours.

Parent/ School Communication

Parent Calendar and Reminders:

Monthly calendars will be posted monthly on Parent Square and on the school website. Parents also will receive reminders of upcoming school events.

Parent/Visitor Involvement

Visitors/ Parents on Campus

All visitors/volunteers MUST REPORT TO THE OFFICE and SIGN IN and GET A VISITOR'S BADGE. Visitors need to sign out when their visit is completed.

Classroom Observations

Parents are allowed to observe their child's classroom. According to Board Policy, parents are allowed to observe classrooms within a reasonable period (30 minutes to 1 hour). Please contact the office if you wish to arrange an observation. An administrator will contact you to schedule a time to observe. Visitors MUST sign in at the office upon arriving at the school to obtain a pass. Observations during breaks (recess and lunch) are only allowed with administrative approval.

Parent Volunteers (PAW Squad)

If you have any skills or time to offer, we encourage you to participate in the classrooms and in the learning that goes on there. **Parents are always welcome. Please check in at the office whenever you come on the campus.** For safety and insurance reasons, parents may not bring siblings or younger children during their volunteer time.

Volunteer Requirements:

All volunteers must sign in the office first and obtain a visitor's badge.

- Parents plan to volunteer more than 10 hours per week in their child's classroom, they need to be a board approved volunteer with a current TB test on file.
- Fontana Unified School District uses the Megan's Law database to complete background checks on school volunteers. The database identifies adults who are registered sex offenders. Parents, who

volunteer to participate in school field trips and/or overnight excursions, need to complete the check. The form needs to be completed one week prior to event. Forms are available in the school office.

PARENT CONFERENCES, REPORT CARDS, AND REPORTING STUDENT PROGRESS NOTICE

Progress Reports and Report Cards

Reporting Student Progress Notices will be sent to parents two times a year. These notices will indicate a student's grades in various curricular areas, work habits, or social skills. Areas of concern, unsatisfactory work, or non-completion of homework will be reported.

At parent-conference, parents discuss and review student's progress during the first semester. Report cards will be sent home after the close of the first and second semester. See "Calendar Dates to Remember" for dates.

Parent Notifications:

The teacher will discuss the interventions that will be offered to the student to help him/her meet grade level standards. Parents will conference with the teacher and will receive written notification of the student's status.

FONTANA UNIFIED SCHOOL DISTRICT DRESS CODE

DRESS CODE

All school clothing shall conform to Fontana Unified School District Board Policy 5132 (a). All clothing worn to school must be neat, clean, and safe. Students may not wear accessories or clothing with logos which are gang-related, obscene, suggestive, or which promote drugs, alcohol, tobacco, death or violence. All staff members are expected to actively enforce the dress code policy. Violators or possible violators are to be referred to the office.

Dress and Grooming: Restrictions on the freedom of student dress shall be imposed whenever the mode of dress in question is unsafe either for the student or for those around the student: is disruptive to school operations and the education process in general: or is contrary to law.

Student Dress Code Standards: The Governing Board of the Fontana Unified School District believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process.

Pants/Shorts/Skirts/Jumpers: Students may wear pants, shorts, skirts, dresses, or jumpers. Sweatpants and jeans are acceptable. Faded, stone washed, ripped or torn jeans are not acceptable. Pants must fit at the waist and must not be more than one size too large. Baggy shorts or pants are not acceptable. If belts are worn, they must not be more than one size too large. Walking shorts and skirts must be mid-thigh length or longer. Shorts' length may not extend below the knee. Jogging shorts or bicycle shorts are not acceptable. Leggings and tights are acceptable only under skirts, shorts, or culottes.

Shirts/Blouses: Shirts and blouses may not have designs or writing. Students are encouraged to wear shirts and blouses tucked into their pants, shorts, culottes, or skirts. Oversized shirts or blouses that are too long are not acceptable because it presents a safety hazard when students are playing. See-through or fishnet fabrics, halter tops, bare midriffs or tank tops are not acceptable.

Sweaters/Sweatshirts/Jackets/Coats: Sweaters, sweatshirts, jackets, and coats may be any style or color. Jackets and coats must not have writing or pictures that are sexually suggestive, derogatory, 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 always worn, may be any color and should be appropriate for school activities. Sandals must have heel straps and toe straps. Open-toed shoes, thong shoes, backless shoes, bedroom slippers, moccasins, heelies, or high heels are not acceptable.

Hats/Caps: Students may wear hats or caps to school, if the writing on them is appropriate and not reflective of gang affiliation. Students will remove hats and caps at flag ceremonies and inside classrooms or buildings. Hats or caps may not be worn backwards at O'Day Short Elementary. Students may not trade or share hats or caps.

Special Events: 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. Parents will be given written notice a week in advance of this activity or special dress day. 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.

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

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

SCHOOL SAFETY

Safe School Plan:

The Safe School Plan includes an assessment of the safety conditions at the school and within the community. It outlines emergency procedures and sets forth goals for maintenance of a safe school environment for all students.

Each year the Safe Plan is updated based on the results of our parent survey and the needs of the school. The plan is approved by the School Site Council and becomes part of the Single Plan of School Achievement. A copy of the plan is located in the office and is available for all parents to view.

Emergency Preparedness Plan:

The school Emergency Preparedness Plan outlines the plan and procedures that O'Day Short Elementary School will follow in the event of a school disaster such as fire, earthquake or other emergency event. Students and teachers practice evacuation procedures each month. The school participates in a full disaster drill each year with the district, parent volunteers and other community agencies. A copy of the plan is located in the office and is available for all parents to view.

Positive Behavioral Interventions and Supports (PBIS): O'Day Short has adopted Positive Behavioral Interventions and Supports (PBIS) to create a safe and positive campus climate and support the success of all students. PBIS uses a tiered system of support to help children achieve positive social and learning outcomes. The emphasis of PBIS is to encourage appropriate behavior by teaching and reinforcing appropriate/ expected behavior. Inappropriate behavior is addressed via reteaching appropriate/ expected behaviors in a positive way.

Schoolwide Expectations: O'Day Short has adopted three main schoolwide behavior expectations: Be Safe, Be Respectful, and Be Responsible. These schoolwide behavior expectations will be taught explicitly and posted throughout the school by location. PBIS involves the commitment of adults in the school community to teach, reinforce, and acknowledge the expected behaviors. All staff, visitors, and students are expected to follow our three schoolwide behavior expectations.

Schoolwide Behavior Matrix: Schoolwide behavior expectations look different depending on the location on campus. When you're visiting our school, look for our PBIS posters displayed throughout the campus. Each poster

defines how students are expected to behave relative to each location in our school. In addition, O'Day Short staff have developed a schoolwide behavior matrix that includes all the behavior expectations by location. A copy of the schoolwide behavior matrix can be found in this handbook.

Acknowledgement System: The following are examples of the acknowledgement system at O'Day Short: verbal praise and acknowledgement; classroom privileges; rewards; special celebrations; raffles; special points; Panther Paws (given by staff for following expected behaviors); Awards assemblies to recognize scholar achievement for attendance, academics, and behavior.

Tier I Interventions: Tier I Interventions are provided to all students. Tier I interventions consist of teaching students the behavioral expectations, reinforcing positive behavior, and providing reteaching for inappropriate behaviors. PBIS behavior lessons are announced over the PA system. After the announcement, educators are expected to reinforce the lesson in the classroom. Our school counselor provides lessons on topics such as bullying, reporting incidents vs. tattletelling, and other age-appropriate topics as needed to whole classes throughout the year. By working together, we will be able to build and maintain a safe and orderly campus where everyone feels welcomed.

Tier II Interventions: Tier II interventions are provided to students who need additional behavior support as determined by review of behavior data and/or a referral from parent, educator, or administrator. The interventions are designed to match the student's function of behavior and to teach and practice the appropriate behavior. These may include: social skills group, check-in/check-out, community circles. Parent/guardian will be notified when their child is identified for a Tier II intervention.

Tier III Interventions: Tier III interventions are provided to very few students who require a high level of behavior support as determined by PBIS Team review of behavior data and administrator, educator, and parent input. These interventions are intensive and targeted for individual students.

Discipline Process: When students demonstrate inappropriate behavior, staff will address the behavior by reminding students of the expectation, providing brief counseling, and may assign a low-level consequence. For repeated low-level infractions, parents may be contacted, and administration involved when appropriate. Parents are expected to take responsibility where their child's behavior is concerned. A detailed flowchart of the O'Day Short discipline process can be found in this handbook.

Sexual Harassment and Intimidation:

The School District Board has adopted a strict policy concerning the sexual harassment. Sexual harassment is defined as any unpleasant sexual request or any verbal conduct or sexual nature physics. The school committed to maintaining a school environment that is free of harassment. Each year students from grades K-3 are involved in a program "Don't Be A Bully, Be A Pal" 4th and 5th grades participate in training related to the consequences of committing an act of sexual harassment or abuse. Sessions for all students are appropriate to the age. Assures students that they need no endure, for any motive, any harassment that impairs the educational environment or emotional well-being of a student in the school. It is provided to new students a second session or make-up. For students in grades K-3, this action will depend on disciplinarian of the maturity of the students and the circumstances involved. For students in 4th and 5th, disciplinary action may include suspension or expulsion.

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 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 a telephone or letter contact with parent/guardian.
- The teacher may initiate a special conference with a parent/guardian.
- The student may lose classroom, assembly, or field trip privileges.
- The teacher may set up a behavior contract with the student and parent.
- The teacher may refer the student to the principal/designee for disciplinary action.

- The principal/designee will initiate an Office Referral and personal contact with a parent/guardian. If the principal/designee determines that consequences are necessary to change behavior, students will be given consequences related to the misconduct.
- The teacher may suspend the student from class, after Other Means of Correction have been utilized.
- The student may be suspended from school by the principal, after OMOC from Ed. Codes F-R, and T.
- Students who miss work because of suspension will be allowed to complete all missed assignments that can reasonably be provided.
- The principal/assistant principal may request an Intervention Meeting at the Child, Welfare and Attendance office for continual educational code violations.
- The principal may recommend expulsion to the Board of Education for educational code violations.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS) SCHOOL-WIDE EXPECTATIONS

O'DAY SHORT

ARRIVAL/DISMISSAL

Be SAFE

- Use crosswalk when crossing the parking lot.
- At arrival stand in line away close to the wall, away from parking lot.
- Walk into/off the campus in an orderly way.
- If you're eating breakfast, walk into cafeteria.
- If you're not eating breakfast, walk to the playground.

Be RESPECTFUL

- Follow instructions given by staff.
- Respect each other's personal space while in line.
- Say, "Good Morning/Good Bye" to staff as you enter/exit.
- Use kind words towards other students.

Be RESPONSIBLE

- Come to school on time, everyday.
- Bring all necessary materials with laptop charged.
- Remember to ask parent if there's any change to your pick-up routine.
- Leave toys, stuffies, cards and candy at home!
- Let teacher know when you are leaving.

O'DAY SHORT

PLAYGROUND

Be SAFE

- Use equipment properly.
- Walk on the blacktop and woodchips.
- Keep your hands to yourself.

Be RESPECTFUL

- Follow instructions given by adults.
- Play games fairly and be a good sport.
- Tell others, "Good job" after each game.
- Respect each other's personal space while in line.

Be RESPONSIBLE

- Stay in designated areas.
- Freeze when the bell rings and walk to the line at the sound of the whistle.
- Stay in line order.
- Use the restroom before bell rings.

O'DAY SHORT

CAFETERIA

Be SAFE

- Remain seated.
- Avoid sharing food with others.
- Walk in the cafeteria.

Be RESPECTFUL

- Raise your hand for help.
- Wait to be dismissed.
- Respect each other's personal space while in line.

Be RESPONSIBLE

- Use an indoor voice.
- Keep all trash on tray.
- Throw away trash in proper bins.

O'DAY SHORT

RESTROOMS

Be SAFE

- Use restroom and leave promptly.
- Keep hands, feet and objects to self.
- Report any problems to an adult.

Be RESPECTFUL

- Wait your turn.
- Use indoor voice.
- Knock on door rather than look in/under stall to see if it is available.

Be RESPONSIBLE

- Flush the toilet.
- Wash your hands.
- Put trash in the trash can.
- Use restroom during breaks.

O'DAY SHORT

OFFICE

Be SAFE

- Walk at all times.
- Stay inside the campus.
- Ask for staff permission before coming to the office.

Be RESPECTFUL

- Say "hello" and "goodbye" to staff.
- Use indoor voice.
- Use polite words like "please" and "thank you."

Be RESPONSIBLE

- Tell staff the reason for your office visit.
- Follow instructions given by staff.
- Go straight back to your destination when leaving office.

O'DAY SHORT

HALLWAY

Be SAFE

- Stay in line.
- Face forward.
- Keep hands, feet and objects to self.

Be RESPECTFUL

- Walk quietly in order to not interrupt other classrooms.
- Respect each other's personal space while in line.
- Use respectful words towards others.

Be RESPONSIBLE

- Walk directly to your destination.
- Follow staff directions.



O'DAY SHORT



LIBRARY

Be SAFE

- Walk at all times.
- Sit appropriately in your seat.
- Keep hands, feet and objects to self.

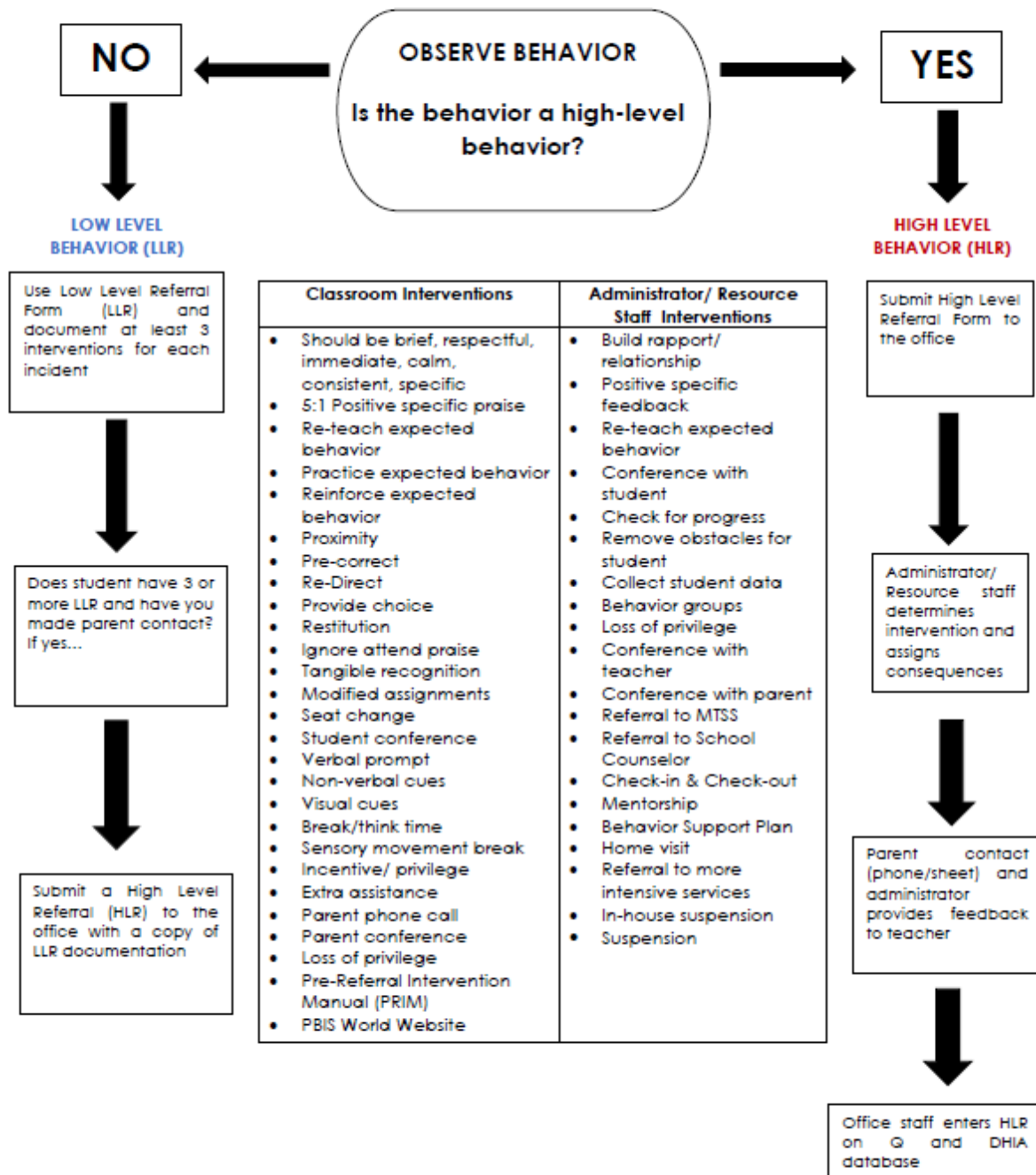
Be RESPECTFUL

- Respect each other's personal space while in line.
- Use indoor voice.
- Handle books with care.

Be RESPONSIBLE

- Return books on time.
- Push in your chair.
- Use bookmarks appropriately.

O'Day Short Elementary School Behavior Flow Chart



O'Day Short Elementary School

Low Level vs. High Level

BEHAVIORS

Low Level Behaviors are a failure to demonstrate universally defined expectations or social skills. All staff must be equipped to address Minor Offenses in the location where they occur (on the spot).	High Level Behaviors are a violation of the CA Education Code — Sections 48900 and 48915. EC 48915 A1, A2, A3, A4, A5 and C1, C2, C3, C4, C5 are Serious Safety violations which include: physical injury, possession of weapons, sale or possession of controlled substances, robbery, extortion, assault/battery, and sexual assault. Major Infractions are addressed by administrators
Failure to: • Follow instructions • Stay on task • Get the teacher's attention • Accept "no" for an answer • Accept criticism/feedback • Ask permission • Disagree appropriately • Listen • Use appropriate voice tone • Ask for help • Give criticism appropriately • Work with others • Wait turn • Mind own Business (MYOB) • Resist peer pressure • Properly use materials • Comply to dress code • Respect personal space • Be on-time • Stay in designated area • Properly dispose trash Chronic Low-Level Referrals are misbehaviors that persist despite the application of environmental modifications and interventions, as documented through the Low Level Referral process.	• A(1) Physical injury (caused, attempted, threatened) A(2) Force or violence (except self-defense) • B Weapons: firearm, knife, explosive, dangerous object (possessed, sold, furnished) • C Controlled substance, alcohol, intoxicant (possessed, used, sold, furnished) • D Controlled substance, alcohol, intoxicant (offered, arranged, negotiated to sell) • E Robbery or extortion F Property damage (school/private) • G Stole/attempted to steal property (school/private) • H Tobacco or tobacco products (possessed, used) • I Obscene act, habitual profanity, or vulgarity • J Drug paraphernalia (possessed, offered, arranged to sell) • K Disrupted, willfully defied valid authority • L Received stolen property (school, private) • M Imitation firearm (possessed) • N Sexual assault (committed, attempted) • Harassed, threatened, intimidated a witness • P Sexual Harassment [EC 48900.2 & 2.12.5] • Q Hate violence [EC 48900.3] • R Harassed, threatened, or intimidated other pupil, groups of pupils, or staff [EC 48900.4] • S Terroristic threats [EC 48900.7] • T Arranged to sell the drug soma [EC 48900 (p)]

	• U Physical injury (aided or abetted) [EC 48900 (t)] • V Hazing (engaged, attempted to engage) [EC 48900 (q)] • X • (X) Bullying and/or electronic bullying, (X1) Bullying: sexual orientation, • (X2) Bullying: ethnicity/race, • (X3) Bullying: physical/mental disability [EC 48900 (r)] • Y Sexting [EC 48900 (r)]
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Information Regarding Suspensions and Expulsions:

Suspension: Suspension means the removal of a student from ongoing instruction for behavioral adjustment purposes for violation of Education Code 48900. See description of code below and the circumstances under which it pertains. Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a student, including students with exceptional needs, may be suspended on a first offense for any of the reasons in the Education Code 48900. As in the case of suspension from class, the student has the right to know the charges and to offer an explanation about what happened.

Other Means of Correction (OMOC): According to AB1729 and Ed. Code 48900.5 state when suspending a student under E.C. 48900 (f) through @ and (t) other means of correction must be documented that have occurred prior to the suspension of the students. Other means of correction must be age appropriate and designed to address and correct the student's specific misbehavior under the specific Ed.Code the student violated.

Recommendation of Expulsion: It means that the administrator makes a recommendation to the school board for the removal of a student from attending the school for a specified time determined by the Board of Education for continual violation of Education Code 48900. See description of code below.

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.

Complaint Procedure: The District has established a complaint procedure that applies to state and federal categorical programs. If a parent has a complaint about these programs or any other aspect of his child's schooling, they need to talk to the teacher first and then see the principal if they are not satisfied. Forms are available in the office for any individuals who wish to file a complaint.

CAFETERIA ROUTINE

CAFETERIA SERVICES:

O'Day Short Elementary offers both a breakfast and lunch program for students. The breakfast program is offered before school (7:20 A.M. – 7:40 A.M) for grades TK-5. Lunch occurs during the school day. Students who bring lunch from home may still receive lunch from the cafeteria. **We expect students to maintain a satisfactory standard of conduct and self-control in the cafeteria at all times.** Both breakfast and lunch are provided free of charge to all students through the National Lunch Program. Adults can purchase meals for themselves and for younger non-school age children.

Procedure:

Students will line up to enter the cafeteria in an orderly manner and will proceed to their assigned table after obtaining their food. After eating, they can be excused to the playground.

School Site aides will help with kindergarteners and will remain with these students until they have finished eating. School Site Aides will then take the students outside to their playground.



FUSD

FONTANA UNIFIED
SCHOOL DISTRICT

UNIFORM COMPLAINT PROCEDURES (UCP) ANNUAL NOTICE 2026-2027

For all stakeholders, including students, employees, parents/guardians of its pupils, school and district advisory committee members, appropriate private school officials/representatives, and other interested parties of the UCP process.

The Fontana Unified School District (FUSD) has the primary responsibility for compliance with federal and state laws and regulations. The District has established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-compliance of our Local Control and Accountability Plan (LCAP).

Copies of our UCP procedures shall be available free of charge. The UCP Annual Notice is available on the Fontana Unified School District website at <https://www.fusd.net>. A copy of the District's Uniform Complaint Procedures, including Board Policy and Administrative Regulation 1312.3, is available free of charge at the District Office.

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

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

- Accommodations for Pregnant and Parent Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program
- Every Student Succeeds Act (ESSA)
- Immigrant Pupils
- Instructional Materials and Curriculum; Diversity
- Instructional Minutes
- Local Control and Accountability (LCAP)
- Migrant Child Education
- Physical Education Instructional Materials
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School or athletic team names, mascots, or nicknames
- School Safety Plans
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- Student Nutrition
- Any other state/federal educational program the State Supt. of Public Instruction/designee deems appropriate.

Filing a UCP Complaint

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

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the district.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously; that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsibilities of FUSD

Fontana Unified School District will post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, and pupils formerly in Juvenile Court now enrolled in the school district.

We advise complainants of the opportunity to appeal an Investigation Report regarding programs within the scope of the UCP to the California Department of Education (CDE).

We advise complainants of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state and federal discrimination, harassment, intimidation, or bullying laws, if applicable.

UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code (HSC)

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code (HSC)*, a notice shall be posted in each California state preschool program classroom operated in any school in FUSD.

The notice is in addition to this UCP annual notice and addresses parents, guardians, students, and teachers of (1) health and safety requirements under Title 5 of the California *Code of Regulations* (5 CCR) that apply to California state preschool programs pursuant to Section 1596.7925 of the HSC, and (2) the location at which to obtain a form to file a complaint.

Williams Uniform Complaint Procedures

Complaints alleging deficiencies related to instructional materials, emergency or urgent school facility conditions that pose a threat to the health and safety of pupils or staff, or teacher vacancy and misassignment shall be addressed pursuant to the District's Williams Uniform Complaint Procedures in accordance with Education Code section 35186.

A Williams complaint may be filed anonymously with the principal or designee at the school in which the complaint arises. Complaint forms shall be available at all school sites and on the District website.

Contact Information

Complaints within the scope of the Uniform Complaint Procedures are to be filed with the person responsible for processing complaints:

Equity Office
Associate Superintendent, Student Services
9680 Citrus Avenue
Fontana, CA 92335
(909) 357-5000, ext. 29194
TITLEIX@fUSD.net

Title IX Officer
Executive Director, Certificated Human Resources
9680 Citrus Avenue
Fontana, CA 92335
(909) 357-5000, ext. 29045
TITLEIX@fUSD.net

The above contacts are knowledgeable about the laws and programs they are assigned to investigate in Fontana Unified School District.